



MEMORANDUM

To: All Steering Committee Members and Interested Parties

From: Beaver County Commissioner, Vice-Chair Wade Hollingshead

Subject: Steering Committee Meeting, at 12:30 PM on Wednesday, August 13, 2025, in Cedar City, Utah

(Lunch will be provided to Steering Committee members and FCAOG Staff at the meeting location at 12:00 noon.)

The next meeting of the Steering Committee will be held on **Wednesday, August 13, 2025, at 12:30 PM**, as an in-person meeting. The meeting is at its regular location: **Festival Hall Conference Center; Combined Rooms 5 & 6; Address: 96 North Main St., Cedar City, Utah.**

While in-person attendance by Steering Committee members is preferred and encouraged, any Steering Committee member may participate via a zoom meeting, if necessary, in order for them to join in this meeting. Presenters may also be able to utilize this method, if necessary, presenters should contact Darin Bushman (see below) to arrange that. Those participating via zoom should please mute your audio when initially joining in. The public may participate, in-person, at the meeting location shown above.

Materials are attached to assist board members in preparing for this meeting and to inform other interested parties of what will be taking place during this meeting of our association's governing body.

Please review all materials and address any questions or concerns to AOG staff, C/O Executive Director Darin Bushman: Dbushman@fivecounty.utah.gov
Staff will thus be able to research answers to your questions or concerns prior to the Steering Committee meeting.



REVISED AGENDA STEERING COMMITTEE MEETING

FESTIVAL HALL CONFERENCE CENTER IN COMBINED ROOMS 5 & 6

ADDRESS: 96 NORTH MAIN ST., CEDAR CITY, UTAH

WEDNESDAY, August 13, 2025

Meeting starts at 12:30 p.m. MST

(Board members may participate electronically if necessary)

1. **Welcome and Introductions of all in attendance.** - *Commissioner Wade Hollingshead, Vice-Chair*
2. **Pledge of Allegiance.** - *Led by invitation of the Chair*
3. **Review and Approve Draft Minutes from June 11, 2025, Steering Committee meeting.** - *Chair [Approval Requires Motion & Vote] {1-2 minutes}*
4. **Human Resources Report** - *Jen Wong, Human Resources Director, Five County AOG {5-10 minutes}*
5. **USU Extension's Resources for Workforce and Business Development** – *Mike Sarles, Statewide Program Coordinator for the Remote Online Initiative, USU Extension {10-15 minutes}*
6. **Community Action Partnership Needs Assessment** – *Kim Cooper, CAP Director, Five County Association of Governments [Requires Approval & Acceptance] {5-10 minutes}*
7. **Review of the Henrieville CIB Application** - *Cody Christensen, Associate Planner, Five County Association of Governments [Requires Vote of Support] {5-10 minutes}*
8. **CDBG FY 2026 Rating and Ranking Policies** - *Cody Christensen, Associate Planner, Five County Association of Governments [Requires Approval & Acceptance] {5-10 minutes}*
9. **CDBG Project Request for Qualifications** - *Cody Christensen, Associate Planner, Five County Association of Governments [Requires Approval & Acceptance] {5-10 minutes}*
10. **Catastrophic Wildfire Letter/Resolution** – *Commissioner Paul Cozzens of Iron County/Darin Bushman, Executive Director of Five County Association of Governments [Requires Approval & Acceptance] {5-10 minutes}*
11. **Program Risk Discussion Review** - *Darin Bushman, Executive Director, & Carrie Schonlaw, Deputy Director, Five County Association of Governments {5-10 minutes}*
12. **Draft Credit Card Policy Review** - *Darin Bushman, Executive Director, & Allison McCoy, CFO, Five County Association of Governments {5-10 minutes}*



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- 13. Draft Purchasing Policy Review** - *Darin Bushman, Executive Director, & Allison McCoy, CFO, Five County Association of Governments* {5-10 minutes}
 - 14. Fraud Risk Assessment Review** - *Darin Bushman, Executive Director, & Allison McCoy, CFO, Five County Association of Governments* {5-10 minutes}
 - 15. Year End Financial Report** - *Darin Bushman, Executive Director, & Allison McCoy, CFO, Five County Association of Governments* {5-10 minutes} **[Requires Approval & Acceptance]**
 - 16. Congressional Staff Updates.** {15-20 minutes}
 - 17. State Agency Updates.** {5 minutes}
 - 18. Universities and Technical Colleges Updates.** {10-15 minutes}
 - 19. Local Affairs Discussions, if needed.** {2-5 minutes, or as needed}
 - 20. Closed Session, if needed.**
 - 21. Next Meeting – October 1, 2025**
 - 22. Adjourn-** *Chair*



Steering Committee Meeting

Wednesday, June 11, 2025, AT 12:30 P.M.

Meeting Held at Festival Hall; Combined Rooms 5 & 6;
96 North Main St., Cedar City, Utah

Meeting Was Also Available to Board Members Via a Zoom Video Conference

Members In Attendance

Commissioner Paul Cozzens, *Chair*
Commissioner Wade Hollingshead, *Vice Chair*
Commissioner Gil Almquist
Commissioner Jerry Taylor
Commissioner Celeste Meyeres
Hurricane City Mayor Nanette Billings
Cedar City Mayor Garth Green
Orderville Town Mayor Lyle Goulding
Escalante City Mayor Melani Torgersen
Stephanie Hill
Tyler Fails
Curtis Barney
Henrie Walton (Via Zoom)

Representing

Iron County Commission
Beaver County Commission
Washington County Commission
Garfield County Commission
Kane County Commission
Washington County Mayors
Iron County Mayors
Kane County Mayors
Garfield County Mayors
Iron County School Board
Beaver County School Board
Garfield County School Board
Utah Tech University

Others In Attendance

Carrie Schonlaw
Jen Wong
Allison McCoy
Kim Cooper
Cody Christensen
JayCee Finicum
Cindy Bulloch (via Zoom)
Amie Graff
Luke Dunn

Representing

Five County Deputy Director
Five County HR Director
Five County Chief Financial Officer
Five County CAP Director
Five County Associate Planner
Five County Administrative Assistant
Representative Celeste Maloy
Service Area Director for DWS
Department of Workforce Services

- 1. Welcome and Introductions of all in attendance. -Commissioner Paul Cozzens, Chair**
Chair Commissioner Paul Cozzens called the meeting to order at 12:34 PM and welcomed all in attendance. Attendees introduced themselves, including in-person and virtual participants.
- 2. Pledge of Allegiance. Led by Commissioner Paul Cozzens, Chair.**
- 3. Review and Approve Draft Minutes from April 9, 2025, Steering Committee meeting.**
A motion was made by Mayor Nanette Billings to approve the minutes. Second, by Commissioner Wade Hollingshead. Minutes were unanimously approved.



4. Fiscal Year 2025 Final Budget Revisions and Fiscal Year 2026 Budget

- Commissioner Paul Cozzens, Chair, opened a Public Hearing. There were no comments, so the Public Hearing was closed.

Allison McCoy, CFO of Five County Association of Governments presented both budgets.

Fiscal Year 2025 Final Budget Revisions

- Final revised fiscal year 2025 budget: \$13,673,777 (net reduction of \$413,002).
- 8 grants closed due to expiration or program transitions.
- The Single-Family Revolving Loan Fund was discussed. It is a downpayment assistance program that can only be used in a rural area for new construction or land for new construction. It is a 0% interest rate with no monthly payment. It is only repaid if the home is sold or refinanced.
- Commissioner Celeste Meyeres commented that as a Steering Committee it is a duty to know of the programs to be able to share that with their constituents.
- Motion to approve the Fiscal Year 2025 Budget Revisions was made by Mayor Nanette Billings. Second by Mayor Melani Torgersen. Passed unanimously.

Fiscal Year 2026 Budget

- Total proposed budget \$13,278,490
- The budget decreased due to reduced funding and program consolidations.
- Motion to approve the Fiscal Year 2026 Budget was made by Commissioner Celeste Meyeres. Second by Commissioner Wade Hollingshead. Passed unanimously.

5. Town of Apple Valley Master Plan with Impact Fee Facilities Plan Community Impact Board Application

Cody Christensen, Associate Planner, Five County Association of Governments

- Request: \$50,000 CIB grant for updating the impact fee facilities plan.
- Motion to support made by Mayor Nanette Billings. Second by Commissioner Wade Hollingshead.

6. Glendale Town Well Replacement Community Impact Board Application.

Cody Christensen, Associate Planner, Five County Association of Governments

- Glendale did not originally get on the CIB list. They thought they had funding through the USDA, but that funding fell through. They are applying for CIB under a special consideration.
- They are requesting \$810,000 grant and a \$90,000 loan from CIB (1%, 30 years).
- Motion to support made by Commissioner Celeste Meyeres. Second by Commissioner Gil Almquist.

