

# SIX COUNTY ASSOCIATION OF GOVERNMENTS

## CDBG Application Policies

### 2017 Program Year

#### Method of Distribution

*Community Development Block Grant (CDBG)* – To ensure that CDBG projects administered through the Six County Region meet the national objectives. Six County Association of Governments (SCAOG) has implemented the following 1) An application will be rated and ranked against all applications within the Region. 2) Successful applications will be funded in order of priority as determined by the rating and ranking process until the regional CDBG funding allocation is exhausted.

#### CDBG POLICIES – 2017 Program Year

The following policies have been established to govern the CDBG award process. All eligible project applications will be accepted for rating and ranking.

1. The Six County Association of Governments approved \$50,000 of the total allocation for administration of the SCAOG CDBG program, to be subtracted from the SCAOG total. The remaining amount is allocated on a competitive basis. To encourage multiple projects and local match, no project will receive more than 50% of the net allocation. Depending on funding, the SCAOG Regional Review Committee (RRC) reserves the right to eliminate the 50% rule by a vote of the board.
2. In compliance with the policies of the State of Utah CDBG program, and to be eligible for funding consideration, all grantees or sub-grantees must have drawn down 50% of any prior year's CDBG funding prior to the RRC rating and ranking session.
3. 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. A project is not mature if funding cannot be committed by the time of the application.
4. State policy has established the minimum amount of funding of \$30,000 per project and the maximum amount is limited only by the annual allocation amount, and the Six County CDBG policies outlined in paragraph 1 (one).
5. Projects must align with and be consistent with the Region's Consolidated Plan. Sponsored projects on behalf of an eligible sub-recipient may not necessarily be listed in the jurisdictions capital investment plan, but the sub-recipient's project must meet goals identified in the Region's Consolidated Plan.
6. Attendance at one of the annual How to Apply workshops is mandatory of all applicants and sub-grantees. The project manager and an elected official from the applicant's jurisdiction should be in attendance. Newly elected officials and project managers are

especially encouraged to attend since the administrative requirements and commitments of a CDBG project are considerable.

7. Public service providers, traditionally non-profit organizations, are allowed to apply for CDBG funds for capital improvement and major equipment purchases. Examples are delivery trucks, Meals-on-Wheels vehicles, fire trucks, ambulances, transportation trucks, fixtures, computer equipment, construction, remodeling, and facility expansion. State 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 service activities.
8. Housing projects are encouraged to use SCAOG Housing Department's available resources and Emergency projects may be considered by the RRC 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 timeframe 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 need immediate remediation.
  - Cost overruns from a previously funded project may be funded only if the RRC deems it an appropriate emergency.
9. The amount of any emergency funds distributed during the year will be subtracted from the top of the regional allocation during the next funding cycle. Additional information on the emergency fund program is available in the Application Policies and Procedures manual developed annually by the state in Chapter II, Funding Processes.
10. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. 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. A subcontractor's agreement between the applicant entity and the sub-recipient must accompany the application (after funds have been committed to the project).
11. Multi-year projects will be considered. Proposals must contain specific cost estimates and work elements by year so that annual allocations by the RRC can be determined at the outset. No projects over 2 years will be considered.
12. Project maturity will be considered in determining the awarding of funds for the funding cycle, i.e., project can be completed within eighteen months, leveraged funds are in place, detailed scope of work is developed, engineer's cost estimates in place, etc.
13. The application must be submitted by 5:00 PM, January 31, 2017. Any applications received after this date and time will not be considered for funding.

14. Applicants with lower populations will receive additional points in the non CDBG funds category.
15. In the event of a tie the following policies will be followed:
  - A) The project is located in a Distressed Community
  - B) The project that has the highest percentage of LMI beneficiaries
  - C) The project with the most non CDBG funds leveraged
  - D) The Project with the most points in the Geographical Impact category
16. All projects will be fully funded in the order of their rating and ranking prioritization. If a balance remains insufficient for the next project in priority to complete a project in the current year, the funds will continue to be applied to the next project in priority if the funds are sufficient to fund that project. Once no additional projects can be funded, the balance will be added to the region's single family housing rehab program allocation for that funding cycle.
17. The SCAOG RRC is filled by the members of the SCAOG Executive Board. This 12 member committee comprises a commissioner and a mayor from each county of the region. Members of the committee are appointed by their county and fulfill terms until the end of their elected period or reappointment if they still hold office. Due to election cycles the average term of a board member is 4 years. The chair of the RRC is the chair of the SCAOG Executive Board.

**The Six County Regional Review Committee has approved the following set-aside of funding:**

**Housing-** \$100,000 if the allocation is over \$400,000. If the allocation is under \$400,000 then 25% of the allocation for the SCAOG Housing department to help LMI individuals access available housing resources.