

**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 criterion 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 require a visit with each applicant for an evaluation/review meeting.
3. All applications must be complete to be Rated and Ranked. All applications will be evaluated by the Five County Association of Governments Community and Economic Development staff using criteria approved by the Regional Review Committee (RRC) (Steering Committee).
4. Staff will present prioritization recommendations to the RRC for consideration and approval. Membership of the RRC includes two elected officials (mayor and commissioner) and a school board representative from each of the five counties. Appointments to the RRC are reviewed and presented annually in February for the two elected officials of each county as well as the county school boards.
5. The maximum amount per year for a project is \$500,000. Multi-year projects will not be funded in the Five County Region.
6. Public hearing notices must be sent to the AOG CDBG staff immediately after posting. Any changes to the public hearing notices must be sent to the AOG Staff immediately after posting said change with notes describing the change.
7. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are encouraged. However, the applicant town, city, or county must understand that even if they name the sub-recipient as project manager the town, city, or 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 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.
8. Applicant Deadlines to the AOG
 - **Applicants must Consult with AOG CDBG Staff by November 15, 2024** – The project manager from the applicant jurisdiction must meet with AOG CDBG staff to be eligible for funds.
 - **Income Surveys must be conducted and received by the AOG for tabulation no later than January 3, 2025, at 5:00 PM.** Surveys must be conducted using a state approved methodology and submitted by the deadline for AOG tabulation.

- **Capital Improvements Lists (CIL)- due January 3, 2025 at 5:00 p.m.** The project applied for must be included on the prioritized capital improvements list (CIL) that the entity submits for inclusion in the Consolidated Plan. If the CIL list containing the project is not submitted by the deadline, the project application will not be rated and ranked. Applicants may not amend Capital Improvements List after the deadline.
- **Complete Applications must be submitted in WebGrants3 by December 20, 2024 at 5:00 PM** for Five County CED staff to provide administrative support and draft the Annual Action Plan. Applicants that do not meet this requirement will not be eligible for CDBG funding.

9. Set-Aside Funding:

- \$100,000 to Five County Association of Governments (\$50,000 for Administration, Consolidated Plan Planning, Rating & Ranking, \$50,000 for Planning Assistance, Affordable Housing Planning, and Economic Development TA).

10. 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.

11. Public service providers 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, including 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.

12. 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.

13. 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.
14. It is the policy of the Five County Association of Governments RRC 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 multifamily rental housing managed by a public housing authority.
 - 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.

15. It is the policy of the RRC 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.
16. In the event of a tie for the last funding position during rating and ranking of projects, the following will be awarded one (1) point for each criterion 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.

17. Funding for CDBG projects in the Five County Region is contingent on receiving the allocation from HUD and the State. If available funds are less than anticipated, the award amount will be reduced from the project in the last funding position.
18. Grantees who are awarded CDBG funding and choose to not undertake the project in a timeframe that will allow for redistribution of funds in the Five County region, during the same program year, will be prohibited from re-applying for the same project. Grantees who choose not to follow through on their project within the allocated timeframe, will not be permitted to apply for CDBG in the following program year. A request for an exception to this policy may be considered by the RRC 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 RRC, as grantees should plan for such events.

19. Public Participation

Section 104(a)(2) of the Housing & Community Development Act of 1974, as amended, requires that CDBG grantees implement a citizen participation process as a prelude to the allocation and expenditure of CDBG funds. The primary goal is to provide citizens, especially low- and moderate-income citizens of the community where CDBG-funded activities will take place, an opportunity to participate in an advisory role in the planning, implementation, and assessment of the programs and projects. To that end, the regional policies and rating and ranking process of each AOG must be transparent.

The following actions are required of each AOG. Documentation of each of these actions must be provided to the state.

1. The RRC meetings must be documented with dates, members present, minutes and decisions made.
2. The proposed policies (updated annually) must be posted on the State of Utah Public Meeting Notice website with the public invited to comment for 30 days.
3. The proposed policies should be posted on the AOG website and mailed/emailed to all eligible communities/counties in the region.
4. The policies and rating and ranking criteria must be formally approved by the AOG in a public meeting.
5. Regional application scoring documents must be submitted to the state CDBG Program Manager for review and approval BEFORE formal announcement of awards by the AOG.
6. The annual regional awards must be announced in a public meeting and documented in the meeting minutes.
7. The list of regional awards must be publicized, at a minimum, on the State Public Meeting Notice website, not as a meeting, but just a notice. Other options such as newsletters, websites or social media, could also be utilized to publish the award announcement.
8. The Housing and Community Development Division will post the list of statewide awards on the State Public Meeting Notice website annually in May.