7. Congressional Staff Updates.

Cindy Bulloch of Representative Celeste Maloy's Office

- The Panguitch Lake Dam repair was approved, and the permit is on its way.
- A public land bill amendment was withdrawn due to widespread belief that it would remove some hunting and fishing grounds. This was mostly inaccurate as the majority of the land was road easements, power easements, and pipeline easements. There was a portion for a reservoir. The bill is still being looked at for the future.



- Hurricane Mayor, Nanette Billings, is working with Representative Maloy and Senator Curtis to secure funding for phase three of an irrigation project, which requires infrastructure to move water from the completed settling pond to farms.
- Tarriff issues are also being addressed by Representative Maloy's office.
- Stephanie Hill was recognized as a dedicated advocate for the struggling sheep industry, which is facing a severe crisis. Representative Maloy was noted as instrumental in bringing national attention to the issue.

8. State Agency Updates.

Amie Graff, Service Area Director for DWS

- Fiscal year-end funding allocations are in progress, with updates on TANF and other funding sources anticipated next month.
- Unemployment is trending downward due to seasonal hiring: Iron County is at 2.7%, Washington County at 3.2%, and the statewide average is 3.2%. The national average is 4.1%. Garfield County remains higher at approximately 7.1% due to its seasonal economy.
- Challenges persist in connecting job seekers with available positions, particularly in rural communities.
- A new apprenticeship program is being developed in partnership with SUU and Furvo Energy to train power plant operators in Beaver County.
- Planning is underway for a Veterans and Community Resource Fair in Iron County, targeted for Fall 2025. Efforts are also being made to bring a similar event to Washington County in Spring 2026.
- Collaboration continues with the Milford Mine to support local job transitions through on-site recruitment events.

9. Universities and Technical Colleges Updates.

Henrie Walton of Utah Tech University

- President Shane Smead began as university president on May 1.
- Over 3,000 students graduated this year, with 28% being first-generation college graduates, 62% female, and 72% Utah residents, representing 41 states.
- President Smead has initiated the development of a new five-year strategic plan for the university, with broad stakeholder involvement; the process is beginning over the summer and will ramp up in the fall, aiming for completion by next spring.

Washington County Commissioner Gil Almquist provided updates on Dixie Tech.

- Dixie Tech had 990 graduates, 500 of which attended commencement.
- Notably, 168 of the graduates were high school students.
- Most of the graduates had jobs.

10. Local Affairs Discussions, if needed. Nothing was discussed.

11. Next Meeting – August 6, 2025

12. Closed Session

- Mayor Torgersen made a motion to open a closed session citing Code 52-4-205.1A
Seconded by Commissioner Wade Hollingshead.



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- Commissioner Celeste Meyeres made a motion to leave the closed session.
Commissioner Gil Almquist seconded the motion.

13. Adjourn.

- Commissioner Paul Cozzens, Chair, called the meeting adjourned at 2 PM.

These minutes were transcribed, typed, and edited by JayCee Finicum, Administrative Assistant at the Five County Association of Governments. These draft minutes will be approved by the Steering Committee at their August 6, 2025, meeting.

DRAFT

Community Needs Assessment

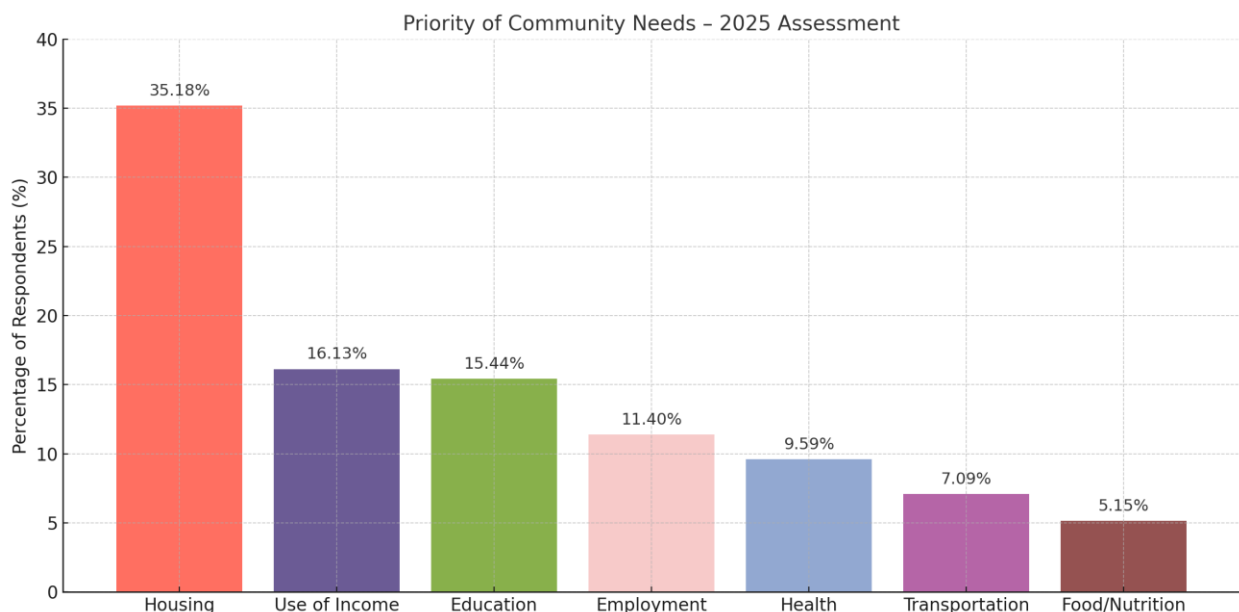
Prioritization Summary

Executive Summary

The 2025 Community Needs Assessment identifies housing, income insufficiency, and educational barriers as the top priorities for residents across Utah’s Five County region—Beaver, Garfield, Iron, Kane, and Washington Counties. The findings reflect a combination of persistent systemic challenges and emerging pressures, with clear trends when compared to the 2022 baseline. This assessment highlights the urgent need for collaborative, cross-sector approaches to address housing shortages, income inequality, and education access. Without intervention, the region risks continued displacement of working families, labor shortages in critical industries, and increased reliance on emergency services.

Local governments are encouraged to work in partnership with service providers, employers, and developers to:

- Expand affordable housing stock
- Increase access to income supports and financial literacy
- Strengthen workforce education pathways
- Improve transportation and healthcare infrastructure in underserved areas



Descriptions

Priority #1: Housing

The availability and affordability of housing continue to present significant challenges for individuals and families across all counties in our service area. A persistent shortage of housing inventory, combined with rapidly rising rental costs, is straining the ability of residents—particularly those in low- to moderate-income brackets—to secure stable, long-term housing.

For example, Kane County has over 6,000 registered residential addresses, yet fewer than 3,000 are occupied year-round, leaving nearly 50% of housing units vacant for most of the year. Data suggests that a substantial portion of these vacant units are licensed as short-term rentals (STRs), such as vacation homes or Airbnb properties. While these STRs support tourism, they significantly reduce the housing stock available for permanent residents, particularly those working in the very hospitality and service industries that the tourism economy depends on.

This trend is not isolated. In fact, two of the top five counties in Utah with the highest number of short-term rentals—Kane and Garfield—fall within our Five County service area. The proliferation of STRs has driven up demand for available housing while simultaneously constraining supply, putting upward pressure on rental prices and limiting options for year-round residents.

Since the previous Community Needs Assessment, Fair Market Rent (FMR) has surged across the region. For instance, FMR for a two-bedroom unit has increased by over 55% in Washington County and nearly 53% in Kane County. These dramatic increases far outpace typical income growth, compounding the affordability crisis and placing stable housing increasingly out of reach for many working households.

The housing shortage has far-reaching consequences beyond residential impacts. In areas heavily reliant on tourism, such as Kane and Garfield counties, the inability of workers to find affordable housing locally threatens the very industries that STRs are intended to support. A lack of permanent housing leads to workforce instability, increased commute times from neighboring communities, and staffing shortages in critical tourism-driven sectors such as hospitality, food service, and recreation.

Additionally, when essential workers are priced out of the housing market, local governments and businesses may struggle to retain a reliable workforce, leading to reduced service quality, diminished visitor experience, and ultimately, negative economic repercussions. In the long term, unchecked expansion of STRs without proportional investment in affordable housing options could hinder economic growth and strain community cohesion.

Priority #2: Use of Income

During the 2025 Community Needs Assessment, clients across the Five County service area—Washington, Iron, Beaver, Kane, and Garfield counties—consistently expressed deep concern about the rising cost of living and its impact on their financial stability. Many reported that their income is insufficient to meet basic needs, citing low-paying, unstable jobs and rapidly increasing housing expenses as primary barriers to self-sufficiency. Nearly 68% of survey respondents indicated that their monthly housing costs exceed their income, reflecting widespread housing insecurity throughout the region.

