



# GOVERNOR'S OFFICE OF Planning & Budget

## COVID-19 LOCAL ASSISTANCE MATCHING GRANT REVIEW COMMITTEE

UTAH STATE CAPITOL - SUITE 150  
350 N STATE STREET, SALT LAKE CITY, UT 84114  
SEPTEMBER 9, 2021  
11:30 AM - 12:00 PM

### DRAFT MINUTES

#### ZOOM REGISTRATION LINK:

[Register for zoom participation](#)

**ATTENDEES:** Representative Carl Albrecht, Sophia DiCaro, Brandy Grace, Cameron Diehl, Senator Kirk Cullimore (Virtual), Scott Cheney, Abdikadir Eftin, Katie Miner, Abby Orton, Sarah Wright, Taylor Kauffman, Duncan Evans

#### MINUTES:

*\*Please note: start times for minute items are approximate and subject to change*

11:30 AM

- Sophia DiCaro welcomed everyone to the first COVID-19 Local Assistance Matching Grant Review Committee meeting. Greeted those who were in person and also those who joined through Zoom.
  - Talked about how she was excited to see this program move forward and how the committee can use these funds to make Utah a better place. Also how the committee can be judicious stewards of the funds that have been allocated, a principle that happens to coincide with Governor Cox's Roadmap objectives.
- Sophia then turned the time over to Abdikadir Eftin, a notary in the Lieutenant Governor's Office to administer the Oaths of Office for the Review Committee members.
- Abdikadir then administered the Oaths and notarized them all.
  - Because of Sen. Cullimore's online attendance, GOPB staff will work with him to find a time where they can set up a time to conduct that at a later date.
- Sophia thanked Abdikadir and then turned the time over to Scott Cheney from the Attorney General's Office to discuss the option of remote meetings.

- Scott Cheney then went over the provisions of conducting this meeting remotely.
  - The first component is that the committee has to adopt an electronic attendance policy if they want to continue to hold official committee meetings online as well. A resolution must be created, like many other boards and commissions have done across the state because of the COVID-19 pandemic. This resolution would outline the conditions to which the electronic meetings could be held. The public notice that is posted must also specify the rules that the committee decides on.

**Brandy Grace moved to adopt the resolution to hold the COVID-19 Local Assistance Matching Grant Review Committee meetings electronically as well as in person.**

- Motion seconded by Rep. Albrecht
- Motion approved by the committee unanimously.

11:35 AM

- The Committee then had a brief discussion on leadership.
- Sophia DiCaro mentioned that although HB1004 doesn't specify that a chair should be chosen for the committee, it may be a good idea to pick one for the sake of having a leader to organize everything.
- Brandy Grace concurred that this sounded like a good idea so that we can keep the program moving in the right direction.
  - She then noted that because the program was mainly housed in GOPB, it would make the most sense to have Sophia be the chair.

**Brandy Grace moved to appoint Sophia DiCaro as the Chair of the COVID-19 Local Assistance Matching Grant Review Committee.**

- Motion was seconded by Cameron Diehl
- Motion approved by the committee unanimously.

11:45 AM

- Scott Cheney then briefly went over the duties and responsibilities of the review committee.
  - Their primary duty is to make recommendations to GOPB regarding the appropriated funds and how they could best be used.
  - In a way, they are the checks and balances review board for the program that is put together by GOPB staff in conjunction with ULCT, UAC, and the Utah Legislature.
  - The Committee is to review and make recommendations for the funding grant amounts, management system. Etc.
  - Hashing out the nuts and bolts of this program covering all aspects and considering all points of view.
  - Other statutes are applicable to this Committee such as...
    - OPMA
    - GRAMA

- Utah Public Officers' and Employees' Ethics Act (nothing has been defined or came up yet under this yet, but nonetheless, it does apply to the Committee).
- Scott also emphasized that he is always there to help and answer any questions that might arise in the future.

