

AGENDA ITEMS #V.A. and V.B.

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 criteria 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 may require a visit with each applicant for an onsite evaluation/review meeting.
3. All applications will be evaluated by the Five County Association of Governments Community and Economic Development staff using criteria approved by the Steering Committee.
4. Staff will present prioritization recommendations to the RRC (Steering Committee) for consideration and approval. Membership of the Steering Committee includes two elected officials (mayor and commissioner) and a school board representative from each of the five counties. Appointments to the Steering Committee are reviewed and presented annually in February for the two elected officials of each county as well as the county school boards.
5. Maximum amount per year for a single-year project is \$200,000.
6. Maximum years for a multi-year project is 2 years for a total amount of \$300,000 (year 1 @ \$200,000 and year 2 @ \$100,000). Applicants undertaking HUD eligible construction activities cannot apply for multi-year funding. (See eligible activities section of the Policies & Procedures manual for construction activities)
7. All applications must have a complete budget and budget breakdown for each year of funding.
8. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are encouraged. However, the applicant city or county must understand that even if they name the sub-recipient as project manager the city/county is still responsible for the project's viability and program compliance. The applying entity must be willing to maintain an active oversight of both the project and the sub-recipient's contract performance. An inter-local agreement between the applicant entity and the sub-recipient must accompany the CDBG final 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.
9. Applicant Deadlines to the AOG
 - **Capital Improvements Lists (CIL)**- The project applied for must be included in the prioritized capital improvements list (CIL) that the entity submitted for inclusion in the Consolidated Plan. Your jurisdiction's CIL is due no later than Friday, January 8, 2021 at 5:00 p.m. If your CIL list containing your project is not submitted by the deadline, your project application will not be rated and ranked. You may not amend your list after the deadline.

- **Income Surveys** – Surveys must be conducted and submitted to the AOG for tabulation no less than 30 days prior to the initial State application deadline. If surveys have been conducted incorrectly they can be re-conducted and submitted to the AOG for tabulation no less than 15 days prior to the initial State’s application deadline. Applicants that do not meet this requirement will not be eligible for CDBG funding.
- **Applications Submitted in WebGrants** - In order for Five County CED staff to provide appropriate administrative support to applicants and draft the Annual Action Plan, applicants must have their complete application(s) submitted in WebGrants no less than 15 days prior to the State’s application deadline. Applicants that do not meet this requirement will not be eligible for CDBG funding.

10. Pre-approved funding:

- \$97,000 to Five County AOG (Administration, Consolidated Plan Planning, Rating & Ranking, Planning Assistance, Affordable Housing Planning, and Economic Development TA)

11. Set-aside Funding:

- None.

12. 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.

13. Public service providers, traditionally non-profit organizations, 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. This includes 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.

14. 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.

15. 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, with the exception of housing rehabilitation projects.
16. It is the policy of the Five County Association of Governments RRC (Steering Committee) 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 rental housing managed by a public housing authority, or another entity showing documentation that they can carry out the project within HUD's allotted timeline.
 - 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.

17. It is the policy of the RRC (Steering Committee) 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.
18. In the event of a tie for the last funding position, the following will be awarded one (1) point for each criteria item listed below 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.

19. After all projects have been fully funded in the order of their Rating and Ranking prioritization and a balance remains insufficient for the next project in priority to complete a project in the current year, the funds will be first applied to the highest scoring multi-year project. This will prepay the funding to that multi-year project that would have been allocated out of the upcoming program year's funding. If there are no multi-year projects the balance will be divided proportionately to the cost of each funded construction project, and those grantees will be directed to place that amount in their budget as "construction contingency". After completion of those projects, if the dollars are not needed as contingency, they are to be released back to the state to be reallocated in the statewide pool.
20. Grantees who are contracted to be awarded CDBG funding, and choose to not undertake the project in a timeframe that will allow for redistribution of funds toward another project in the Five County region, during the same program year, will be prohibited from re-applying in the future for the same project. Additionally, grantees who choose not to follow through on their

project within the said timeframe, will not be permitted to apply for CDBG in the CDBG program year immediately following the date they decided not to undertake that project. A request for an exception to this policy may be considered by the Rating & Ranking Committee (R&RC) 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 R&RC, as grantees should plan for such events.