**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 an elected official or town, city, or county staff person 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 town, city, or county applicant 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., consultant, engineer, or architect) to attend the workshop on their behalf. Said designation by the jurisdiction shall be in writing and delivered to the AOG no later than 7-days following the workshop.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
CDBG RATING AND RANKING PROGRAM YEAR 2023
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. To adequately evaluate grantee performance, the RRC must consult with the state staff regarding scoring for this criterion. Staff will rate performance on a scale of 1-5.

- A. Project manager consistency (1 point)
 - a. Project was appropriately managed by applicant's project manager on previous grant
- B. Communication with state staff (1 point)
 - a. Level of communication with agency using email history and/or annotations in Webgrants
- C. C. Project completed in contract period (1 point)
 - a. How many claims submitted depending on type of project
- D. Compliance with regulations/laws (1 point)
 - a. Level of completeness in agency's efforts to meet all requirements without follow-up requests
- E. Project management documents in Webgrants (1 point)
 - a. Accurate documentation was provided in a timely manner for Webgrant submission. First time grantee: default is 2.5 points.

In order to be eligible to receive new funding, a grantee/sub-grantee must have drawn down at least 50 percent of their previous year's CDBG grant funds by February, prior to application rating and ranking.

- 2. GRANT ADMINISTRATION:** Those making a concerted effort to minimize grant administration costs taken from CDBG funds will be awarded extra points, with applicants using zero CDBG funds toward administration receiving 3 points.
- 3. UNEMPLOYMENT:** Points are awarded to projects serving jurisdictions in counties that are above the state average unemployment, using data "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):** Documentation by the applicant in the grant application of the source(s) and status (whether already secured or not) of 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 criterion. 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 each 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" funding means that a letter or applications of intent exist to show that other funding sources have been requested as match to the proposed project. Documentation of matching funds must be included in the application. 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 town, city, county, or a defined special service district area. All public housing authorities or similar non-profits shall be considered a 4B jurisdiction for this criterion.

5. **CDBG FUNDS 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 (CASI or equivalent). 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. Refer to the Utah CDBG Application Policies and Procedures Handbook section about Consistency with the Consolidated Plan for further information.
7. **COUNTY'S COMMUNITY DEVELOPMENT GOALS AND POLICIES:** Prioritization will be determined by the three (3) appointed RRC 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 that are not set asides, 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 Infrastructure	Projects designed to increase the public infrastructure systems. Examples include but are not limited to transportation, utilities, storm water projects, etc.
#2	Public Safety Activities	Projects related to the protection of property include activities such as flood control projects or fire protection improvements.
#3	LMI Housing Activities	Projects designed to provide for the housing needs of low- and moderate-income persons.
#4	Community Facilities	Examples include but are not limited to senior citizens centers, health clinics, food banks, and/or public service activities. Includes parks and recreation facilities.
#5	Public Services	Construction and equipment for public service projects which are not community facilities or LMI housing activities.
#6	Projects to remove Architectural Barriers	Projects that address accessibility of public facilities for the provision of services to people with disabilities on an equal basis. See the Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal for Existing Facilities to assess facilities and see examples of potential solutions.

Note: The Executive Director, in consultation with the Finance Committee members, reviewed and obtained approval of this regional prioritization for the CDBG program FY2024.

9. **IMPROVEMENTS TO, OR EXPANSION OF, LMI HOUSING STOCK, OR PROVIDING AFFORDABLE HOUSING ACCESSIBILITY TO LMI RESIDENTS:** Information provided by the applicant. Applicant must adequately explain reasoning which supports proposed figures, for the number of LMI housing units to be constructed, substantially rehabilitated with the assistance off 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 has established that communities and counties that are not in compliance with current state low- and moderate-income housing requirements are not eligible to apply for CDBG funding. Applicants must provide documentation that they are in compliance in their CDBG application. Communities may find information about Moderate Income Housing planning and reporting requirements at <https://jobs.utah.gov/housing/affordable/moderate/index.html>. Projects which demonstrate implementation of a jurisdiction's Affordable Housing Plan policies will be given full points. Towns applying for credit under this criterion must show that the project either meets a goal in its adopted annual housing report/affordable housing element of their General Plan, or a regional affordable housing goal in the Consolidated Plan. Applicants must provide sufficient documentation to justify that their project complies with this criterion.