These concerns align with broader economic challenges observed across Southern Utah. Fair Market Rent for a two-bedroom unit has increased by over 55% in Washington County and nearly 53% in Kane County since the last assessment—far outpacing local wage growth. Additionally, many residents are employed in seasonal or part-time jobs in tourism, retail, or service sectors that lack benefits and long-term security. As a result, families are often forced to make difficult choices between paying rent, purchasing food, or accessing healthcare. These findings underscore the urgent need for expanded services focused on income supports, workforce development, and affordable housing to help families stabilize and ultimately move toward economic independence.

Priority #3: Education

Education is a critical tool in reducing poverty, particularly in rural and economically vulnerable communities such as Washington, Iron, Beaver, Kane, and Garfield counties. Supporting low-income individuals and families in achieving their education goals—whether completing high school, earning a GED, gaining workforce credentials, or pursuing higher education—significantly improves their chances of long-term economic self-sufficiency and reduces dependence on public assistance.

Data from the U.S. Census Bureau (ACS 2019–2023) highlights notable educational gaps across the region:

- In Garfield County, 6.3% of adults have not completed high school, and only 25.4% have earned a bachelor's degree or higher.
- Kane County shows 8.6% without a high school diploma, with 29.7% having attained a bachelor's degree or higher.
- Iron County has 6.6% of adults without a diploma, and 28.9% with a bachelor's or advanced degree.
- In Beaver County, 8.6% lack a high school diploma, and only 25.8% hold a bachelor's degree or higher.
- Washington County performs slightly better, with 6.2% lacking a diploma and 29.2% holding a bachelor's degree or more.

These figures underscore that a significant portion of the adult population across the region does not possess the level of education often required for jobs that offer family-sustaining wages and career advancement. Many individuals are limited to low-wage or seasonal employment in tourism, retail, or service industries, which are prominent in rural counties like Garfield and Kane.

Research consistently shows that educational attainment correlates strongly with income potential. Adults with postsecondary credentials are more likely to secure stable employment, earn higher wages, and have access to benefits such as healthcare and retirement savings. Even obtaining a high school diploma or GED increases job opportunities and earning potential compared to those without one. In Southern Utah, where the cost of living—especially housing—has increased sharply, education becomes not just a pathway but a prerequisite for financial stability.

Moreover, investing in education has generational benefits. Parents with higher education levels are more likely to support their children’s academic achievement, creating a long-term impact on family well-being. Education also equips individuals with life skills such as financial literacy, digital proficiency, and effective communication—key competencies that help families navigate complex systems and avoid financial crises.

Community Action programs in the Five County region are uniquely positioned to close these gaps by providing access to adult education, job readiness training, and partnerships with workforce development agencies and local colleges. Expanding these services—especially in underserved rural counties—will help residents gain the credentials and skills they need to overcome poverty and contribute to a more resilient regional economy.

Priority #4: Employment

Despite Utah’s strong statewide economy and low unemployment rate, many residents in Southern Utah continue to face significant barriers to finding stable employment. Key among these is the limited availability of affordable housing. In counties like Kane and Garfield, a large share of homes are used as short-term rentals, reducing the supply of long-term housing for local workers. This not only discourages in-migration but also forces existing residents to commute long distances or leave the region entirely, further tightening the local labor market.

The nature of employment in Southern Utah also contributes to the challenge. Much of the job market is driven by tourism, resulting in seasonal fluctuations in hiring and reduced job stability. Outside of peak tourism months, employment opportunities are scarce, especially for individuals without specialized skills or certifications. Additionally, public transportation is limited in many rural areas, making it difficult for job seekers to access available positions.

Another critical factor is the skills gap between the types of jobs available and the qualifications of the local workforce. Positions in healthcare, skilled trades, and construction often go unfilled

due to a lack of locally accessible training or credentialing programs. Combined with broader economic pressures—including rising housing costs and shifting workforce dynamics—these issues create a complex and persistent employment barrier for many Southern Utahns.

Addressing these challenges will require coordinated efforts to expand affordable housing, invest in workforce training, improve transportation infrastructure, and diversify local economies beyond seasonal tourism. Without these strategic interventions, employment accessibility in Southern Utah will remain limited, hindering both community well-being and regional economic development.

Priority #5: Health

The health and well-being of individuals in our communities are shaped by a wide range of social determinants—beyond clinical care. These include socioeconomic status, educational attainment, physical environment, employment opportunities, social support systems, and access to healthcare. It is critical to address these factors to improve health outcomes and reduce persistent inequities.

In Southwest Utah (excluding Washington County), approximately 11.1% of the population relies on Medicaid, and 12.4% are covered by Medicare documents.dhhs.utah.gov+2datausa.io+2datausa.io+2. In Washington County, the rates are similar—9.5% Medicaid and 16.7% Medicare.

- **Barriers to Accessing Health Care in Rural Areas**
Clients living in rural parts of our region face several significant obstacles:
- **Geographic isolation:** Many rural residents live more than 25 miles—or even an hour’s drive—from emergency facilities, hospitals, or specialized care rupri.public-health.uiowa.edu+7en.wikipedia.org+7ccf.georgetown.edu+7.
- **Provider shortages:** Rural areas have just 5.1 primary care physicians per 10,000 people, compared to 8.0 in urban centers, with some counties having no doctors at all en.wikipedia.org.
- **Time and financial costs:** A client in a rural area may incur more than just transportation fees by being required to take time off of work to reach medical appointments in other areas.
- **Transportation challenges:** With fewer public transit options, rural clients often lack reliable means to reach healthcare, dental, or mental health services.

These efforts are designed to mitigate both distance and cost barriers and to foster a more equitable health environment across Southwest Utah.

Permanent Community Impact Fund Board Application
ASSOCIATION OF GOVERNMENT REGIONAL CLEARINGHOUSE REVIEW

APPLICANT		PROJECT TITLE	
DATE OF REVIEW	TRIMESTER APPLYING	PROJECT ON 1 YEAR CIB APPLICATION LIST?	CAPITAL ASSET INVENTORY ON FILE WITH THE AOG?
AOG	APPLICANT COUNTY	PROJECT PUBLIC HEARING HELD PRIOR TO AOG REVIEW?*	IS THIS A PLANNING PROJECT?
CIB REQUEST	GRANT AMT	PROJECT CONSISTENT WITH LOCAL AND REGIONAL PLANS?	LOCAL REGIONAL
LOAN AMT	LOAN TERMS	DOES THIS PROJECT ADDRESS AN IDENTIFIED NEED FROM THE CAPITAL ASSET INVENTORY?	DOES THIS PROJECT ADDRESS AN IDENTIFIED TOP PRIORITY FROM THE CAPITAL ASSET INVENTORY?

PROJECT DESCRIPTION/SCOPE OF WORK Description of what will be purchased with CIB funding.

WHAT IS THIS PROJECT'S INTENDED PURPOSE TO THE COMMUNITY? How does this project help the community?

HOW DOES THIS PROJECT FULFILL CIB'S MANDATE TO USE ITS LIMITED FUNDS TO "RESULT IN THE GREATEST USE OF FINANCIAL RESOURCES FOR THE GREATEST NUMBER OF CITIZENS OF THIS STATE"?

AOG RECOMMENDATION

THE ABOVE-NAMED AOG GOVERNING BODY REVIEWED THIS PROJECT
ON THE DATE INDICATED AND VOTED TO:

REVIEWED BY _____

SIGNATURE _____

TITLE _____

FOR ADDITIONAL INFORMATION OR
COMMENT, PLEASE CONTACT

NAME _____

PHONE NUMBER _____

EMAIL _____

*Public Hearing: The CIB requires all applicants to have a vigorous public participation effort. All applicants shall hold a formally noticed public hearing to solicit comment concerning the size, scope, and nature of any funding request submitted to the CIB before review by the Board. A complete and detailed scope of work shall be given to the public, and its financing and be documented in the minutes. The information shall include the financial impact to the public as user fees, special assessments, or property taxes. (The Board has adopted a funding matrix tool to assist reasonable consistency regarding grant/loan award.) The CIB may require further public hearings if it determines the applicant did not adequately disclose to the public the possible financial impact of the financial assistance. Projects will not be placed on a CIB agenda until a public hearing has been held.

**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. There will be no maximum limit for projects. 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 14, 2025** – 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, 2026, 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, 2026, 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 19, 2025, 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. Set-Aside Funding:

- \$100,000 to Five County Association of Governments (\$50,000 for Administration, Consolidated Plan Planning, Rating & Ranking, \$50,000 for Planning Assistance, Affordable Housing Planning, and Economic Development TA).

10. Emergency projects may be considered by the Regional Review Committee (FCAOG Steering Committee) 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 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.

