

**Uintah Basin Association of Governments
Regional Review Committee (RRC)
Community Development Block Grant (CDBG)
Rating and Ranking Criteria
Program Year 2017**

Policy and Procedures

1. The Uintah Basin Association of Governments (UBAOG) will provide assistance in completion of the CDBG application. All applications for CDBG funds will be made and processed in accordance with Utah State and Federal Regulations.
2. Applicants that do not attend the “How to Apply Workshops” **will not** be considered for funding. Applications received after the deadline **will not** be considered for funding.
3. All applications will be scored by the UBAOG staff using criteria approved by the Rating and Ranking Committee (RRC). The RRC is comprised of 19 members: three County Commissioners in each county, Daggett, Duchesne and Uintah Counties, as well as the Mayors of Altamont, Duchesne, Tabiona, Roosevelt, Myton, Ballard, Vernal, Naples, Dutch John, and Manila. Committee members serve on the RRC as long as they retain their elected position of the respective county or city. Staff will make recommendations to the RRC on each application. Staff will present the applications to the RRC for final rating and ranking.
4. Timeline for adoption of rating and ranking criteria
 - March of 2016 rating and ranking distributed to all committee members.
 - April of 2016 30 day public comment period begins of rating and ranking criteria.
 - June of 2016 final approval of rating and ranking criteria by committee members.
 - August of 2016 submittal to the Community Block Grant Program.
5. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. City and county sponsors will be responsible for sub-recipient’s project viability and program compliance. They must maintain active oversight of the project and sub-recipient’s performance. An inter-local agreement between the sub-recipient and the sponsoring city or county must accompany the application. This inter-local agreement must state the details of the coordination between the sponsor and the sub-recipient and how the sponsor will monitor the sub-recipient.
6. All projects must be consistent with the region’s Consolidated Plan. All projects applied for **must be** on the prioritized one-year capital improvement’s list. Projects not on the one-year list will not be considered for funding.
7. The minimum project size for CDBG funding is \$30,000 as per state policy. Projects less than \$30,000 will not be considered.
8. As per state policy, grantees with open grants from previous years that have not yet spent 50 percent of their previous grant are ineligible to be rated and ranked.
9. Applicants must provide written documentation of the availability and status of any matching funds for the project at the time the application is submitted. Changes in funding after this time may result in a modified rating and ranking.
10. In case of scoring ties the project with the most LMI beneficiaries will get funded. In a case of a tie, the project with the most leveraged funds will have priority.

11. 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 to be completed, the funds will be added to the single family housing rehab allocation for that funding cycle.
12. The Uintah Basin Regional Review Committee has approved the following set asides:
 - \$50,000 set aside for administration of region-wide administration and planning activities of the AOG.
 - \$125,000 set aside for Housing Rehabilitation
 - \$37,500 set aside for Housing Rehabilitation program delivery
 - \$36,000 set aside for Homebuyers assistance
 - \$4,000 set aside for Homebuyers assistance administration
 - For a total Housing set aside of \$202,500
13. Emergency projects may be considered by the Regional Review Committee 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 committee. Projects may be considered an emergency if the following apply:
 - Funding through a normal CDBG funding cycle time frame would create an unreasonable health and/or safety risk to people or property.
 - Cost overruns from a previously funded project make it necessary for completion of the project. The RRC can deem this an emergency and make it an appropriate application for emergency funds.

If an applicant deems it necessary to apply for emergency funding, they must contact the Uintah Basin AOG promptly to discuss the details of the project and 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 annual allocation.

Evaluation

Evaluation by the UBAOG and the RRC members will be according to the following guidelines.

1. **Capacity to Carry-Out Grant:** The grantee must have a history of successful grant administration in order to receive full credit in the category. First time grantees and grantees that have not had an application funded in the past six years will receive 2.5 by default. Applicants with poor past performance must present a plan, at the time of application, showing how they will overcome past issues and make this a successful application. The state CDBG staff will award 1-5 points for this criteria.
2. **Project Maturity:** Credit will be given to projects that have received sufficient planning, professional work, and cost estimates to provide evidence that it will be completed within the 18 month contract period.
3. **Job Creation:** Credit will be given for projects that create or retain jobs for the region. The more jobs that are created or retained, the more points are awarded. These must be permanent full or part time jobs that will be retained after completion of the project.
4. **Infrastructure:** Twenty points are awarded to any Infrastructure project.

5. **Improvement of Housing Units:** Rehabilitation of housing units will receive points based on the units being rehabilitated. The number of units to be rehabilitated must be provided at the time of application.
6. **Health and Safety:** Projects that address a threat to public health, safety or the ability to provide basic services or infrastructure to an area or serve a need will receive ten points. These projects must be presented as a health or safety issue at the time of application.
7. **LMI Beneficiaries:** Points will be awarded based on the percentage of project beneficiaries that are Low-Moderate Income (LMI) based on information provided by the most current census data or approved income survey.
8. **Targeted LMI Population:** Projects that target beneficiaries that are 100% LMI will receive 5 points. Applicant must demonstrate that all served are 100% LMI.
9. **Financial Commitment-Local Funds:** If local sources such as the town or county have contributed a **cash match** to the project, points will be awarded based upon the amount contributed. Points will be awarded on a per capita basis. For example, if a town of 500 contributes \$10,000 to the project, the funds will be divided by the population. In this example, \$10,000 would be divided by 500 to get a per capita of \$200 per person contributed. Points are awarded on that per capita contribution. Commitment of the additional funding sources must be present with the pre-application.
10. **Financial Commitment-Outside Funds:** If funds are contributed from an outside source, points will be awarded based on the amount of funds contributed. If more than \$50,000 is contributed, full points will be awarded. \$25,000 to \$49,999 contributed will receive three points. \$10,000 to \$24,999 will receive two points. And \$500 to \$9,999 will receive one point.
11. **Consolidated Plan-Capital Improvements List:** Projects must be listed in the Regional Consolidated Plan's One-Year Capital Improvements List to be considered for funding. Projects that have been considered for a longer amount of time and have shown prior planning will be given more points. Projects that have been on the list for four or more years will receive four points, three years will receive three points, two years will get two points, one year will get one point.
12. **Consolidated Plan:** Each entity is required to submit information for the annual update of the Regional Consolidated Plan. Those entities that have submitted their information, in a timely manner, to the UBAOG to complete that update will be awarded full points.
13. **Area Served by Project:** Points are given based on the area served by the project. If the project will benefit multiple counties (UBAOG), it will receive 10 points. If the project will benefit one entire county, it will receive 7 points. If the project will benefit a city or town it will receive 5 points. If the project is a "site specific" project, it will receive 2 points.