

Community Development Block Grant (CDBG) Small Cities Program

WASATCH FRONT REGIONAL COUNCIL

RATING AND RANKING CRITERIA - 2017 PROGRAM YEAR

The Wasatch Front Regional Council (WFRC) staff provides technical assistance to help applicants and grantees throughout the CDBG process. Applicants are encouraged to take advantage of this service to help reduce administrative costs. If you have any questions regarding the CDBG Program or the Rating and Ranking Criteria, please contact [Sam Klemm at sam@wfr.org](mailto:sam@wfr.org) or call 801-363-4250 x1116.

GENERAL POLICIES

The Rating and Ranking Criteria are reviewed annually by the Regional Review Committee (RRC) to ensure the available funding promotes the needs of the region and meets the goals of the CDBG program.

1. Minimum grant amount per year is \$30,000.
2. Maximum grant amounts:
 - a. **The RRC will not award more than half of the available funds for any year to any one project.**
 - b. Multiple-Year Projects: The maximum multiple-year grant amount is \$200,000 per year, up to two years (this amount may change based on funding appropriation).
 - c. Infrastructure Projects: Maximum grant amount per year for community infrastructure projects is \$250,000. Community infrastructure projects include, but are not limited to water, sewer, street, sidewalk, curb, and gutter.
 - d. All applicants proposing projects requiring two years of funding must have a cost estimate and/or breakdown for each year.
3. WFRC staff shall visit each applicant on site for a project evaluation/review.
4. All applications will be evaluated by WFRC staff using the criteria approved by the RRC. WFRC staff will present prioritization recommendations to the RRC for consideration and approval at the annual meeting held for that purpose.
5. In the event that two or more projects receive the same rating and ranking score, the RRC will then rank them using the regional priorities identified in Criterion 12. If there is still a tie score, the applicant with the highest percentage of other matching funds shall prevail.

6. If a project has been awarded a two year grant, the second year's grant amount will be taken from the region's appropriation at the beginning of that year's rating and ranking process.
7. Applicants, other than cities or counties, are required to gain sponsorship by an eligible entity no later than the date of the first public hearing. In the Wasatch Front region, only cities and counties are eligible to provide sponsorship. The decision to sponsor non-governmental applicants is up to the city or county that is submitting the application. Sponsoring entities are required to ensure all program requirements are met, ensure that the project is viable, and provide active oversight of the project and contract performance. Sponsors are required to ensure that the project is part of the Consolidated Plan and that a subcontractor's agreement is mutually agreed on and signed by both entities. All information needs to be attached to the Webgrants application.
8. Projects must be consistent with the region's Consolidated Plan and included in a city or county prioritized capital investment list or meet the overall goals identified in the Plan.
9. Emergency projects may be considered by the RRC at any time. An emergency project is one that eliminates or mitigates an imminent threat to health and safety. These projects must meet all CDBG requirements. Applicants must work closely with WFRC staff to ensure program compliance. Emergency projects will be reviewed by the RRC to ensure that a regional goal that has been identified in the Consolidated Plan will be met. Also, emergency projects must be approved by the statewide CDBG Policy Committee. Any funding awarded for emergency projects will be deducted from the subsequent year's annual regional allocation.
10. Applicants are required to attend the region's annual "How to Apply" workshop. The project manager should attend the workshop. If the project manager cannot attend, he or she needs to identify an alternate representative. If sponsorship is required, representatives from the sponsoring grantee and the sub-recipient must also attend.

In compliance with the policies of the State of Utah CDBG program, and to be eligible for funding, all grantees or sub grantees must have drawn down at least 50% of any prior year's CDBG funding before the RRC's rating and ranking meeting.

11. Public service providers are encouraged to apply for capital improvement projects and/or major equipment purchases. Examples include delivery trucks and other public service vehicles, 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 or salaries and items that can be easily removed from the building such as office supplies, cleaning supplies, etc. No more than 15% of the state's yearly allocation of funds may be expended for public service projects.

12. In order to receive points for any of the evaluation criteria, applicants must state and/or include (as an attachment where required) the pertinent information in Webgrants. The RRC reserves the right to not consider incomplete applications for funding.
13. After fully funding all projects in ranked order, any remaining funds shall be awarded to the next ranked project if it is determined that partial funding is a reasonable option. If partial funding is not an option, then the next ranked project shall be reviewed and funded if possible and so on
14. The members of the Regional Review Committee are listed below along with their respective appointed terms. The RRC consists of six members, two from each of the three counties plus one staff member from WFRC. Each County Council of Governments appoints one elected official and one staff person to represent their county on the RRC. Each member is appointed to a two-year term with no limit upon succession.
15. Prior to RRC adoption, the policies, procedures, and prioritization criteria shall be publically noticed and be available for a 30 day public comment period and a public hearing.

CDBG Regional Review Committee Membership 2015 – 2017:

Jerry Houghton, County Recorder, Tooele County, May 2014 - Dec 2016 – Possible Renewal of Term

Bill Cobabe, Senior Planner, Morgan County, May 2014 - Dec 2016 – Possible Renewal of Term

Myron Bateman, Commissioner, Tooele County, Jan 2015 - Dec 2017

Logan Wilde, Policy Committee Rep., Council Member, Morgan County, Jan 2015 - Dec 2017

Sean Wilkinson, Planning Director, Weber County, May 2014 - Dec 2016 – Possible Renewal of Term

Mark Allen, Mayor Washington Terrace City, Weber County, Jan 2015 - Dec 2017