11. 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.

12. 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.
13. 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.
14. 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.

15. 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.
16. 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 benefitted.
 - 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.

17. 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.
18. 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 shall not be considered by the RRC, as grantees should plan for such events.

19. Public Participation

Section 104(a)(2) of the Housing & Community Development Act of 1974, as amended, requires that CDBG grantees implement a citizen participation process as a prelude to the allocation and expenditure of CDBG funds. The primary goal is to provide citizens, especially low- and moderate-income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. To that end, the regional policies and rating and ranking process of each AOG must be transparent.

The following actions are required of each AOG. Documentation of each of these actions must be provided to the state.

1. The RRC meetings must be documented with dates, members present, minutes and decisions made.
2. The proposed policies (updated annually) must be posted on the State of Utah Public Meeting Notice website with the public invited to comment for 30 days.
3. The proposed policies should be posted on the AOG website and mailed/emailed to all eligible communities/counties in the region.
4. The policies and rating and ranking criteria must be formally approved by the AOG in a public meeting.
5. Regional application scoring documents must be submitted to the state CDBG Program Manager for review and approval BEFORE formal announcement of awards by the AOG.
6. The annual regional awards must be announced in a public meeting and documented in the meeting minutes.
7. The list of regional awards must be publicized, at a minimum, on the State Public Meeting Notice website, not as a meeting, but just a notice. Other options such as newsletters, websites or social media, could also be utilized to publish the award announcement.
8. The Housing and Community Development Division will post the list of statewide awards on the State Public Meeting Notice website annually in May.

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

Attendance at one workshop within the region is mandatory by 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
2026 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. To adequately evaluate grantee performance, the RRC must consult with the state staff regarding scoring for this criterion. Staff will rate performance on a scale of 1-5.

- A. Project manager consistency (1 point)
 - a. Project was appropriately managed by applicant's project manager on previous grant
- B. Communication with state staff (1 point)
 - a. Level of communication with agency using email history and/or annotations in Webgrants
- C. Project completed in contract period (1 point)
 - a. How many claims submitted depending on type of project
- D. Compliance with regulations/laws (1 point)
 - a. Level of completeness in agency's efforts to meet all requirements without follow-up requests
- E. Project management documents in Webgrants (1 point)
 - a. Accurate documentation was provided in a timely manner for Webgrant submission. First time grantee: default is 2.5 points.

In order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least 50 percent of their previous year's CDBG grant funds by February, prior to application rating and ranking.

- 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 match 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 applications of intent exist to show that other funding sources have been requested as 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 asides, 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 people.
#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	Public Services	Construction and equipment for public service projects which are not community facilities or LMI housing activities.
#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 FY2025.

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 in compliance in 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.

House Bill 259 was passed during the 2018 state legislative session and mandates that all cities and counties address the problems associated with the availability of affordable housing in their local plans. Cities with less than 1,000 persons and counties less than 25,000 are exempt from this requirement. Applications for projects that are intended to address some element of that plan will be given additional points. The State of Utah CDBG program requires any city or county interested in applying for funding to meet the requirements for moderate income housing planning and annual progress reporting as required by 10-9a-403, 408 for municipalities and 1727a-403, 408 for counties. Additional information and lists of communities required to meet this requirement can be found at <https://jobs.utah.gov/housing/affordable/moderate/reporting/>

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. 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 preapproved 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 ($\leq 50\%$ of AMI) or Very-Low Income ($\leq 30\%$ 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.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS FY 2025 CDBG RATING AND RANKING CRITERIA and APPLICANT'S PROJECT SCORE SHEET

The Five County Association of Governments Steering Committee (RRC) has established these criteria for the purpose of rating and ranking fairly and equitably all Community Development Block Grant applications received for funding during FY 2026. Only projects which are determined to be threshold eligible will be rated and ranked. Eligibility will be determined following review of the submitted CDBG application with all supporting documentation provided prior to rating and ranking. **Please review the attached Data Sources Sheet for a more detailed explanation of each criterion.**

Applicant:		Requested CDBG \$'s		Ranking:		of		Total Score:	
Application Description:									

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)						Score	X Weight	Total Score
1	Capacity to Carry Out the Grant: Performance history of capacity to administer grant. Scored by State CDBG Staff. (First-time & >5-yr grantees: default is 2.5 points)		Excellent 5 points	Good 4 points	Fair 3 points	Deficient 2 points	Poor 1 point			0.4	
2	Grant Administration: Concerted effort made by grantee to minimize grant administration costs.		0% CDBG Funds 3 points	1 - 5% 2 points	5.1 - 10% 1 point					1.0	
3	Unemployment: What percentage is applicant County's unemployment percentage rate above State average percentage rate? Source: https://jobs.utah.gov/wi/update/une/	%	4.1% or greater above state average 3.0 points	3.1% - 4.0% above state average 2.5 points	2.1% - 3.0% above state average 2.0 points	1.1% - 2.0% above state average 1.5 points	0.1% - 1.0% above state average 1.0 point	Up to state average 0 points		1.5	
4 A	Financial Commitment to Community Development (Selfhelp Financing) - (<u>Jurisdiction Population <500</u>) Percent of non-CDBG funds invested in total project cost.	%	> 10% 5 points	7.1 % - 10% 4 points	4.1% - 7% 3 points	1% - 4% 2 points	< 1% 1 point			2.0	
4 B	Financial Commitment to Community Development (Selfhelp Financing) - (<u>Jurisdiction Population 501 - 1,000</u>) Percentage of non-CDBG funds invested in total project cost. All public housing authorities or similar non-profits shall be considered a 4B jurisdiction for this criterion.	%	> 20% 5 points	15.1 - 20% 4 points	10.1 - 15% 3 points	5.1 - 10% 2 points	1 - 5.0% 1 point			2.0	

4 C	Financial Commitment to Community Development (Selfhelp Financing) - (<i>Jurisdiction Population 1,001 - 5,000</i>) Percentage of non-CDBG funds invested in total project cost.	%	> 30% 5 points	25.1 - 30% 4 points	20.1 - 25% 3 points	15.1 - 20% 2 points	1 - 15% 1 point			2.0	
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CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)						Score	X Weight	Total Score
4 D	Financial Commitment to Community Development (Selfhelp Financing) - (<i>Jurisdiction Population >5,000</i>) Percentage of non-CDBG funds invested in total project cost.	%	> 40% 5 points	35.1 - 40% 4 points	30.1 - 35% 3 points	25.1 - 30% 2 points	1 - 25% 1 point			2.0	
5	CDBG funds Requested Per Capita: CDBG funds requested per beneficiary.		\$1 - 100 5 points	\$101-200 4 points	\$201- 400 3 points	\$401 - 800 2 points	\$801 or > 1 point			1.0	
6 T*	Jurisdiction's Project Priority: Project priority rating in Regional Consolidated Plan, (<i>CASI or equivalent</i>)		# 1 6 points	# 2 5 points	# 3 4 points	# 4 3 points	# 5 2 points	# >5 1 point		2.0	
7	County's Project Priority: 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.		# 1 6 points	# 2 5 points	# 3 4 points	# 4 3 points	# 5 2 points	#6 or > 1 point		2.0	
8	Regional Project Priority: Determined by the Executive Director with consultation of the AOG Finance Committee members. The Finance Committee is comprised of one (1) County Commissioner from each of the five counties.		# 1 Public Infrastructure 6 points	# 2 Public Safety 5 points	# 3 LMI Housing 4 points	# 4 Community Facilities 3 points	# 5 Public Service 2 points	#6 or > Remove Architectural Barriers (ADA) 1 point		2.0	
9	LMI Housing Stock: Land, infrastructure for the units, rehabilitation of units, and/or accessibility of units for LMI residents.		> 20 Units 8.5 points	15 - 20 Units 7 points	10 - 14 Units 5.5 points	5-9 Units 4 points	3-4 Units 2.5 points	1-2 Units 1 point		1.0	

