2022 Community Development Block Grant Application Checklist

(Check each step as it is completed)

#	✓	
1		Attend CDBG "How to Apply Workshop" in your AOG region - Oct/Nov 2021.
2		Register as a user in the WebGrants 3 system if not already assigned a login. *https://webgrants.utah.gov/register.jsp*
3		Non-profits must be **_sponsored_** by a City or County in which the project is located. The City or County will Sub-contract with the Non-Profit.
4		Current CDBG grants must spend down <u>50%</u> of any contracts by **February 2022.**
5		AOG specific due date ____/_____/_____
6		Review Chapters 2 and 3 for funding information and eligible project types.
7		Hold 1st Public Hearing prior to **01/31/2022.** See Appendix B for templates.
8		Review Rating & Ranking Policies for your region, provided in Appendix G.
9		Choose potential project(s) and define project area & beneficiaries and Environmental Review needs. Call AOG representative for assistance.
10		Contact AOG representative for guidance regarding income survey requirements. The state CDBG staff must approve the survey form and methodology.
11		If required, conduct income survey of residents in project area.
12		Submit original surveys to AOG rep to determine project eligibility. Retain copies. <u>Deadline for AOGs to submit surveys to the state CDBG staff is</u> <u>01/15/2022.</u>
13		Prepare scope of work, budget & map of project area. ==*If project requires specific engineering, there must be an open bidding process. An estimate of cost can be provided by Org's office or through general services retained by the office. This estimate must be included in a project's bid packet for contracting services to ensure an open, competitive bidding opportunity, req'd by 2 CFR 200.317 – 320==
14		Complete CDBG Application online in WebGrants. SUBMIT by 01/31/2022.
15		State staff review applications for completeness and eligibility - February 2022.
16		**Do not hold 2nd public hearing until notification from AOG is received in <u>March/April 2022</u> that your application has been awarded funding!**
17		Awards announced March/April 2022. Hold 2nd public hearing. See Appendix B for templates.
18		Update application with 2nd public hearing info. Make any other edits if necessary.
19		Re-submit Application prior to 05/31/2022. Late applications will be disqualified.

2022 CDBG Project Checklist

#	✓	
		State CDBG Staff Contact Information is located in Section A of this handbook
1		Attend CDBG Grantee Workshop – *04/26/2022* – In person meeting
2		Post 2nd public Hearing on State Public Meeting Notice Website. Hold hearing prior to *05/31/2022*– Use the templates! **Notify AOG rep so that the notice can be checked!**
3		Begin preparing HUD Environmental Review Record (ERR) in WebGrants3. Refer to *Section C - Environmental Review*.
4		Edit & Submit Final CDBG Application as directed by AOG Rep. Deadline: *05/31/2022.* **Be sure to attach signed copy of the entire application prior to submitting.**
5		Set up project files (application/contract/construction/procurement, etc.) May 2022. See Section B Program Structure
6		Submit Environmental Review Record (ERR) in WebGrants prior to *09/30/2022*. Receive environmental clearance letter from CDBG staff (Sarah).
7		Receive notification that state contract has been prepared and is ready for signature. Chief elected official will sign it electronically. Executed contract will be posted in WebGrants3 in *State Program Office Attachments*.
8		Request Davis-Bacon Wage Decision (Construction Projects) from CDBG staff (Julie) Refer to *Section G - Procurement Policy*.
9		Put project out to bid using procurement policies. Refer to Section G – Procurement Policy. For construction projects, reach out to CDBG Staff (Julie) for **REQUIRED** bid advertisement documents.
10		Attach all bid documentation in WebGrants under Grantee Attachments
11		Contact state staff (Julie) to "clear" contractor *prior* to awarding construction contract.
12		Schedule pre-construction meeting with state CDBG staff and contractor(s)
13		Begin Project! Call CDBG staff with any questions or concerns. PLEASE!
14		Attach contractor payrolls, employee interviews in *Grantee Attachments*. Project manager must compare payrolls to employee interviews - Construction projects only.
15		Submit *Claims for Reimbursement* in whole dollars in WebGrants3. Do not attach construction payrolls to claims. Claims will not be paid until accurate construction payrolls are attached in *Grantee Attachments*.
16		Notify CDBG staff when project is 90% complete. Monitoring will be completed prior to final payment to grantee. Address any monitoring issues & submit closeout report.
17		Complete construction projects by 12/31/2023 and all other projects by 06/30/2023.

