

**WASATCH FRONT REGIONAL COUNCIL  
SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT  
REGIONAL REVIEW COMMITTEE**

**BY-LAWS**

Adopted:

June 15, 2009

Revised:

July 14, 2010 | October 13, 2010 | January 12, 2011 | February 18, 2015

November 20, 2018

**PURPOSE**

The purpose of the CDBG Regional Review Committee (RRC) is to provide a structured method for reviewing and rating and ranking CDBG applications at the beginning of each annual funding phase. The rating and ranking is based on requirements of the Housing and Community Development Act of 1974, the region's Consolidated Plan, the Five-Year Action Plan and the One-Year Annual Action Plan. The RRC is also charged with making recommendations to the Utah Housing and Community Development Division regarding project funding and appointing a representative and an alternate to the State's CDBG Policy Committee.

**MEMBERSHIP**

The RRC is made up of six members. Each participating county's Council of Governments (COG) will appoint one elected official and one staff member to the Committee as necessary annually in the first COG meeting of the calendar year for each county. The participating counties include: Morgan, Tooele, and Weber Counties.

RRC members shall serve two-year terms with no limitation on number of terms served. Where a member is an elected or appointed official, the term shall not extend beyond the official's time in office. If necessary, each participating county's COG may fill vacancies of a local elected official or staff member to serve on the RRC for the remainder of the unexpired term.

The Community Development Block Grant Small Cities State Policy Board Representative (Representative) shall be nominated by the RRC at the first RRC meeting of the calendar year, and appointed by the Governor. The Representative must be an elected official currently serving on the RRC. That Representative may serve two-year terms with no limitation on number of terms served. The Representative shall continue to serve until his/her successor has been appointed. If necessary, the RRC may nominate a new Representative from the RRC to be appointed by the Governor to fill a vacancy for the remainder of the Representative's unexpired term.

Regardless of appointment, RRC members shall have a fiduciary duty to represent the interests of all members in fulfilling the purpose of the RRC.

The RRC Chair and Vice-Chair will be appointed by the RRC. The Chair and Vice-Chair shall serve two-year terms with no limitation on number of terms served.

The Wasatch Front Regional Council CDBG program administrator will staff the RRC, arrange and provide resources for RRC meetings. The WFRC staff member will act in a facilitating, non-voting capacity to the RRC.

**MEETINGS**

The RRC meets the third Tuesday of every February, May, August, and November at 12:00 p.m., unless otherwise determined by the RRC. Members will be notified of meetings by email (unless regular mailing is requested) at least one week prior to the meeting date. Meetings may be cancelled due to lack of an agenda. If meetings are cancelled, members will be notified at least one week prior to the meeting date.

Meetings are subject to the requirements of the Utah Open and Public Meetings Act, and the meeting agenda will be posted on the Utah Public Notice Website.

### QUORUM

A quorum shall be declared when at least four of the six RRC members are present at a meeting.

### VOTING

Each member of the RRC shall have one vote on all matters coming before the RRC. A majority vote of those members present, a quorum being established, shall decide all matters coming before the RRC unless otherwise mandated by state or federal requirements.

RRC members must be present in order to vote and participate in RRC activities. A member that is unable to attend a RRC meeting may designate, in writing or via email, another representative from the same county to attend and participate. This alternate will count toward a quorum and may cast a vote.

At RRC meetings where the ranking of projects will take place, WFRC staff will pre-score each application and provide a summary of such to each member. Projects will be ranked based on final scores determined after review and discussion by the RRC on the project's pre-scores. A summary of all scores will be made available immediately upon request after scoring is complete and has been tabulated by staff and approved by the RRC.

### RECORDS

Written minutes shall be provided by WFRC staff to RRC members summarizing the proceedings of each meeting.

Score sheets used by RRC members to rate and rank projects will be kept on file by WFRC staff for at least five years.

### APPEALS

An applicant may appeal the RRC project ranking if the appeal is made in writing within ten working days following the RRC rating and ranking meeting, and if the applicant cites a specific procedural violation made by the RRC. WFRC staff will contact the applicant prior to the hearing to obtain all pertinent information about the appeal, clarify any misunderstandings concerning facts or policy of the RRC, and identify any alternatives to an appeal and to resolve, if possible, the conflict and obtain a written withdrawal of the appeal. If an appeal is still required refer to Chapter VII of Utah's "CDBG Application Policies and Procedures" guidebook.