10	Affordable Housing Plan Implementation: Points under this criterion are met by providing their adopted Moderate-Income Housing report and demonstrating that their project meets a goal in their report.		Plan provided & applicant explains how Plan goals are met. 3 Points	Plan provided but applicant does not demonstrate how the project meets Plan goals. 1.5 Points	Affordable housing Plan not provided. 0 Points					1.0	
11	Project's Geographical Impact: Area benefitting from project.		Regional 8.0 points	Multi-county 6.0 points	Countywide 4.0 points	Multicomunity 2.0 points	Community 1.5 points	Site-Specific 1.0 point		2.0	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)						Score	X Weight	Total Score
12	Jurisdiction's Property Tax Rate: Communities that maintain a high tax burden as compared to the State tax ceiling will receive higher points for this category. Property tax rate as a percent of the maximum allowed by law. Determined by dividing the local property tax rate by the State allowable maximum. Three-point default for nontaxing jurisdiction.	%	> 50% 5 points	40.1 - 50% 4 points	30.1 - 40% 3 points	20.1 - 30% 2 points	10.1 - 20% 1 point	< 10% 0 points		1.0	
13	Jurisdiction's LMI Population: Percent of residents in the project area considered 80 percent or less LMI.	%	91 - 100% 5 points	81 - 90% 4 points	71 - 80% 3 points	61 - 70% 2 points	51 - 60% 1 point			1.0	
14	Extent of Low-Income Population: The percentage of the total population in the project area who are Low Income (\leq 50% AMI) and Very Low Income (\leq 30% AMI), directly benefitting from the project.	%	20% or More 5 points	15 - 19% 4 points	10 - 14% 3 points	5 - 9% 2 points	1 - 4% 1 point			0.5	
15	Limited Clientele Groups: Project specifically serves CDBG identified LMI groups, i.e., elderly, disabled, homeless, etc., as stipulated in the state of Utah Small Cities CDBG Application Policies and Procedures.	%	100% 4 points	51% 2 points						1.0	

16	Civil Rights Compliance: Applicants will receive points for compliance with federal laws, executive orders and regulations related to civil rights. 1 Point – Complete “ADA Checklist for Readily Achievable Barrier Removal” for town, city, or county office. 1 Point – 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.		Complete both criteria 2 points	Adopt Civil Rights Policies described in criterion. 1 point	Complete ADA Checklist 1 point					1.0	
17	Pro-active Planning: Reflects on communities who pro-actively plan for growth and needs in their communities, coordination and cooperation with other governments, development of efficient infrastructure, and protection and conservation plan for water, air, critical lands, important agricultural lands, and historic resources. Refer to Worksheet #17 for scoring criteria.		Very High 4 points	High 3 points	Fair 2 points	Low 1 point				0.5	
CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)						Score	X Weight	Total Score
18	Application Quality: Application identifies the problem, contains a well-defined scope of work, is cost effective, demonstrates that it will be completed in a timely manner, demonstrates that it does not duplicate existing services, and provides an architectural/engineering report. Refer to Worksheet #18 for scoring criteria.		Excellent 5 points	Very Good 4 points	Good 3 points	Fair 2 points	Acceptable 1 point	Poor 0 points		1.5	
19	Project Maturity: Project demonstrates capacity to be implemented and/or completed in the allotted contract period and is clearly documented in the application. Refer to Worksheet #19 for scoring criteria.		Excellent 5 points	Very Good 4 points	Good 3 points	Fair 2 points	Acceptable 1 point	Poor 0 points		2.0	

PLEASE NOTE: Criteria marked with a T* is a THRESHOLD eligibility requirement for the CDBG Program.
 < Less Than > More Than

CRITERIA 17 WORKSHEET

PRO-ACTIVE PLANNING		
Criteria	Support Documentation Provided	Score (4 Points Total)
1. Has the applicant provided information about the local jurisdiction which demonstrates pro-active planning and land use in their community in coordination and cooperation with other governments ?	Yes____ 0.5 point No____ 0 points	
2. Has the applicant documented that the project is in accordance with an applicable <u>adopted</u> plan (E.g., water facilities master plan, etc.)	Yes____ 2 point No____ 0 points	
3. Has the applicant documented adopted plans or general plan elements addressing protection and conservation of water, air, critical lands, important agricultural lands and historic resources?	Yes____ 0.5 point No____ 0 points	
4. Has the applicant documented information about the local jurisdiction which demonstrates pro-active planning for the removal of barriers to accessibility of programs and facilities for all persons?	Yes____ 0.5 point No____ 0 points	
5. Has the applicant provided information about the local jurisdiction which demonstrates the development of efficient infrastructure including water and energy conservation.	Yes____ 0.5 point No____ 0 points	

Very High = 3.5 - 4 Points High = 2.5 - 3 Points Fair = 1.5 - 2 Points Low = 0.5 - 1 Point	Total Points: (Very High, High, Fair, Low)
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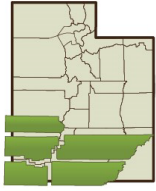
CRITERIA 18 WORKSHEET

Application Quality		
Criteria	Support Documentation Provided	Score (5 Points Total)
1. The problem is clearly identified in the Description of Need.	Yes___ 0.5 point No___ 0 point	
2. The proposed solution is well defined in the Scope of Work.	Yes___ 0.5 point No___ 0 point	
3. The application includes a timeline attachment which describes how the scope of work will be completed in a timely manner.	Yes___ 1 point No___ 0 point	
4. The proposed project does not duplicate any existing services, programs, or activities already available to the beneficiaries in the jurisdiction, either locally or regionally based. Applicant must provide documentation.	Yes___ 0 point No___ 1 point	

<p>5. Detailed Architectural/Engineering Report, design/plans are included in application. Projects that do not require an Architect/Engineer will receive full points if build specification documents are provided when applicable. (E.g., Fire trucks have build specification documents, while acquisition of real property will not have pertinent documents.)</p>	<p>Yes___ 2 point No___ 0 point</p>																									
<table> <tr> <td>Excellent</td> <td>=</td> <td>5 Points</td> <td>Acceptable</td> <td>=</td> <td>1 Points</td> </tr> <tr> <td>Very Good</td> <td>=</td> <td>4 Points</td> <td>Poor</td> <td>=</td> <td>0 Points</td> </tr> <tr> <td>Good</td> <td>=</td> <td>3 Points</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fair</td> <td>=</td> <td>2 Point</td> <td></td> <td></td> <td></td> </tr> </table>		Excellent	=	5 Points	Acceptable	=	1 Points	Very Good	=	4 Points	Poor	=	0 Points	Good	=	3 Points				Fair	=	2 Point				<p>Total Points_____</p>
Excellent	=	5 Points	Acceptable	=	1 Points																					
Very Good	=	4 Points	Poor	=	0 Points																					
Good	=	3 Points																								
Fair	=	2 Point																								

CRITERIA 19 WORKSHEET

PROJECT MATURITY				
Criteria	Status	Score (5 Points Total)		
1. Architect/Engineer already selected and is actively involved in the application process . The application includes procurement policy and a description of how the architect/engineer was procured.	Yes____ 1 point No____ 0 points			
2. Is the project ready to proceed immediately ?	(Well Defined) Yes____ 1 points No____ 0 points			
3. Funding Status (Maturity).	Select one of the following: Is CDBG the only funding source for the project? Yes____ 0 point <div style="text-align: center;">(or)</div> Other project funding has been identified but not applied for. Yes____ 0 point <div style="text-align: center;">(or)</div> Other project funding was applied for but not committed. Yes____ 2 points <div style="text-align: center;">(or)</div> All other project funding is in place for immediate use. Yes____ 3 points			
Excellent = 5 Points Fair = 2 Points Very Good = 4 Points Acceptable = 1 Points Good = 3 Points Poor = 0 Points	Total Points:_____ (Excellent, Very Good, Good, Fair, Acceptable, Poor)			



Five County Association of Governments

Request for Qualifications (RFQ)

Real Estate Services For the Five County Association of Governments

Issued August 13, 2025

Deadline September 19, 2025

Introduction

The Five County Association of Governments (FCAOG) is interested in potentially purchasing real property for the purpose of constructing an administration building in Iron County. The number of parcels and timeframe for purchase are not guaranteed. FCAOG is exploring several options for projects that may or may not result in the need to purchase real estate and/or develop land. The FCAOG wishes to have an experienced real estate professional (agent) to assist with the potential purchase and development of the property needed.

Deadline for Proposal Submission

Proposals must be received by Cody Christensen, Association Planner, by email before 5:00 pm Friday, September 19, 2025. Proposals shall be emailed to cchristensen@fivecounty.utah.gov. No proposals will be accepted after the closing date and time.

Scope of Work

1. Assist the FCAOG with project development to determine the size and scope of needed property.
2. Locate potential parcels and present information concerning the parcels to the FCAOG.
3. Assist the AOG in projecting potential development costs.
4. Represent the FCAOG on purchase transactions.
5. Assist the FCAOG with the development process.

Pre-Proposal Meeting

The FCAOG will hold a non-mandatory pre-proposal meeting on Wednesday, September 24, 2025, at 10:00 am. The meeting will be held virtually and may be attended by using the information below. The purpose of the meeting is to answer questions concerning the RFP prior to the submission deadline.

ZOOM Meeting

Zoom link will be sent prior to the virtual meeting.

Selection Team

An evaluation of the proposals will be made by the FCAOG Purchasing Committee (committee). The committee will evaluate and score the proposals in accordance with the criteria specified below. If any member of the committee has a conflict of interest with an agent or proposal, that member will be recused from participating in the selection process.

