



DRAFT

CDBG Rating and Ranking Policies

Program Year 2027

Board Approval: PENDING

ALLOCATION POLICIES - the following set-asides are established for the 2027 program year:

1. \$100,000 will be set-aside to fund the Region-wide CDBG administration, consolidated planning, general planning assistance, affordable housing planning, and economic development technical assistance activities operated by the Southeastern Utah Association of Local Governments (SEUALG) dba Southeastern Regional Development Agency (SERDA).
 - a. Update of the Region's required Annual Action Plan
 - b. Coordinate Consolidated Planning activities and efforts with the Region's economic development practitioners, chamber of commerce, travel councils, and the Southeastern Utah Economic Development Region Board and CEDS (Comprehensive Economic Development Strategy) Committee;
 - c. Coordinate Consolidated Planning activities and efforts with the Region's homeless coordinating committees, agencies providing services to persons with disabilities, region housing authorities, and other non-profit and special service agencies that serve low-income workers;
 - d. Coordinate Consolidated Planning activities with the Region's Rural Transportation Planning organization for the development and implementation of a mobility management system to provide access and mobility services to senior citizens, persons with disabilities, and low-income workers;
 - e. Provide technical assistance to the Region's CDBG applicants to ensure the successful completion of their applications;
 - f. Technical assistance to for-profit businesses located within low-to-moderate income areas and/or low-to-moderate income business owners. Technical assistance includes, but is not limited to: workshops, assistance in developing business plans, marketing and referrals to lenders or technical resources.
 - g. Support region-wide planning efforts within the communities of Southeastern Utah. These initiatives will encompass activities such as planning and zoning commission meetings

participation, GIS mapping, project mapping, general plan updates and other tasks requested by local municipalities.

2. \$174,000 will be set-aside to fund the following region-wide housing program operated by SUEALG - Single Family Housing Rehabilitation:
 - a. At least seventy percent (70%) of the allocated set-aside is to provide rehabilitation of the homes of LMI residents throughout the Region, either as a stand-alone project or in coordination with the funds from the Olene Walker Loan Fund, Rural Development, or other sources.
 - b. Up to thirty percent (30%) of the allocated set-aside is for the cost of program delivery of the Region's housing rehabilitation programs funded by CDBG, by providing loan underwriting services, development of scopes of work, contractor supervision, and housing rehabilitation-repair technical assistance directly to clients and to other entities or agencies providing services to low income persons;
 - c. Operate the lead-based paint evaluation program for the Region's housing rehabilitation activities, and other agencies that serve low-income clients with housing and rehabilitation services.
3. To remain eligible for funding under the State of Utah CDBG Program, all applicants must have drawn down at least 50% of any previous year's CDBG funds by the time they submit their first application for the upcoming program year (by January 31st).
4. The State of Utah has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited by the annual allocation amount.
5. Applicants must provide written documentation of the availability and status of all other proposed funding at the time the application is submitted, including all sources of funding which are considered local contributions toward the project and its administration.
6. SEUALG will aid with the completion of the application of eligible applicants. The initiation and completion of the application will fall solely on the applicant(s). All applications for CDBG funds will be prepared in accordance with the State of Utah and federal regulations.
7. Official representatives of potential applicants MUST ATTEND ONE of the "How to Apply Workshops" in the SEUALG region. Applicants that do not attend will not be considered for funding. Official representatives can be elected officials of the applicant entity or management level employees of the entity such as city/county managers or administrations, city/county recorders or clerks, or management staff from the entities' planning or community development departments. Third party representation (architects, engineers, lower level entry staff, etc.) will be accepted only if a written designation from the entity is provided at the start of the "How To Apply Workshop". Nonprofit organizations and special service districts executives should attend with the sponsoring city or county, if possible.

