

Bear River Regional  
CDBG Allocation Policies  
2026 Funding Year

-Open for public comment 8/20/2025-9/19/2025-

## Section 1. APPLICATION PROCESS

1.1 Eligible applicants. BRAG serves Box Elder, Cache and Rich Counties. Within the designated geographical area, cities with fewer than 50,000 population and counties with fewer than 200,000 in population are eligible to apply. Non-profit organizations or special service districts within the designated region can apply, but they must be sponsored by an eligible city, town, or county. Eligible entities that submit one application should review policy 2.6 Multiple Applications, to understand how they will be ranked and scored. Finally, previous successful awardees that received an award of \$200,000 or more must wait 24 months before applying for a new grant.

1.2 Application Workshops. How to Apply Workshops as held across the state in October and November. All applicants must attend a How to Apply workshop in October or November of 2025 in order to be eligible for funding consideration. Failure to attend will result in an automatic rejection of the application.

1.3 Pre-Applications. The process begins with a Pre-application. Pre-applications for this funding cycle must be substantially completed in WebGrants3 by 5:00 PM of December 1st 2025 for BRAG 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.

1.4 CDBG Entitlement Communities. Logan City receives CDBG funds from US Housing and Urban Development (HUD) as an Entitlement community. Projects located within Logan City that provide substantial benefits to Entitlement community residents are eligible to apply for BRAG CDBG Program assistance only if the BRAG funding provided is proportional to the number of beneficiaries from the non-entitlement area. Logan City Entitlement resources or other non-Small Cities CDBG funds must be used to cover the proportion of cost comparable to the number of beneficiaries from within the Entitlement area. Per guidance from HUD Memo: State CDBG Activities benefitting Entitlement Community Residents, May, 2006.

1.5 Public Service Applicants. Public service providers, traditionally non-profit organizations, are encouraged to apply for CDBG funds for capital improvements and major durable equipment purchases. Examples are fixtures, construction, remodeling, and facility expansion. State policy prohibits the use of CDBG funds for operations and maintenance. This includes paying administrative costs, salaries, purchasing non-durable equipment, supplies, etc. No more than 15 percent of the state's yearly allocation of funds may be expended for public service activities.

1.6 BRAG Sponsorship. BRAG will only act as sponsor for non-profit organizations with CDBG projects having regional implications.

## Section 2. PROJECT RATING AND RANKING

2.1 Rating and Ranking Committee. The Bear River Regional Community Development Block Grant (CDBG) project rating and ranking and funding allocation process will be administered by the Bear River Association of Governments (BRAG) Governing Board. In this capacity, the Board shall function as the CDBG Rating and Ranking Committee (the Committee) and with BRAG staff will review, rate and rank all applications.

2.2 Project Funding. The highest ranked CDBG project will be funded first. As a rule, funding requests will not be reduced if it would mean a reduced scale of the project unless the project is the last one funded. The next ranked project will be considered and funded similarly. This process will continue until the funds available are exhausted.

2.3 Multiple Year Projects. Multiple year projects will be ranked and scored against traditional one year projects. However, they will be allowed only at the discretion of the Committee for a maximum of two (2) years. The applicant must demonstrate clearly why two years are required to complete the project.

2.4 Ranking Ties. In the event of a tie for the last funding position, the project with the most project beneficiaries will be funded.

2.5 Minimum Project Scores. Any project that does not score a minimum of 40 points in the BRAG Rating & Ranking Application will not be considered for funding.

2.6 Multiple Applications. When an applicant submits more than one application, only the highest ranked application will be considered for funding unless all other projects have been funded. This excludes applications that are sponsored by a city or county on behalf of another organization.

2.7 Award Minimums and Maximums. The minimum CDBG allocation per project will be \$30,000 with no maximum. As noted in Section 1.1 Eligible applicants, any applicant that receives an award of \$200,000 or more must wait 24 months before applying for a new grant.

2.8 Allocation of Remaining Funds. Any remaining funds, after all competitive requests have been fully funded, will be applied evenly between the BRAG Emergency Home Repair and BRAG First Time Homebuyer programs.