Proposal Scoring

The proposal shall consist of the four sections listed below. Each section will be reviewed and assigned a point score from 1 to 25. The FCAOG reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest ranked agents to participate in phone interviews but is not required to do so. If interviews are held, the selected agents will be provided with additional information about the format, length, content, and scoring to be used.

The selected agent will be the one with the highest overall point score. The FCAOG reserves the right to reject any and all proposals. No compensation will be provided to agents preparing proposals for the project.

Section	Evaluation Criteria	Maximum Points
1	Sales Experience	25
2	Land Development Experience	25
3	Fees and Commissions	25
4	Experience with Local Governments	25

Proposal Format

Proposals should be submitted electronically in PDF format to Cody Christensen, Associate Planner, at cchristensen@fivecounty.utah.gov.

The purpose of these guidelines is to ensure consistency in the format and content of proposals that are prepared by agents and submitted to the FCAOG. The proposal should contain the following information in the order listed.

- Introductory Letter
- Section #1 – Sales Experience
- Section #2 – Land Development Experience
- Section #3 – Fees and Commissions
- Section #4 – Experience with Local Governments

All submittals must be clear, concise and in the recommended format so the proposals can be evaluated in an efficient and objective manner by the committee. The four (4) sections in the proposal should be labeled for easy reference (#1, #2, #3, #4).

Section 1: Sales Experience

The proposal should outline the sales experience of the agent. This could include the number of years as an agent, sales awards received, typical sales each year, sales ranking, etc. Each of these are not required, but this section is the agent's opportunity to demonstrate their sales experience to the committee.

Section 2: Land Development Experience

The proposal should outline the land development experience of the agent. This could include a list of development projects you have worked on or been involved with. Your understanding of land use ordinance or code. Your experience with planning and zoning commissions. Your knowledge of development costs and the process for developing land.

Section 3: Fees and Commissions

The proposal should outline the anticipated fees and commissions for the services provided to the FCAOG. Understanding there are variations for each sale or transaction, please identify what a typical commission percentage would be for representing the FCAOG as a buyer if the seller were not covering the buyer's brokerage fee. Please identify compensation for time spent assisting with development work such as meeting with planning and zoning, estimating costs, or assisting with creating a budget for costs. Please identify if this will be at an hourly rate, built into the commission percentage, or calculated on a project basis.

Section 4: Experience with Local Governments

The proposal should outline the agents experience working with local governments. This could include experience representing local governments in sales or experience working with local government councils or commissions. Work with planning and zoning commissions, city councils, county commissions, etc. should be identified.

Contract Term

The FCAOG will enter into a contract with the successful agent for the length of 12 months to provide the services outlined in this RFP. This contract may be extended to 24 months upon satisfactory performance by the agent and subject to evaluation and approval by the FCAOG Purchasing Committee.

Disclosure and Disposal

Once submitted, the proposal becomes the property of the FCAOG and is treated as a public document. The proposal will be disposed of according to FCAOG policies including the right to reject any and all proposals. Proposals shall be open to public inspection according to FCAOG policies. The agent may request in writing the non-disclosure of trade secrets and other proprietary data. Upon request from the agent, the FCAOG will examine the proposal to determine the requests validity prior to the award of the contract. If the FCAOG disagrees with the agent's request, the FCAOG will inform the agent in writing which portion of the proposal will need to be disclosed. At that time, the agent will have opportunity to withdraw their proposal. Otherwise, the data will be disclosed.



RESOLUTION NO. 00852025_1

A RESOLUTION OF THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS URGING THE UNITED STATES FOREST SERVICE TO IMMEDIATELY DEPLOY EMERGENCY AUTHORITIES TO MITIGATE CATASTROPHIC WILDFIRE THROUGH MASSIVE FUEL REDUCTION EFFORTS AND THE FULL RELEASE OF TIMBER SALES IN UTAH AND NORTHERN ARIZONA

WHEREAS, the State of Utah and neighboring Arizona are now facing some of the largest active wildfires in the United States, including the Monroe Canyon Fire (Sevier & Piute Counties), which has burned over 71,900 acres and remains only 4% contained after more than three weeks, and the Forsyth Fire (Washington County), which has burned approximately 15,660 acres and continues to endanger communities and vital landscapes; and

WHEREAS, additional major Utah wildfires in 2025 include:

- **France Canyon Fire (Garfield County): ~34,943 acres burned;**
- **Deer Creek Fire (San Juan County): ~17,724 acres burned;**
- **Bridge Creek Fire (San Juan County): ~2,588 acres burned;**
- **Mica Fire (Tooele County): ~1,600 acres burned;**
- **Beulah Fire (Summit County): ~2,310 acres burned;**
- **Big Springs Fire (Tooele County): ~1,486 acres burned;**
- **Hag Fire (Box Elder County): ~9,200 acres burned;**

WHEREAS, the Grand Canyon Fire in Arizona has resulted in the total loss of the historic North Rim Lodge, underscoring the devastating human, ecological, and economic toll of unchecked wildfire; and

WHEREAS, municipal and agricultural watersheds are being severely impacted or lost altogether, threatening long-term water availability, infrastructure stability, and public health; and

WHEREAS, on July 31, 2025, Utah Governor Spencer J. Cox issued a State of Emergency due to the intensity and spread of wildfires, noting that Utah had already experienced approximately 693 fires burning nearly 114,000 acres statewide this year; and

WHEREAS, wildfire acreage burned in the United States continues to escalate year after year, despite billions spent on suppression, demonstrating a systemic failure to address the underlying causes of catastrophic fire; and

WHEREAS, proactive forest management, mechanical thinning, prescribed burning, and commercial timber harvesting have been consistently stalled by regulatory red tape, environmental litigation, and institutional risk aversion; and



WHEREAS, agency bureaucratic caution, however well-intentioned, is no substitute for action in the face of mounting disaster, and the longer forests are mismanaged, the more dangerous and volatile they become; and

WHEREAS, unmanaged forest stands often exceed 160–300 trees per acre, compared to historical healthy densities of 40–60 trees per acre, creating overcrowded fuel beds prone to ignition under drought and heat stress; and

WHEREAS, the National Environmental Policy Act (NEPA) includes categorical exclusions (CEs) and the Forest Service may also make Emergency Situation Determinations (ESDs), which together allow land managers to bypass unnecessary procedural delays and implement emergency fuels mitigation without predecisional objection; and

WHEREAS, the Forest Service must utilize these emergency categorical exclusions and ESDs under NEPA to greatly accelerate any and all forest health and wildfire mitigation activities that reduce fuel loads and protect forests and communities from catastrophic fire; and

WHEREAS, the immediate release and implementation of all approved timber sales is critical to reduce hazardous fuels, support rural economies, and engage the private sector in restoring forest health; and

WHEREAS, current federal pay structures inadvertently incentivize prolonged wildfire suppression operations by offering overtime and hazard pay to employees in leadership and management roles, rather than rewarding prevention and mitigation work; and

WHEREAS, public policy must prioritize risk reduction and community protection, not just response; and

WHEREAS, the Five County Association of Governments expresses its deepest gratitude to the local U.S. Forest Service staff, incident commanders, ground crews, and support personnel whose sacrifice, commitment, and dedication protect lives, property, and resources; and affirms that this resolution targets the actions and policies of federal leadership and management, not those serving on the front lines;

NOW, THEREFORE, BE IT RESOLVED BY THE FIVE COUNTY ASSOCIATION OF GOVERNMENTS THAT:

- 1. A Regional Emergency is hereby declared in response to the escalating wildfire threat across southern Utah and northern Arizona.**
- 2. The Association calls on the U.S. Forest Service to fully invoke emergency categorical exclusions (CEs) and Emergency Situation Determinations (ESDs) to authorize emergency fuels mitigation without delay.**
- 3. The Forest Service must utilize applicable CEs and ESDs under NEPA to greatly accelerate any and all forest health and fuel reduction projects, including timber harvesting, thinning, and prescribed fire, particularly in overstocked and high-risk areas near communities and water supply zones.**



Five County Association of Governments

1070 West 1600 South, Bldg. B
Saint George, UT 84770
Office (435) 673-3548

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4. The immediate release of all approved timber sales must occur without further delay, and all barriers—regulatory, legal, or procedural—that obstruct active forest management must be eliminated.
 5. Congress and the Administration must remove any financial incentive for federal leadership and management personnel to profit from extended wildfire suppression missions. All such time worked should be accrued as compensatory time only, with no added overtime or hazard pay, redirecting focus toward prevention, fuels work, and community protection.
 6. A copy of this resolution shall be transmitted to:
 - The U.S. Secretary of Agriculture
 - Chief of the U.S. Forest Service
 - Utah’s Congressional Delegation
 - The Governor of Utah
 - The Utah Division of Forestry, Fire & State Lands
 - The Attorney General of the State of Utah

PASSED AND ADOPTED this 13th day of August, 2025, by the Five County Association of Governments Steering Committee and Executive Board.