WASATCH FRONT REGIONAL COUNCIL
2022 RATING AND RANKING CRITERIA - GENERAL POLICIES

The Wasatch Front Regional Council (WFRC) staff assists applicants through the CDBG process. Applicants are encouraged to take advantage of this service to help reduce administrative costs. Contact Christy Dahlberg at christy@wfrc.org or 801-363-4250 with questions.

FUNDING INFORMATION	
1	Minimum grant amount is $30,000 per year.
2	The maximum multiple-year grant amount is $200,000 per year, up to two years (amount may change based on funding appropriation). All applicants proposing projects requiring two years of funding must have a cost estimate and/or breakdown for each year. 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.
3	The maximum grant amount per year for community infrastructure projects is $250,000. Community infrastructure projects can include water, sewer, street, sidewalk, curb, and gutter projects.
4	A single entity may not receive more than $250,000 in one funding cycle. Multiple projects may be awarded to a single entity in one funding cycle, so long as they do not exceed $250,000. An exception will be made if there is more funding available after all eligible projects have been funded.
5	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. Should there be more funding available once all eligible projects are fully funded, up to $20,000 can be used to study the feasibility of a Revolving Loan Fund (RLF).
6	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.

APPLICANT INFORMATION	
7	All 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 city or county and the sub-recipient must also attend. See number 8 to determine if you need a sponsor.
8	Only cities and counties are eligible to receive CDBG funding. Applicants, other than cities or counties, are required to gain the sponsorship of a city or county no later than the date of the first public hearing. The decision to sponsor non-governmental entities is entirely up to the city or county. Sponsoring entities are required to ensure all program requirements are met including, attending the How to Apply workshop, ensure that the project is viable, and provide active oversight of the project and contract performance. Sponsors are also 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.
PROJECT INFORMATION	
9	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 including 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.
10	Projects must be consistent with the region's Consolidated Plan and included in a city or county prioritized capital investment list and meet the overall goals identified in the Plan.
11	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 listed in the Consolidated Plan will be met. 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.
12	WFRC staff will visit each applicant on site for a project evaluation/review.
13	The RRC may approve regional CDBG set-asides under the following conditions: 1) they are consistent with the region's Consolidated Plan; 2) they are approved prior to the "How to Apply" workshop.

RATING AND RANKING INFORMATION

14	In order to receive points for any of the evaluation criteria, applicants must state and include the necessary information as an attachment in WebGrants. The RRC reserves the right to eliminate incomplete applications.
15	WFRC staff preliminarily evaluate all applications using these criteria. The pre-evaluation will be shared with the RRC who makes the final rating and ranking and funding recommendations to the Housing and Community Development Division.
16	In the event that two or more projects receive the same rating and ranking score, the RRC will rank them using the regional priorities identified in Criterion 10. If there is still a tie score, the applicant with the highest percentage of other matching funds shall prevail.
17	Prior to adoption, these Criteria shall be publicly noticed and made available for a 30-day public comment period and public open house.

REGIONAL REVIEW COMMITTEE (RRC) INFORMATION

18	The members of the RRC 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 serves a two-year term with no limit upon succession.
19	The RRC reviews the Rating and Ranking Criteria annually to ensure the available funding promotes regional needs and program goals.
20	RRC Membership:
	Thomas Karjola, Mayor, Town of Stockton, January 2020 – December 2021
	Rachelle Custer, Community Development Director, Tooele County, January 2020 – December 2021

	Mark Allen, Mayor, Washington Terrace City, Weber County, January 2020 – December 2021
	Melissa Freigang, Weber County Center of Excellence, January 2020 – December 2021
	Jared Andersen, Councilmember, Morgan County, January 2020 – December 2021
	Lance Evans, Community Development Director, Chair, Morgan County, January 2020 – December 2021
	SET-ASIDES
21	The Wasatch Front Regional Council will set aside $50,000 of the region's annual CDBG allocation to provide administration and planning assistance to eligible entities.