House Bill 259 was passed during the 2018 state legislative session and mandates that all cities and counties address the problems associated with the availability of affordable housing in their local plans. Cities with less than 1,000 persons and counties less than 25,000 are exempt from this requirement. Applications for projects that are intended to address some element of that plan will be given additional points. The State of Utah CDBG program requires any city or county interested in applying for funding to meet the requirements for moderate income housing planning and annual progress reporting as required by 10-9a-403, 408 for municipalities and 17-27a-403, 408 for counties. Additional information and lists of communities required to meet this requirement can be found at <https://jobs.utah.gov/housing/affordable/moderate/reporting/>

- 11. GEOGRAPHIC EXTENT OF PROJECT'S IMPACT:** Describes the actual area to be benefitted by the project applied for. Housing projects are considered a site-specific project.
- 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 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. Full points will be awarded to jurisdictions that tax at greater than 50%.

A default of 3 points will be awarded for non-taxing jurisdictions.

- 13. PERCENTAGE OF PROJECT AREA 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, HUD CHAS data, or the HUD LMI Map Application Tool.
- 14. EXTENT OF POVERTY:** The percentage of the total population of the project area who are Low Income ($\leq 50\%$ of AMI) or Very-Low Income ($\leq 30\%$ AMI) directly benefitting from the project. The AOG staff will use the income surveys (for those who conducted a survey), or pre-approved

LMI communities list in the Policies and Procedures book, HUD CHAS data, or the HUD LMI Map Application Tool.

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. Applicants serving limited clientele group(s) must include intake forms or other documentation to show that their program or organization serves LMI persons.

16. **CIVIL RIGHTS COMPLIANCE:** Applicants 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 applicant can be awarded a maximum of two points for this criterion if the checklist is completed AND the Civil Rights policies have been adopted for the jurisdiction.

1 Point – Complete “ADA Checklist for Readily Achievable Barrier Removal” for applicant town, city, or county office.

1 Point – Applicant town, city, or 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 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 of proactive land use planning in the community.**
- ** Demonstration that project is in accordance with an applicable adopted Plan in the benefiting community.**
- ** Development of efficient infrastructure including water and energy conservation.**
- ** 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.**

The applicant is responsible for attaching supplemental documents and describing the criteria met in the application. Worksheet #17 will be used in the rating and ranking process for applicants who provide documentation showing the community’s proactive planning efforts.

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, identification of a realistic project timeline, and a detailed architectural/engineering report.

- 19. PROJECT MATURITY:** Funding should be prioritized to those projects which are the most "mature". Five County AOG considers mature projects to be those where the applicant: 1) has selected an engineer and/or architect and demonstrate appropriate procurement; 2) has identified a problem, proposed solution, and timeline to proceed immediately; and 3) identifies all funding sources committed or pending.

Projects that are insufficiently mature may not be rated and ranked.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
FY 2024 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 2024. 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 criterion.**

Applicant:		Requested CDBG \$'s		Ranking:		of		Total Score:	
Application Description:									

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)					Score	X Weight	Total Score
1	Capacity to Carry Out the Grant: Performance history of capacity to administer grant. Scored by State CDBG Staff. (First-time & >5-yr grantees: default is 2.5 points)		Excellent 5 points	Good 4 points	Fair 3 points	Deficient 2 points	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? Source: https://jobs.utah.gov/wi/update/une/	%	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) - (Jurisdiction Population <500) 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) - (Jurisdiction Population 501 - 1,000) Percentage of non-CDBG funds invested in total project cost. All public housing authorities or similar non-profits shall be considered a 4B jurisdiction for this criterion.	%	> 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) - (Jurisdiction Population 1,001 - 5,000) 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	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)					Score	X Weight	Total Score
4	Financial Commitment to Community Development (Self-help Financing) - (Jurisdiction Population >5,000) 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	
5	CDBG funds Requested Per Capita: CDBG funds requested per beneficiary.		\$1 - 100 5 points	\$101-200 4 points	\$201- 400 3 points	\$401 - 800 2 points	\$801 or > 1 point		1.0	
6	Jurisdiction's Project Priority: Project priority rating in Regional Consolidated Plan, <u>(CASI or equivalent)</u>		# 1 6 points	# 2 5 points	# 3 4 points	# 4 3 points	# 5 2 points	# >5 1 point	2.0	
7	County's Project Priority: Prioritization will be determined by the three (3) appointed RRC 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.		# 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 Infrastructure 6 points	# 2 Public Safety 5 points	# 3 LMI Housing 4 points	# 4 Community Facilities 3 points	# 5 Public Service 2 points	#6 or > Remove Architectural Barriers (ADA) 1 point	2.0	
9	LMI Housing Stock: Land, 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: Points under this criterion are met by providing their adopted Moderate-Income Housing report and demonstrating that their project meets a goal in their report.		Plan provided & applicant explains how Plan goals are met. 3 Points	Plan provided but applicant does not demonstrate how the project meets Plan goals. 1.5 Points	Affordable housing Plan not provided. 0 Points				1.0	
11	Project's Geographical Impact: Area benefitting from project.		Regional 8.0 points	Multi-county 6.0 points	County-wide 4.0 points	Multi-community 2.0 points	Community 1.5 points	Site-Specific 1.0 point	2.0	