Paul Cozzens

Steering Committee Chairman

FY 2025 - 2026 Federal Appropriations Funding Risk/Impact

Department	Program	FY 2025 Continuing Resolution Enacted 3-14-25	FY 2026 President Budget 6-11-25	FY 2026 Senate Comm. 7-31-2025	FY 2025 Five County Allocation	Staff Impact if Funding Eliminated or Cut	Impact on Deliverables & Communities
Area Agency on Aging	Senior Companion	236,917 mil	unclear	236,917 mil	109,862	.5 FTE	financial insecurity for 18 low income older adult volunteers, 100 Older/disabled adults without in-home supports/risk LTC Placement , increase cost Medicare/Medicaid
	Foster Grandparent				104,422	.5 FTE	financial insecurity for 20 low income older adult volunteers, 256 At-risk students, Schools, Teachers without tutors
	Retired Senior Volunteer				85,000	1.5 FTE	100 Senior Volunteers and 700 older adults and individuals with chronic conditions at risk, increased isolation , increased healthcare cost, costs to Medicare and Medicaid
	Chronic Disease Self-Management Programs	8 mil	eliminated	8 mil	10,500		
	Fall Prevention Programs	7.5 mil		7.5 mil	16,500		
HEAT	HEAT/Utility Assistance	4 bil	Eliminated	4 bil	903,221	8 FTE	over 3,500 households impacted- estimated \$1,281,917 in utility assistance for low income families, older adults and individuals with disabilities
	HEAT Crisis				61,708		
WEATHERIZATION	LIHEAP- Weatherization-				427,697	3 FTE	25 household/jobs and 27 Crisis jobs. 42.53% cut for Weatherization as whole, still have DOE Formula \$2597,953 & Intrastructure (WAPBIL) \$340,063 and Enbridge \$96,536
	LIHEAP-Weatherization- Crisis				116,000		
Community Action	Community Services Block Grant	770 mil	Eliminated	770 mil	355,000	3 FTE	Supports Senior Centers, Domestic violence, housing programs other CBO includig leveraging multiple other funding sources to include staff
Economic Develoment	Community Development Block Grant	3.3 bil	Eliminated	3.1 bil	155,000	1 FTE	support to local communities, benefit primarily low- and moderate-income - including housing rehabilitation, infrastructure improvements and public services

Other- Non-Five County AOG Programs that will impact our Communities

Aging	SCSEP- Senior Community Service Employment Program	410 mil	Eliminated	395 mil			\$520,923 Utah 2025 allocation- \$13,023 cut for Utah in 2026
Human Service	Housing for Elderly Section 202	931 mil	Eliminated	972 mil			\$41 Mil increase
	Tennant-based Rental Assistance Section 8	36 bil	Eliminated	37.3 bil			1.3 bil increase
	Commodity Supplemental Food (USDA)	516 mil	Eliminated	516 mil			

CREDIT CARD POLICY OF FIVE COUNTY ASSOCIATION OF GOVERNMENTS

DRAFT COPY (8-13-2025)

This credit card policy will provide guidelines for Departments regarding credit card use. The uses of the cards are restricted to the Five County Association of Governments (in this document known as FCAOG) to acquire goods and services which are appropriate for the conduct of the FCAOG's business.

The purpose of the credit card policy is to allow departments to purchase goods and services in instances when payment by cash or check is not expedient, practical, or desirable.

POLICY

State Bank of Southern Utah is the FCAOG's selected vendor to obtain the necessary credit cards and establish a line of credit for the FCAOG.

Each Department Director will receive one card for use within their department and will approve usage by any employee within their department.

All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the FCAOG policy regarding credit cards.

The Executive Director, the Chief Financial Officer and Department Directors will establish appropriate credit limits for each card, recognizing that usage of individual cards may vary.

The Department Director is responsible for the use of the cards by their department. The Department Director is responsible for ensuring that any charges are authorized FCAOG expenditures and that adequate monies are available within the department's approved budget. No personal expenditures are allowed by employees with the credit cards, even if the intent is to repay the organization at a future point.

The Cardholder and/or Department Director shall be responsible for any credit card purchases on their Card and ensuring that the supporting documentation is uploaded to the EZBusiness Card Platform.

Credit card receipts will be submitted using the State Bank of Southern Utah's EZBusiness card platform. This will allow the uploading of receipts, invoices, and images as supporting documentation. The Cardholder shall code the expenses within their department with the appropriate program and expense codes. These documents should clearly show what goods and services were purchased using the credit card.

Misuse of the credit card could result in disciplinary action. Human error and extraordinary circumstances may be taken into consideration when investigating any violation of the acknowledgment agreement.

Credit card violations include, but are not limited to:

- Purchase of items for personal use.
- Use of the credit card for cash advances.
- Exceeding bank credit line limit.
- Failure to return the credit card when an employee is reassigned, terminated, or upon request.
- Failure to turn in purchase orders (if needed) and receipts or other supporting documentation on the EZ Business Platform within 15 business days of the purchase or when the employee returns from travel. Timely submission is essential to establish accountable reconciliation procedures.

All credit cards remain property of the FCAOG. Credit cards may not be transferred to, assigned to, or used by anyone other than the designated Cardholder or a designee of the Cardholder. The Cardholder and designee are accountable for the activity on the card. The FCAOG may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to the Executive Director, Deputy Director, Chief Financial Officer, HR Director, or Department Director. It is the Cardholder's responsibility to obtain transaction receipts from the merchant

each time the credit card is used. Individual transaction receipts are to be attached to purchase orders and submitted to the Accounts Payable Clerk and submitted on the EZ Business card platform.

The Chief Financial Officer and the Accounts Payable Clerk will be responsible for reviewing and approving all periodic statements. The Accounts Payable Clerk must keep statement data and proof of reconciliation, including purchase orders and receipts, on file for a period consistent with the record retention requirements of the FCAOG.

It is the Cardholder's responsibility to follow up on any erroneous charges, returns, or adjustments to ensure proper credit is given on subsequent statements. The credit card is valuable property that requires proper treatment by the Cardholder to protect it from misuse by unauthorized parties. The credit card should always be treated with the same care as personal credit cards, bankcards, cash and checks. Keep your card(s) in a secure, yet accessible location not available to clients or the public. When using the credit card for an internet purchase, cardholders should ensure that the site utilizes industry-recognized encryption transmission tools.

When the expiration date is passed and/or after you have received a new credit card, return the old credit card to the Accounts Payable Clerk.

When making in-person purchases, ensure the credit card is returned to the purchaser after each charge and verify that the returned credit card has the appropriate cardholder name on it. If the credit card is lost or stolen, contact the Bank's 24-hour toll-free number immediately and advise the Chief Financial Officer

Procurement Policy Comparison

Agency	Dollar Thresholds for Bidding	Approval Process	Bid Requirements	Emergency Purchases	Sole-Source Purchases	Consulting Services	Appeals Process
R6	Up to \$3,000 (Department approval, no committee)	Department director approval, purchasing committee if over \$3,000	No bids for under \$3,000, 3 bids for \$3,001 to \$9,999, Sealed bids for over \$10,000	Allowed but should be limited to necessary amounts	Allowed with adequate documentation	Not specified	Aggrieved bidders can appeal to the purchasing agent or Executive Director
BRAG	\$5,000 (No bids required, but price quotations encouraged), Up to \$30,000 (RFQ with 3 quotes)	Department approval for up to \$5,000, then RFQ process for \$5,000.01 to \$30,000, Sealed bids or RFP for over \$30,000	3 quotes for \$5,000.01 to \$30,000, Sealed bids or RFPs for over \$30,000	Allowed with as much competition as practical	Allowed in specific circumstances like emergencies	Not specified	Bidders can appeal to the purchasing agent and ultimately the governing body
FCAOG	\$250 (No bids), \$250.01 - \$1,000 (3 quotes), \$1,000.01 - \$2,000 (3 quotes), \$2,000.01 - \$8,000 (3 bids), Over \$8,000 (Sealed bids or RFP)	Program-level approval, purchase order for over \$250, 3 bids required for purchases over \$2,000	3 quotes for \$250.01 - \$1,000, 3 bids for \$2,000.01 - \$8,000, Sealed bids or RFPs for over \$8,000	Allowed, limited to necessary purchases	Allowed under \$20,000 for consulting services, or when no other vendors are available	Special section with qualification-based selection for contracts under \$40,000	Appeals go to the Executive Director, then Steering Committee if unresolved
State of Utah Procurement	Up to \$5,000 (No bids, but price quotes encouraged), Over \$5,000 (Competitive sealed bids or RFP required)	Agency-level approval, Executive Director's oversight, with required bids or RFP for purchases over \$5,000	3 quotes for \$5,000.01 to \$30,000, Sealed bids or RFPs for over \$30,000	Allowed, as much competition as practical	Allowed, especially for urgent or specialized items	Qualification-based selection for professional services	Appeals may be made to the procurement authority and further escalated as needed