8. All applications will be scored by the Rating and Ranking Committee (RRC) based on the rating and ranking criteria approved by the SEUALG Governing Board. SEUALG staff will make recommendations to the RRC on each application and then present the application to the SEUALG Governing Board for final approval.
9. The SEUALG Governing Board has the final approval for all projects in the region. The SUEALG Board consists of one county commissioner and one municipal elected official from each county. The process for selecting these board members from each county is in alignment with the SEUALG Bylaws.
10. The Rating and Ranking Committee (RRC) will be composed of two recommended individuals from each county to represent the county and municipalities. These recommendations will be from the SEUALG Governing Board. The RRC creates the Rating and Ranking Policies and Criteria to be approved by the SEUALG Governing Board.
11. Projects must be consistent with the applicants' CIP/CASI and with the Region's Consolidated Plan.
12. Public service providers, traditionally non-profit organizations, are allowed to apply for CDBG funds for capital improvements and major equipment purchases. Examples are: program delivery vehicles, new construction, rehabilitation, and facility expansion. State of Utah policy prohibits the use of CDBG funds for operating and maintenance expenses. This includes paying administrative costs, salaries, etc. No more than 15% of the state's yearly allocation of funds may be expended for public services activities.
13. Applicants requesting CDBG funds for planning purposes should be aware that planning activities are subject to a 20% cap per region per program year. This regional 20% cap on planning does include SEUALG's set-asides for Regional Planning and Admin and Consolidated Planning. Due to the change in SEUALG's allocation for each program year, partial funding or no funding may be available for planning projects.
14. Applications on behalf of sub-recipients (i.e. special service districts, non-profit organizations, etc.) are allowed. The applicant's city or county must understand that even if they name the sub-recipient as project manager, the city or county is still responsible for the project's viability and program compliance. A subcontractors' agreement between the applicant entity and the sub-recipient must accompany the application. The letter must be signed by the board person. To utilize CDBG funds for a public service, the service must be either a new service or a quantifiable increase in the level of existing services which has been provided by the applicant in the previous 12 months.
15. To qualify for American with Disabilities Act (ADA) points, a project must be an adaptation to an existing facility or structure. New construction must be ADA compliant by law, so while these projects may meet the National Objective and qualify for CDBG funding, they will be rated and ranked as community development projects.

16. A - Project Maturity (Construction): Funding should be prioritized to those projects which are the most "mature". Maturity is defined as those situations where: 1) the applicant has assigned a qualified project manager; 2) has selected an engineer and/or architect, 3) proposed solution to problem identified in the Scope of Work and ready to proceed immediately; 4) has completed architectural/engineering design (blueprints); and 5) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature to proceed in a timely manner may not be rated and ranked.

B - Project Maturity (Non-Construction): Funding should be prioritized to those projects which are the most "mature". Maturity is defined as those situations where: 1) the applicant has assigned a qualified project manager; 2) can provide proof of site control; 3) proposed solution to problem identified in Scope of Work and ready to proceed immediately; 4) has completed a statement of need; and 5) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature to proceed in a timely manner may not be rated and ranked.

17. When an applicant submits more than one application, only the highest ranked application will be considered for funding, unless all other applications have been funded.

18. Emergency projects may be considered by the RRC at any time during the year. Projects that are considered for emergency CDBG funding must still meet a national objective and regional goals set by the RRC. Projects may be considered an emergency if the following criteria applies:

- a. Funding through a normal CDBG funding cycle would create an unreasonable health and/or safety risk to people or property.

If an applicant deems it necessary to apply for emergency funding, they must contact SEUALG promptly to discuss the details of the project, the state required application procedure and the RRC criteria. Emergency funds are limited on a statewide basis and will need approval from the State CDBG Policy Board. The amount of emergency funds awarded will be subtracted from the top of the Region's next yearly allocation.

19. In regards to application scoring, the following policies will be followed in the event of a tie:

- a. The project that has the highest percentage of LMI persons benefitting;
- b. The project with the most local leveraged funds;
- c. The project with the most other leveraged funds;
- d. The largest geographical area benefitted;
- e. The project with the largest number of LMI beneficiaries.

20. All applications will be fully funded beginning with the highest ranked project then sequential to the next highest ranked project and so on. In the event the next highest project cannot be fully funded, the following policies will be implemented to allocate the remaining funds:

- a. The next ranked application will be evaluated to determine whether or not the project is still viable and can meet a CDBG national objective with reduced funding;

- b. If the next ranked application cannot be awarded partial funding, SEUALG staff will move to the next highest ranked application and follow the same evaluation process. This process will be followed until all applications have been evaluated and funding is exhausted;
- c. If none of the remaining applications can be adequately funded with the remaining funds, the funds will be allocated to the region-wide housing programs.