**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 a county commissioner, mayor, city council member, county clerk, city manager, town clerk, or county administrator also 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 city/town or county 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., other city/county staff, consultant, engineer, or architect) to attend the workshop on their behalf. Said designation by the jurisdiction shall be in writing. The letter of designation shall be provided to the Five County Association no later than the beginning of the workshop.

Extraordinary circumstances relating to this policy shall be presented to the Executive Director of the Five County Association of Governments for consideration by the Regional Review Committee (Steering Committee).

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
CDBG RATING AND RANKING PROGRAM YEAR 2021
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. First time grantees or grantees who have not applied in more than 5 years are presumed to have the capacity to successfully carry out a project and will receive a default score of 3 points. To adequately evaluate grantee performance, the RRC must consult with the state staff. State staff will rate performance on a scale of 1-5 (Five being best). A grantee whose performance in the past was poor must show improved administration capability through third party administration contracts with AOG's or other capable entities to get partial credit.
2. **GRANT ADMINISTRATION:** Those making a concerted effort to minimize grant administration costs taken from CDBG funds will be awarded extra points.
3. **UNEMPLOYMENT:** "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):** Figures provided by applicant in grant application. Documentation of the source(s) and status (whether already secured or not) of any and 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 criteria. 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 in a given 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" means that a letter or applications of intent exist to show that other funding sources have been requested as match to the proposed project. 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 city, town, county, or a defined special service district area. All public housing authorities or similar non-profits shall be considered a 4B jurisdiction for this criteria.

5. **CDBG DOLLARS 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 (Capital Investment Plan (CIP) One-Year Action Plan). 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. (See CDBG Application Guide.)

7. COUNTY'S COMMUNITY DEVELOPMENT GOALS AND POLICIES: Prioritization will be determined by the three (3) appointed Steering Committee 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, 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 Utility Infrastructure

Projects designed to increase the capacity of water and other utility systems to better serve the customers and/or improve fire flow capacity. Adjusting water rates are a usual funding source. Other agencies also fund this category. Includes wastewater disposal projects.

#2 Public Safety Activities

Projects related to the protection of property, would include activities such as flood control projects or fire protection improvements in a community. Typically, general fund items that most communities cannot fund without additional assistance. Grants help lower indebted costs to jurisdiction. Fire Protection is eligible for other funding i.e., PCIFB and entities are encouraged to leverage those with CDBG funds.

#3 Community Facilities

Projects that traditionally have no available revenue source to fund them or have been turned down traditionally by other funding sources, i.e., Permanent Community Impact Fund Board (PCIFB). May also include projects that are categorically

eligible for Community Development Block Grant (CDBG) funding, i.e., senior citizens centers, health clinics, food banks, and/or public service activities. Includes community centers that are not primarily recreational in nature.

#4 LMI Housing Activities

Projects designed to provide for the housing needs of very low and low-moderate income families. May include the development of infrastructure for LMI housing projects, home buyer's assistance programs, or the actual construction of housing units (including transitional, supportive, and/or homeless shelters), and housing rehabilitation. Meets a primary objective of the program: Housing. Traditionally CDBG funds leverage very large matching dollars from other sources.

#5 Projects to remove Architectural Barriers

Accessibility of public facilities by disabled persons is mandated by federal law but this is an unfunded mandate upon the local government. A liability exists for the jurisdiction because of potential suits brought to enforce requirements.

#6 Parks and Recreation

Projects designed to enhance the recreational qualities of a community i.e., new picnic facilities, playgrounds, aquatic centers, etc.

Note: The Executive Director, in consultation with the Finance Committee members, reviewed and obtained approval of this regional prioritization for the CDBG program FY2021.