Fraud Risk Assessment

Continued

*Total Points Earned: 330 /395 *Risk Level: Very Low Low Moderate High Very High
> 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	0	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	20	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	0	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Five County Association of Governments

*Completed for Fiscal Year Ending: 2025 *Completion Date: 8/11/25

*CAO Name: Darin Bushman *CFO Name: Allison P McCoy

*CAO Signature:  *CFO Signature:  Allison McCoy (Aug 12, 2025 14:54:06 MDT)

*Required

Five County Association of Governments

Financial Report - Combined w/ 16 & 23

07/01/2024 to 06/30/2025

100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual
Net Position			
Assets:			
Current Assets			
Cash and cash equivalents			
113 Operating	(555,328.88)	(583,211.92)	(470,162.74)
114 RLF	354,116.23	11,067.25	350,732.28
116 Down Payment	31,938.76	63.94	32,002.70
117 Building Fund	262,825.27	(334.19)	661.95
118 Merchant Acct	0.00	2,500.62	33,758.50
119 Undeposited	0.00	(124.00)	0.00
Total Cash and cash equivalents	93,551.38	(570,038.30)	(53,007.31)
Receivables			
Accounts receivable	2,606,611.17	1,773,401.40	1,802,899.01
Loans receivable	850,495.31	(9,547.55)	548,325.07
Total Receivables	3,457,106.48	1,763,853.85	2,351,224.08
Prepays	33,637.56	(19,772.11)	34,348.54
Inventory	122,352.00	0.00	122,352.00
Suspense	0.00	0.00	(4,789.30)
Total Current Assets	3,706,647.42	1,174,043.44	2,450,128.01
Total Assets:	3,706,647.42	1,174,043.44	2,450,128.01
Liabilites and Fund Balance:			
Liabilities:			
Accounts payable	854,951.71	299.11	424.11
Payroll liabilities	0.00	150,584.54	153,581.75
Unearned revenue	378,599.01	(53,372.00)	0.00
Credit Line	30,000.00	0.00	0.00
Total Liabilities:	1,263,550.72	97,511.65	154,005.86
Fund Balance	2,443,096.70	1,076,531.79	2,296,122.15
Total Liabilites and Fund Balance:	3,706,647.42	1,174,043.44	2,450,128.01
Total Net Position	0.00	0.00	0.00

Five County Association of Governments

Financial Report - Combined w/ 16 & 23

07/01/2024 to 06/30/2025

100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Change In Net Position					
Revenue:					
Intergovernmental revenue					
Federal	1,761,054.34	157,732.25	1,175,748.91	2,202,194.00	1,974,491.00
State	10,406,257.71	2,441,532.54	10,358,894.44	10,763,688.00	10,591,349.00
Local	449,823.02	34,771.73	357,872.21	375,122.00	433,832.00
Total Intergovernmental revenue	12,617,135.07	2,634,036.52	11,892,515.56	13,341,004.00	12,999,672.00
Indirect cost allocations	647,961.19	63,458.41	657,477.67	698,000.00	672,000.00
In Kind Contributions	0.00	0.00	0.00	2,105.00	2,105.00
Contributions and transfers	167,457.86	0.00	0.00	45,669.00	0.00
Interfund Transfers: In					
Transfers in	37,113.00	92,637.11	181,857.76	0.00	0.00
Bldg remodel funding	0.00	420,000.00	420,000.00	0.00	0.00
Total Interfund Transfers: In	37,113.00	512,637.11	601,857.76	0.00	0.00
Total Revenue:	13,469,667.12	3,210,132.04	13,151,850.99	14,086,778.00	13,673,777.00
Expenditures:					
Personnel					
Salaries and wages	3,693,145.08	419,275.73	3,900,217.79	4,210,022.00	4,202,482.72
Taxes and benefits	1,824,542.89	191,174.29	1,954,494.50	2,269,534.52	2,284,995.66
Total Personnel	5,517,687.97	610,450.02	5,854,712.29	6,479,556.52	6,487,478.38
Travel	266,946.96	45,339.79	294,423.32	340,676.00	327,564.00
Insurance counseling	50.00	0.00	0.00	3,500.00	0.00
Recognition	13,556.67	37.89	17,953.95	19,560.00	24,600.00
Office supplies	92,130.78	9,185.69	100,384.39	89,310.00	112,592.00
Kitchen Supplies	63,507.47	25,613.15	88,262.95	70,000.00	90,000.00
Meals	1,664,376.97	241,190.94	1,574,203.56	1,943,077.00	1,745,394.80
Nutritionist	33,089.25	3,899.25	23,614.91	40,000.00	40,000.00
Stipend	114,199.74	15,782.38	105,781.58	146,877.00	141,346.00
Agency Services	14,207.40	2,613.87	14,992.68	12,200.00	12,200.00
Postage	11,565.94	583.99	9,976.26	14,074.00	15,446.46
Printing	26,525.04	2,368.67	23,119.07	29,246.00	27,378.71
Rent	424,872.07	22,973.22	246,595.53	436,534.00	272,727.16
Telephone	102,450.61	8,756.73	97,176.78	134,592.00	139,515.09
Fiscal management	62,446.79	6,108.03	76,484.36	48,000.00	50,000.00
Contractor costs	1,991,423.39	304,980.57	1,567,206.62	1,959,960.00	1,744,442.00
Dues and subscriptions	25,772.97	7,642.48	27,568.36	1,378.00	23,587.54
Closing costs	9,184.79	2,706.22	6,433.40	8,750.00	8,500.00
County councils on aging	509,001.84	90,802.56	432,244.86	412,500.00	415,000.00
Materials	71,113.56	8,124.75	93,730.72	112,000.00	97,000.00
Health and safety expenses	1,136.55	67.92	894.75	1,500.00	2,300.00
Insurance	59,432.56	0.00	55,018.16	57,563.00	56,475.00
Materials - State Contract	9,503.11	244.46	7,259.26	7,000.00	7,000.00
Materials - LIHEAP	15,904.00	2,194.72	28,735.75	25,000.00	44,000.00
Questar	41,284.57	804.24	41,009.81	43,000.00	42,000.00
Legal fees and taxes	713.40	0.00	0.00	0.00	0.00
TANF expenses	6,227.36	391.58	861.44	2,850.00	1,750.00
Supplies	6,806.68	336.35	5,817.42	12,168.00	9,750.00
LIHEAP Energy Crisis	169,325.21	3,459.49	143,592.26	190,000.00	190,000.00
Bank service charges	2,731.43	93.82	225.20	0.00	0.00
Discretionary direct client	0.00	0.00	0.00	1,167.00	0.00
Economic Assoc. of Utah	0.00	0.00	0.00	0.00	6,000.00
Equipment	168,997.56	8,830.19	50,676.35	78,639.00	87,940.50
Tools	11,428.82	356.31	13,530.11	15,050.00	14,750.00
Vehicle	11,516.67	6.99	3,101.02	6,000.00	4,862.00
Special contracts	156,878.00	86,640.08	195,635.62	105,500.00	219,000.00
Program Costs	13,110.08	0.00	5,574.60	10,000.00	6,000.00
Reserves	0.00	0.00	21,665.92	0.00	0.00
Indirect costs	606,907.10	63,458.41	650,899.92	748,131.68	720,262.35
Rental assistance	409,807.77	33,396.06	376,514.09	378,102.00	247,618.88
Deposit assistance	150,348.47	11,522.32	105,375.74	103,317.00	239,296.00
Southwest Microloan Writeoffs	0.00	0.00	207,324.71	0.00	0.00
Southwest Microloan Admin fee transfer	48,042.10	0.00	11,658.93	0.00	0.00
Building remodel	1,128,580.81	420,000.00	30,985.22	0.00	0.00
Interfund Transfers: Out					
Transfers out	37,114.00	92,637.11	181,857.76	0.00	0.00

Five County Association of Governments

Financial Report - Combined w/ 16 & 23

07/01/2024 to 06/30/2025

100.00% of the fiscal year has expired

	Prior Year Actual	Current Period Actual	Current Year Actual	Original Budget	Revised Budget
Building remodel funding	0.00	0.00	420,000.00	0.00	0.00
Total Interfund Transfers: Out	(37,114.00)	(92,637.11)	(601,857.76)	0.00	0.00
Total Expenditures:	(14,069,906.46)	(2,133,600.25)	(13,213,079.63)	(14,086,778.20)	(13,673,776.87)
Total Change In Net Position	(600,239.34)	1,076,531.79	(61,228.64)	(0.20)	0.13