2.9 Consolidated Planning Process. Successful applicants must participate in the regional consolidated planning process which ensures that projects considered for funding are those which are of high priority

and part of the applicant's previous planning process. Applicants and those submitting projects through a sponsoring city or county must make reasonable effort to amend the sponsor's capital improvement list in a timely manner as determined by the Committee.

2.10 Grievance Procedure. Should an applicant feel that their project was unfairly rated, ranked, or otherwise considered by the Committee, they may file a grievance in writing no later than ten (10) business days following the Rating & Ranking date to Shawn Milne, Community & Economic Development Director, Bear River Association of Governments, 170 North Main, Logan, Utah. Responses will be provided in writing within 15 business days of receipt. If a response satisfactory to the aggrieved is not issued by the BRAG Community and Economic Director, an appeal may be made to the BRAG Governing Board. Any appeal of the local determination made by the BRAG Governing Board should be filed with the State of Utah CDBG Policy Board, as set forth in the State of Utah CDBG policies and procedures.

## Section 3. EMERGENCY APPLICATIONS

3.1 Emergency Applications Outside of the Funding Cycle. The Committee may request an allocation of emergency funding outside of the regular CDBG application cycle from or on behalf of a city or county from the next program year's allocation, (i.e. 2027). The Committee has defined "emergency" to mean any public health and safety crisis experienced by a city or county which could not have been foreseen (i.e. fire, flood, act of God) and where no other alternative funding or temporary solution is available. Such projects must meet a CDBG national objective. The Committee will review and forward all such applications to the State CDBG Policy Committee for final approval on a case-by-case basis.

3.2 Emergency Application Approval. When a city or county presents a project that is intended to address an emergency situation that is a clear threat to public health and safety, the Committee may determine said project to meet the urgent need of the national objectives of the CDBG program. In this case the applicant may present their application in accordance with Policy 3.1 above. There are strict CDBG program requirements that must be met. State CDBG staff will determine if the project meets the national thresholds.

## Section 4. REGIONAL SET ASIDES

4.1 The Committee may approve regional CDBG set-asides under the following three conditions: a) they are consistent with the priorities established in the Bear River District Consolidated Plan; b) they are approved prior to the CDBG applicant “How-to-Apply” meetings for the region; and c) the opportunity for public comment is accommodated by publishing the proposed allocation on the State Public Notice website and receiving public input via a public hearing.

4.2 These policies will be revised annually and will be published for a 30 day public comment period, generally in July preceding the program year.

### **REGIONAL PROJECT ALLOCATIONS 2026**

The following set-asides are recommended for the 2026 CDBG Program Year.

#### A) ADMINISTRATION AND PLANNING (\$50,000):

In order to assure that applicants have the assistance they need in accessing the CDBG Program, \$35,000 will be provided to fund staff at the Bear River Association of Governments to help the CDBG applicants in Box Elder, Cache, and Rich Counties; and \$15,000 will be provided to complete the Regional Consolidated Plan Action Plan Update.

#### B) ASSISTANCE TO LOW INCOME FAMILIES FOR WATER/SEWER REPAIRS OR HOOK-UPS AND HOUSING REHABILITATION( \$120,000):

In order to remedy health hazards associated with failing water and waste water systems and provide urgently needed housing rehabilitation, BRAG will operate a grant/loan program to assist low-income families in Box Elder, Cache, and Rich Counties with up to \$7,500 in assistance.

#### C) PROGRAM DELIVERY AND ADMINISTRATION (\$40,000):

Emergency Home Repair program delivery costs (\$36,400) (=11% admin) and Administration costs (\$3,600) for the home buyer assistance program for BRAG staff.

#### D) FIRST TIME HOME BUYER PROGRAM (40,000):

Up to \$10,000 loan to first time low to moderate income home buyers to pay costs related to purchasing a home. Grantees must complete home ownership workshops. \$10,000 will be used to provide homeownership workshops.