9. IMPROVEMENTS TO, OR EXPANSION OF, LMI HOUSING STOCK, OR PROVIDING AFFORDABLE HOUSING ACCESSIBILITY TO LMI RESIDENTS: Information provided by the applicant. Applicant must be able to adequately explain reasoning which supports proposed figures, for the number of LMI housing units to be constructed or 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 adopted the following rating and ranking criteria to be used by each regional rating and ranking system: *"Applications received from cities and counties which have complied with Utah code regarding the preparation and adoption of an affordable housing plan, and who are applying for a project that is intended to address element(s) of that plan will be given additional points."* Projects which actually demonstrate implementation of a jurisdiction's Affordable Housing Plan policies will be given points. Applicants must provide sufficient documentation to justify that their project complies with this criteria. Towns applying for credit under this criteria may either meet a goal in its adopted Affordable Housing Plan or the project meets a regional affordable housing goal in the Consolidated Plan.

11. **GEOGRAPHIC EXTENT OF PROJECT'S IMPACT:** The actual area to be benefitted by the project applied for.
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 using the most current edition 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.
13. **PERCENTAGE OF APPLICANT'S JURISDICTION 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 pre-approved LMI communities list in the Policies and Procedures book, or the HUD LMI Map Application Tool.
14. **EXTENT OF POVERTY:** The percentage of the total population of the jurisdiction or project area who are Low Income (LI: 50% of AMI) or below directly benefitting from the project. The AOG staff will use the income surveys (for those who conducted a survey) and HUD income list (for those who were on the HUD pre-approved list) provided by the state to find these numbers.
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.
16. **Civil Rights Compliance:** Applicants (City/County) 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 entity can be awarded a maximum of two points for this criteria
1 Point – Complete “ADA Checklist for Readily Achievable Barrier Removal” for city/county office.
1 Point – City/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 city 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 proactive land use planning in the community;**
- ** Development of efficient infrastructure including water and energy conservation;**
- ** Incorporation of housing opportunity and affordability into community planning; and**
- ** 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**

Worksheet #17 will be used in the rating and ranking process for applicants who have taken the opportunity to provide additional information and documentation in order to receive these additional points.

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, and a detailed architectural/engineering report.
19. **Project Maturity:** Funding should be prioritized to those projects which are the most "mature". For the purposes of this process, 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 a solution to the problem identified in the Scope of Work and is ready to proceed immediately; and 4) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature so as to be ready to proceed in a timely manner, may not be rated and ranked.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS
FY 2021 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 2021. 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 criteria.**

Applicant:		Requested CDBG \$'s		Ranking:		of		Total Score:	
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CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score
1	Capacity to Carry Out The Grant: Performance history of capacity to administer grant. Scores comes from State CDBG Staff. (First-time & <5-yr grantees: default is 2.5 points)		Excellent 5 points	Good 4 points	Fair 3 points	Deficient 2 point	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?	%	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 (Self-help Financing) - (<i>Jurisdiction Population <500</i>) 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 (Self-help Financing) - (<i>Jurisdiction Population 501 - 1,000</i>) Percentage of non-CDBG funds invested in total project cost.	%	> 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 (Self-help 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	
4 D	Financial Commitment to Community Development (Self-help 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	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)					Score	X Weight	Total Score
5	CDBG funds Requested Per Capita: CDBG funds requested divided by # of beneficiaries.		\$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, <u>(Capital Investment Plan - One-Year Action Plan)</u>		High # 1 6 points	High # 2 5 points	High # 3 4 points	High # 4 3 points	High # 5 2 points	High # >5 1 point	2.0	
7	County's Project Priority: Prioritization will be determined by the three (3) appointed Steering Committee 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 application, determination is made by the Steering Committee Chair, in consultation with the AOG Finance Committee.)		# 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 Safety Activities 6 points	# 2 Community Facilities 5 points	# 3 LMI Housing Activities 4 points	# 4 Public Utility Infrastructure 3 points	# 5 Remove Architectural Barriers (ADA) 2 points	#6 or > Parks and Recreation 1 point	2.0	
9	LMI Housing Stock: 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: City has adopted an Affordable Housing Plan and this project demonstrates implementation of specific policies in the Plan. Towns applying for credit under this criteria may <u>either</u> meet a goal in their adopted Affordable Housing Plan or the project meets a regional affordable housing goal in the Consolidated Plan.		YES 3 points	No 0 points					1.0	
11	Project's Geographical Impact: Area benefitting from project.		Regional 3.5 points	Multi-county 3.0 points	County-wide 2.5 points	Multi-community 2.0 points	Community 1.5 points	Portion of Community 1 point	1.5	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criteria)						Score	X Weight	Total Score
12	Jurisdiction's Property Tax Rate: In response to higher demand for services, many communities have already raised tax rates to fund citizen needs. The communities that maintain an already high tax burden (as compared to the tax ceiling set by state law) will be given higher points for this category. Property tax rate as a percent of the maximum allowed by law (3 point default for non-taxing 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 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 of the jurisdiction or project area who are Low Income (LI: 50% of AMI) or below, 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 (City/County) 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 city/county office. 1 Point – City/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 parts 2 points	Adopt grievance procedure with ADA 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; incorporation of housing opportunity and affordability in community planning; and protection and conservation plan for water, air, critical lands, important agricultural lands and historic resources. Score comes from Worksheet #17.		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 criteria)						Score	X Weight	Total Score
18	Application Quality: Application identifies the problem, contains a well-defined scope of work and 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. Score comes from Worksheet #18.		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. Score comes from Worksheet #19.		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
Previously Allocated Pre-Approved Funding: \$90,000 to Five County AOG for Administration, Consolidated Plan, Rating & Ranking, RLF Program Delivery, Economic Development Technical Assistance and Affordable Housing Plan Development and Updates