21. To ensure all requirements and time constraints for the CDBG application deadline of January 31st are met, applicants must have a project consultation meeting with SEUALG CDBG staff prior to December 15. Those applicants that do not consult with SEUALG CDBG staff prior to December 15 will not be eligible to apply for CDBG funding, unless given SEUALG Board approval.

Decisions by Criteria Number:

1. Capacity to Carry Out Grant (5 points possible): Grantee's history in administering CDBG grants. In the case that this is a grantee's first CDBG grant, 2.5 points will be given. The State of Utah CDBG Staff determines this score by the following:
 - a. Applicant's capacity to administer grant - project manager consistency (1 point)
 - b. Documentation/Communication (1 point)
 - c. Project completed in contract period (1 point)
 - d. Compliance with regulations/laws (2 points)

2. A - Project Maturity - Construction (10 points possible): A qualified project manager has been selected - meaning the project manager is an employee or elected official that will be with the applicant or sub-recipient entity to oversee the grant until closeout; an architect or engineer has been selected and is working with applicant; applicant has a well-defined scope of work illustrating the problem and solution of the project including demographics, data, address of project, work to be performed, etc.; completed architectural/engineering design (blueprints) are completed and submitted; funding in place - meaning all other forms of funding is secured/committed and supporting documents are attached with the application.

B - Project Maturity - Non-Construction (10 points possible): A qualified project manager has been selected - meaning the project manager is an employee or elected official that will be with the applicant or sub-recipient entity to oversee the grant until closeout; applicant can provide proof of site control (e.g. MOU, ownership, etc.); applicant has a well-defined scope of work illustrating the problem and solution of the project including demographics, data, address of project, work to be performed, etc.; has completed a statement of need; and submitted funding in place - meaning all other forms of funding is secured/committed and supporting documents are attached with the application.

3. A - Public Facility Development/Improvements (7 points possible): Development and improvements on infrastructure, housing, work force, community safety, healthcare or transportation needs. All activities must be eligible for CDBG activities.

OR

B - Improvement of LMI Housing (7 points possible): Improvement of existing housing stock with rehabilitation. This includes but is not limited to: energy-efficiency improvements, infrastructure, ADA accessibility, rehabilitating an existing building to become LMI housing.

OR

C- Development of LMI Housing (7 points possible): Development of new housing that is to benefit low-to-moderate income families and individuals. This includes but is not limited to: infrastructure, property acquisition for housing projects, construction.

4. Affordable Housing Plan (2 points possible): City or county has adopted an affordable housing plan and the project implements items addressed in the plan. Those projects that do not implement items in the plan will receive 0 points.
5. Extent of Poverty (5 points possible): Extent of extremely low-to-very-low income (0-50% AMI) households are beneficiaries in a project are divided by total households or population of a project area.
6. LMI Project Beneficiaries (4 points possible): Percentage of project beneficiaries that are low-to-moderate income (LMI).
7. Project Overall Impact (10 points possible): The area in which the beneficiaries are located. Those projects impacting the community/county as a whole will receive more points than those projects that are site specific or targeting a population.
8. CDBG Funds Requested Per Capita (5 points possible): Total CDBG funds divided by the communities' population. Points will then be given in relation to the cost per person (8 a-d).
9. Applicant Last Funded (5 points possible): Points are given to those applicants based on when they last received CDBG Funding.
10. Jurisdiction Property Tax Rate (5 points possible): The communities/counties that maintain an already high tax burden, as compared to the tax ceiling set by state law (municipalities .007 per dollar [Utah Code 10.6.133], counties .0032 or .0036 per dollar [Utah Code 59.2.908] will be given higher points in this category.
11. Civil Rights Compliance (2 points possible): Applicant is in compliance with federal laws and regulations related to civil rights.
 - a. One point will be awarded if the applicant has completed the "ADA Checklist for Readily Achievable Barrier Removal" form.
 - b. One point will be awarded if the applicant has adopted all of the following policies: Grievance Procedure under American with Disabilities Act (ADA), Section 504 and ADA Effective Communication Policy.
 - c. Language Access Plan, Section 504 and ADA Reasonable Accommodation Policy forms available from SEUALG.