WASATCH FRONT REGIONAL COUNCIL			
2022 RATING AND RANKING CRITERIA			
Rank			
Applicant			
Sub-Applicant			
Project			
Total Points			
Total Project Cost			
2020 CDBG Request			
2021 CDBG Request			
% Match			
ACTUAL 2021 CDBG Funding			
CRITERIA	**MAX SCORE**	**DESCRIPTION**	**APPLICANT SCORE**
1. CAPACITY	5 *select up to 4	The grantee's capacity to carry out the CDBG grant. Points are awarded based on historical CDBG grant administration. State staff set and award points for these criteria.	0
Project manager consistency	1		
Documentation and communication	1		
Project was completed within the contract period	1		
Compliance with regulations and laws	2		
First time grantees (default is 2.5 points - no other points awarded)	2.5		
2. HOUSING STOCK	8 *select up to 2	Project results in the construction of housing units; or, housing units made accessible to LMI households. Projects may include acquisition of property and/or construction of infrastructure in support of the proposed housing units. Double the score if the	0

		project serves chronically homeless individuals (up to 8 points). Add 1 additional point if the project serves homeless individuals or families (up to 7 points).	
1 housing units	1		
2 housing units	2		
3 housing units	3		
4 housing units	4		
5 housing units	5		
>5 housing units	6		
Project serves chronically homeless individuals	x2		
Project serves homeless individuals or families	1		
3. MODERATE INCOME HOUSING PLAN	3 *select up to 2	Project results in the development, update, or implementation of a housing project identified in the jurisdiction's Moderate Income Housing Plan. Towns not required to comply will receive 1 point if the project benefits an affordable housing goal identified in the Consolidated Plan.	0
Project results in the development of a Moderate Income Housing Plan	1		
Project results in the update to a Moderate Income Housing Plan	1		
Project implements a Moderate Income Housing Plan element	2		
Project implements a Consolidated Planning housing goal (towns)	1		
4a. EXTENT OF VERY LOW INCOME SERVED BY THE PROJECT	6 *select 1	Project directly benefits very low-income households (household income is at or less than 30% area median income).	0
1 - 5%	1		

6 - 10%	2		
11 - 15%	3		
16 - 20%	4		
21 - 25%	5		
>26%	6		
4b. EXTENT OF <u>LOW</u> INCOME SERVED BY THE PROJECT	5 *select 1	Project directly benefits low-income households (household income is 31%-50% area median income).	0
1 - 10%	1		
11 - 20%	2		
21 - 30%	3		
31 - 40%	4		
>41%	5		
4c. EXTENT OF <u>MODERATE</u> INCOME SERVED BY THE PROJECT	4 *select 1	Project directly benefits moderate income households (household income is 51%-80% area median income).	0
1 - 20%	1		
21 - 40%	2		
41 - 60%	3		
>61%	4		
4d. PRESUMED LMI GROUPS OR TARGETED LMI	6 *select 1	Projects that are completed by a public service provider and directly benefit the following: PRESUMED LMI GROUPS: elderly (62+), severely disabled adults, homeless, abused children, battered spouses, migrant farm workers, illiterate adults, and persons living w/AIDS. TARGETED LMI: project targets persons or households that are less than 80% area median income (must be income qualified).	0
Presumed 51% LMI persons or households	5		
Targeted 100% LMI persons or households	6		

5. FINANCIAL MATCH	6	The percent of non-CDBG funds the applicant commits toward the total project cost. Percentage is based on the jurisdiction's population (where the project is located).	0
Less than 1,500 persons	*select 1	1,501 to 7,000 persons	
Match is 1 - 4%	1	Match is 5 - 9%	
Match is 5 - 8%	2	Match is 10 - 14%	
Match is 9 - 12%	3	Match is 15 - 19%	
Match is 13 - 16%	4	Match is 20 - 24%	
Match is 17 - 20%	5	Match is 25 - 29%	
Match is >21%	6	Match is >30%	
7,001 to 10,000 persons	*select 1	10,001 to 20,000 persons	
Match is 8 - 13%	1	Match is 11 - 17%	
Match is 14 - 19%	2	Match is 18 - 24%	
Match is 20 - 25%	3	Match is 25 - 31%	
Match is 26 - 31%	4	Match is 32 - 38%	
Match is 32 - 37%	5	Match is 39 - 45%	
Match is >38%	6	Match is >46%	
More than 20,000 persons Or Public Service Providers	*select 1		
Match is 14 - 21%	1		
Match is 22 - 29%	2		
Match is 30 - 37%	3		
Match is 38 - 45%	4		
Match is 46 - 53%	5		
Match is >54%	6		