11:50 AM Overview of the procedures, criteria, and requirements of the COVID-19 Local Assistance Matching Grant Program - Sophia DiCaro, GOPB

- Sophia then reviewed the grant procedures, criteria, and requirements for the COVID-19 Local Assistance Matching Grant Program.
  - Sophia then covered the stats of the program portal so far.
    - 24 fully submitted applications.
    - 254 applications in progress.
    - \$256 million total applications.
    - \$2.4 million is the average amount being requested.
    - 153 applications from rural Utah.
    - \$134 million funds requested from rural Utah
  - We have to cover ARPA eligibility as set forth by the US Treasury Department so the project has to fall under one of the allowable uses (Housing, Broadband, Water and Sewage, Public health impact, Economic opportunities and recovery, other projects will also be scored).
  - The project eligibility screening process is built into the application process.
  - Subject matter experts will also be reviewing the applications and making recommendations to the review committee.
  - As outlined, there are filters before the applications make it to the committee for review (subject matter experts, vetted by GOPB staff, etc.) so only the top scoring applications will be presented to the committee.
  - For the Review Committee meetings in the future, the committee members will decide and make recommendations based off of the applications that are presented by GOPB staff.
  - After that point, the decisions will be brought and presented to the EAC in November.
  - Sophia then covered the scoring matrix that was adopted that the applications will be scored according to.
    - She also noted that she will not be seeing any of the applications until they are also seen by the rest of the Review Committee members.
  - Sophia then asked for a motion to approve the criteria if this process was agreeable with all of the members of the Review Committee.
- Before a motion was made to approve the criteria, Rep. Albrecht asked if state agencies are allowed to partner with other people, meaning local governments and participate in this program.
  - Sophia answered that this program is really focusing on local government (mainly cities and counties) and using funds that have already been

appropriated to match what they are requesting for projects through this program.

- Cameron Diehl started off by thanking the GOPB staff for their hard work on this project in addition to ULCT and UAC staff. He noted that although him, Brandy, and Sophia have been involved, they have not been involved in early details and that has mainly been left up to the staff.
- Before the criteria was approved, Cameron Diehl then brought up the idea of when the review committee is presented these projects that applied, if it should be presented blindly so that the committee doesn't know who the request is coming from to judge the project more fairly.
  - Sophia commented that this was a great point. She then asked Sen. Cullimore on these thoughts because she wanted to make sure that he was being included over the online Zoom format.
  - Se. Cullimore didn't have a ton of feedback or felt strongly about if they should be presented blind or not. He said that he didn't have any good arguments on the fly, but would prefer to know who the application request was coming from. Could be persuaded the other way though.
  - Sophia also noted that even if the application was presented blindly, we would still have the knowledge if it was a rural project or not based on the questions in the application.
  - Rep. Albrecht likes the idea of focusing on rural projects, but have heard and seen of other projects that are not necessarily rural that would be appropriate for this program as well.
  - Sophia noted that Brandy and Cameron could be put in an awkward situation if they were blind or not. There are many different aspects that go into this.
  - Brandy voiced her support for making the application not blind and knowing who the requestor is. There is relevant information in knowing who the applicant is especially if they are collaborating with another entity.
  - Sen. Albrecht also prefers the applications being open and knowing the requestor.
  - Cameron thanked everyone for the discussion and noted that it sounded like everyone was at the consensus to keep the completed applications as is and present them with the knowledge of the requesting entity.

**Representative Albrecht moved to adopt the criteria set forth by staff for the COVID-19 Local Assistance Matching Grant Program.**

- Motion seconded by Brandy Grace.
- Motion approved by the committee unanimously.
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**Sophia DiCaro moved to adjourn the meeting and to reconvene at the next public meeting on October 25th, 2021.**

- Motion seconded by Brandy Grace.
- Meeting adjourned.

**NOTICE OF SPECIAL ACCOMMODATIONS:**

In compliance with the Americans for Disabilities Act, individuals needing special accommodations during this meeting should notify the Governor's Office of Planning and Budget by emailing [gopb@utah.gov](mailto:gopb@utah.gov) or by calling 801-538-1027 at least 3 days prior to the meeting.

**NOTICE OF ELECTRONIC PARTICIPATION:**

One or more members of the COVID 19 Local Assistance Matching Grant Review Committee may participate electronically or telephonically pursuant to Utah Code 52-4-207(2). Please direct any questions or comments to the Governor's Office of Planning and Budget, [gopb@utah.gov](mailto:gopb@utah.gov), 801-538-1027.