CDBG Rating and Ranking Criteria Description Five County Association of Governments		Data	Data Range/Score (circle only one for each criterion)					Score	X Weight	Total Score	
12	Jurisdiction's Property Tax Rate: Communities that maintain a high tax burden as compared to the State tax ceiling will receive higher points for this category. Property tax rate as a percent of the maximum allowed by law. Determined by dividing the local property tax rate by the State allowable maximum. Three-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 in the project area 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 in the project area who are Low Income (\leq 50% AMI) and Very Low Income (\leq 30% AMI), 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 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 town, city, or county office. 1 Point – Town, city, or 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 criteria 2 points	Adopt Civil Rights Policies described in criterion. 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, and protection and conservation plan for water, air, critical lands, important agricultural lands, and historic resources. Refer to Worksheet #17 for scoring criteria.		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 criterion)					Score	X Weight	Total Score	
18	Application Quality: Application identifies the problem, contains a well-defined scope of work, 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. Refer to Worksheet #18 for scoring criteria.		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 in the application. Refer to Worksheet #19 for scoring criteria.		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

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 adopted plan (E.g., water facilities master plan, etc.)	Yes ___ 2 point No ___ 0 points	
3. 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	
4. 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	
5. 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: (Very High, High, Fair, Low)

CRITERIA 18 WORKSHEET

Application Quality			
Criteria	Support Documentation Provided		Score (5 Points Total)
1. The problem is clearly identified in the Description of Need.	Yes___ 0.5 point	No___ 0 point	
2. The proposed solution is well defined in the Scope of Work.	Yes___ 0.5 point	No___ 0 point	
3. The application includes a timeline attachment which describes how the scope of work will be completed in a timely manner.	Yes___ 1 point	No___ 0 point	
4. The proposed project does not duplicate any existing services, programs, or activities already available to the beneficiaries in the jurisdiction, either locally or regionally based. Applicant must provide documentation.	Yes___ 0 point	No___ 1 point	
5. Detailed Architectural/Engineering Report, design/plans are included in application. 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___ 2 point	No___ 0 point	
Excellent = 5 Points Acceptable = 1 Points Very Good = 4 Points Poor = 0 Points Good = 3 Points Fair = 2 Point			Total Points _____

CRITERIA 19 WORKSHEET

PROJECT MATURITY					
Criteria		Status		Score (5 Points Total)	
1. Architect/Engineer already selected and is actively involved in the application process . The application includes procurement policy and a description of how the architect/engineer was procured.		Yes___ 1 point	No___ 0 points		
2. Is the project ready to proceed immediately ?		(Well Defined) Yes___ 1 points	No___ 0 points		
3. Funding Status (Maturity).		Select one of the following: Is CDBG the only funding source for the project? Yes___ 0 point align="center"> (or) Other project funding has been identified but not applied for. Yes___ 0 point align="center"> (or) Other project funding was applied for but not committed. Yes___ 2 points align="center"> (or) All other project funding is in place for immediate use. Yes___ 3 points			
Excellent	=	5 Points	Fair	=	2 Points
Very Good	=	4 Points	Acceptable	=	1 Points
Good	=	3 Points	Poor	=	0 Points
				Total Points: _____ (Excellent, Very Good, Good, Fair, Acceptable, Poor)	