12. Pro-Active Planning (4 points possible): The State of Utah emphasizes the importance of integrating pro-active planning into government operations. Additional points will be given to communities that show a commitment to improvement through planning that meet the following guidelines:
- a. One point will be awarded if the applicants general plan has been updated in the previous 5 years
 - b. One point will be awarded if the applicant maintains an updated Capital Improvement List for future projects
 - c. One point will be awarded if the applicant keeps a detailed Asset Inventory List
 - d. One point will be awarded if the applicant can show documentation of an active planning and zoning commission

These items must be submitted to SERDA by the consultation visit deadline of December 15th.

| 2026 CDBG Application Scoring Criteria | | | | | | | | Score |
|--|---|------------------------------------|----------------------------------|--|---|--------------------------|------------------------------|-------|
| 1 | Capacity to Carry Out Grant (5 points possible) | Excellent 5 points | Very Good 4 points | Good 3 points | Average 2 points | Below Average 1 point | | |
| 2 a | Project Maturity (Construction - 10 points possible) | Project Manager 1 point | Architect or Engineer 1 point | Scope of Work 3 points | Completed Architectural or Engineering Design 3 points | | Funding in Place 2 points | |
| 2 b | Project Maturity (Non-Construction - 10 points possible) | Project Manager 1 point | Proof of Site Control 1 point | Scope of Work 4 points | Statement of Need 2 points | | Funding in Place 2 points | |
| 3 a | Public Facility Development/ Improvements (7 points possible) | Infrastructure 7 points | Housing 6 points | Workforce 5 points | Community Safety 4 points | Healthcare 3 points | Transportation 2 points | |
| OR | | | | | | | | |
| 3 b | Improvement of LMI Housing (7 points possible) | >6 units 7 points | 3-5 units 6 points | <2 units 5 points | | | | |
| OR | | | | | | | | |
| 3 c | Development of LMI Housing (7 points possible) | 9+ units 7 points | 5-8 units 6 points | 1-4 units 5 points | | | | |
| 4 | Affordable Housing Plan (2 points possible) | Yes 2 points | No 0 points | | | | | |
| 5 | Extent of Poverty in Project Area (5 points possible) | >20% 5 points | 15%-19% 4 points | 10%-14% 3 points | | | | |
| 6 | LMI Project Beneficiaries (4 points possible) | >76% 4 points | 66%-75% 3 points | 56%-65% 2 points | 51%-55% 1 point | | | |
| 7 | Project's Overall Impact (10 points possible) | County/Community Wide 10 points | | Site Specific or Targeted Population 5 points | | | | |

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|---------------------|--|---|--|--|--|---------------------------------------|----------------------------|--|
| 8 | CDBG Funds Requested per Capita | | | | | | | |
| 8 a | Jurisdictions with a population of less than 500 (5 points possible) | \$1-\$1000 5 points | \$1001-\$2000 4 points | \$2001-\$3000 3 points | \$3001-\$4000 2 points | \$4001+ 1 point | | |
| 8 b | Jurisdictions with a population of 501-1,000 (5 points possible) | \$1-\$500 5 points | \$501-\$1000 4 points | \$1001-\$1500 3 points | \$1501-\$2000 2 points | \$2001+ 1 point | | |
| 8 c | Jurisdictions with a population of 1,001- 5,000 (5 points possible) | \$1-\$250 5 points | \$251-\$500 4 points | \$501-\$1000 3 points | \$1001-\$1500 2 points | \$1501+ 1 point | | |
| 8 d | Jurisdictions with a population of greater than 5,000 (5 points possible) | \$1-\$125 5 points | \$126-\$250 4 points | \$251-\$500 3 points | \$501-\$750 2 points | \$751+ 1 point | | |
| 9 | Applicant Last Funded (5 points possible) | Last Funded PY2022 or earlier 5 points | Last Funded PY2023 4 points | Last Funded PY2024 3 points | Last Funded PY2025 2 points | Last Funded PY2026 0 points | | |
| 10 | Jurisdiction Property Tax Rate (5 points possible) | >50% 5 points | 40-49% 4 points | 30-39% 3 points | 20-29% 2 points | 10-19% 1 point | <10% 0 points | |
| 11 | Civil Rights Compliance (2 points possible) | Fully Compliant 1 point | Completed ADA Checklist 1 point | | | | | |
| 12 | Pro-Active Planning (4 points possible) | Updated General Plan (within 5 years) 1 point | Current Capital Improvement List 1 point | Current Asset Inventory List 1 point | Proof of active Planning and Zoning Commission 1 point | | | |
| Total Points | | | | | | | / 64 | |