

Bear River Region

CDBG Allocation Policies

2017 Funding Year

- 1) 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) Community Investment Council (the Council). This council is created by and responsible as a sub-committee to the BRAG Governing Board. Its core composition shall consist of at least one county and one city elected official from each county. All elected officials serving on the BRAG Community Investment Council shall also serve as members of the BRAG Governing Board. At least one representative for each of the following categories must be seated on the council: low income persons, small business owners, and private lenders. It will consist of no more than ten (10) members. Appointments of members shall be made by the BRAG Governing Board. Elected officials shall have no specified term of office. Other Council members shall serve two-year terms and may be reappointed.
- 2) 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. In the event of a tie for the last funding position, the project with the most project beneficiaries will be funded. After all requests 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 available funds will be first applied to the highest scoring project and then to the next project, etc.
- 3) 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 Council.
- 4) The Council and BRAG staff will review and rate and rank all applications. The Council determines final rating and ranking and recommends to Governing Board for approval.
- 5) These policies will be revised annually and will be published for public comment in August preceding the program year.
- 6) Since funds are available from the Safe Drinking Water Committee and the Board of Water Resources, the maximum CDBG allocation per water project will be 50% of total project cost.
- 7) The Council may request an allocation of emergency funding outside of the regular CDBG application cycle from or on behalf of a city or county, as funds are available. The Council 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 Council will review and approve all such applications on a case by case basis.
- 8) 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 Council may determine said project to meet the urgent need national objective of the CDBG program. In this case the applicant may present their application in accordance with Policy 7 above. There are strict CDBG program requirements that must be met. State CDBG staff will determine if the project meets the national thresholds.

9) 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.

10) The following guideline should be adhered to by all applicants: The minimum CDBG allocation per project will be \$30,000 and the maximum shall be \$200,000. At the discretion of the Council, applicants can request the ceiling be raised for their projects based on the following: multiple entity collaboration or emergency health and safety needs. Any applicant that receives the maximum award of \$200,000 must wait 24 months before applying for a new grant.

13) Multiple year projects are not allowed except at the discretion of the Council and will only be offered at a maximum of two (2) years. The applicant must demonstrate clearly why two years are required to complete the project.

14) The Council 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 in the region’s newspapers and receiving public input via a public hearing.

15) 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.

16) BRAG will only sponsor CDBG projects having regional implications.

17) Should an applicant feel that their project was unfairly rated, ranked, or otherwise considered by the Council, they may file a grievance in writing no later than ten (10) business days following the Rating & Ranking date of March 22, 2017 to Brian Carver, 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 Committee, 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.

REGIONAL PROJECT ALLOCATIONS 2017

The following set-asides are recommended for the 2017 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) TECHNICAL ASSISTANCE AND TRAINING TO BENEFIT LOW INCOME BUSINESSES THROUGH ECONOMIC DEVELOPMENT AND CAPACITY BUILDING (\$30,000)

\$30,000 will be set aside to provide small business development services such as counseling and resource referral; networking with other business resource service providers; capacity building for non-profit entities.

C) ASSISTANCE TO LOW INCOME FAMILIES FOR WATER/SEWER REPAIRS OR HOOK-UPS AND HOUSING REHABILITATION (\$40,000):

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.

D) DELIVERY OF HOUSING REHAB PROGRAM (\$19,250):

Single Family Housing Rehab program delivery costs for BRAG staff.

E) FIRST TIME HOME BUYER PROGRAM (\$55,000):

Up to \$2,000 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. (\$5,250 in Administration)