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____ 1.5 point No____ 0 points	
3. Has the applicant documented incorporation of housing opportunity and affordability into community planning (E.g. General Plan housing policies , development fee deferral policies , etc.)	Yes____ 0.5 point No____ 0 points	
4. 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	
5. 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	
6 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: Rating: (Very High, High, Fair, Low)

CRITERIA 18 WORKSHEET

Application Quality			
Criteria	Support Documentation Provided		Score (7 Points Total)
1. Problem Identification	Yes___ 1 point	No___ 0 points	
2. Is proposed solution well defined in the Scope of Work? In other words, is the solution likely to solve the problem?	Yes___ 1 point	No___ 0 points	
3. Does the application give a concise description of how the project will be completed in a timely manner?	Yes___ 1 point	No___ 0 points	
4. Does the proposed project duplicate any existing services, programs, or activities already available to the beneficiaries in the jurisdiction? I.e. those locally or regionally based. Applicant must provide documentation.	Yes___ 0 point	No___ 1 points	
5. Detailed Architectural/Engineering Report, design/plans prepared? 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.)	Yes___ 3 point	No___ 0 points	
<div style="display: flex; justify-content: space-between;"> <div> Excellent = 7 Points Very Good = 6 Points Good = 5 Points Fair = 4 Point </div> <div> Acceptable = 3 Points Poor = ≤ 2 Points </div> </div>			Total Points _____ Rating _____

CRITERIA 19 WORKSHEET

PROJECT MATURITY					
Criteria	Status		Score (7 Points Total)		
1. Architect/Engineer already selected and is actively involved in the application process	Yes___ 1 point	No___ 0 points			
2. Has the applicant provided evidence that the project manager has the capacity to carry out the project in a timely manner?	Yes___ 1 point	No___ 0 points			
3. Is the proposed solution to the problem identified in the Scope of Work ready to proceed immediately ?	(Well Defined) Yes___ 2 points	No___ 0 points			
4. Funding Status (Maturity)	<p>Is CDBG the only funding source for the project? Yes___ 1 point No___ 0 points</p> <p style="text-align: center;">(or)</p> <p>Other project funding was applied for but not committed. Yes___ 2 points No___ 0 points</p> <p style="text-align: center;">(or)</p> <p>All other project funding is in place for immediate use. Yes___ 3 points No___ 0 points</p>				
<div style="display: flex; justify-content: space-between;"> <div> Excellent = 7 Points Very Good = 6 Points Good = 5 Points </div> <div> Fair = 4 Points Acceptable = 3 Points Poor = ≤ 2 Points </div> </div>				Total Points: _____ Rating: _____ (Excellent, Very Good, Good, Fair, Acceptable, Poor)	