6. MATURITY OF PROJECT	**5** *select up to 5	The applicant has proven that the project is mature and have provided the necessary information in their application.	**0**
Project manager is dedicated, involved, and attended the How to Apply workshop	1		
Scope of work is complete, detailed, and concise	1		
Detailed cost estimate with map AND photos of the project area	1		
Project manager has provided a timeline showing that the project can be completed within an 18-month period (12 months for non-construction projects)	1		
Architectural or engineering design is complete (If N/A, this is a free point)	1		
7. REGIONAL QUALITY PLANNING	**4** *select up to 4	Applicants can receive points if they provide information in their application proving, they abide by regional quality planning efforts. Applicants must provide documentation.	**0**
Coordinates planning w/other governments in accordance w/Wasatch Choice 2050	1		
Plans and develops infrastructure efficiently including roads, water, and utilities	1		
Incorporates fair housing opportunity and affordability into community planning	1		
Plans/protects/conserves critical land, water, air, and historic sites	1		
8. LOCAL PLANNING	**4** *select 1	The applicant's project must be included in the jurisdiction's Capital Investment Plan (CIP). Points are awarded to CIP projects ranked 1 - 4.	**0**
High/Medium #4	1		
High/Medium #3	2		

High #2	3		
High #1	4		
9. RECENT CDBG FUNDING	6 *select 1	The applicant or sub-applicant, when applicable, has not received CDBG funding in recent years (based on the CDBG program's fiscal year).	0
Received CDBG funding in FY2021	2		
Received CDBG funding in FY2020	3		
Received CDBG funding in FY2019 or older	4		
Has never received CDBG funding	6		
10. REGIONAL PROJECT PRIORITY	6 *select 1	Project meets one more of the region's priorities that are identified in the region's Consolidated Plan.	0
Public health and safety equipment	2		
Community facilities or Removal of ADA barriers	3		
Public service activities	4		
Public utility infrastructure	5		
LMI housing activities	6		
11. GEOGRAPHICAL IMPACT	5 *select 1	Area impacted by and benefitting from the project.	
Site specific	1		0
Community-wide	5		
12. BENEFIT COST RATIO	5 *select 1	Project benefits the most people with the least amount of investment. Points are determined by dividing the total CDBG dollar amount requested by the number of proposed beneficiaries.	
>$6,001	1		0
$4,001 - $6,000	2		

$2,001 - $4,000	3		
$1,001 - $2,000	4		
<$1,000	5		
13. PROPERTY TAX RATE	5 *select 1	Jurisdictions with a higher tax rate will receive additional points. Points awarded based on the jurisdiction's rate as a percent of the maximum rate allowed by law (compared to the tax ceiling set by State Tax Commission). The tax rate noted above shall include the levy for police, fire, sewer and water services that may be assessed by a multi-jurisdictional special service district. For non-taxing entities, the jurisdiction's tax rate applies where the majority of the beneficiaries reside.	
0 - 19%	1		0
20 - 30%	2		
31 - 40%	3		
41 - 50%	4		
>51%	5		
14. AMERICANS WITH DISABILITIES ACT (ADA) CHECKLIST	1 *select 1	Jurisdictions will receive one point if they have completed the ADA checklist for "Readily Achievable Barrier Removal" for their city/county office and provide documentation in the application.	
Completed the checklist and provided documentation	1		0
15. CIVIL RIGHTS COMPLIANCE	1 *select 1	Jurisdictions will receive one point if they have adopted Civil Rights Compliance procedures and provided documentation in the application.	
Adopted an ADA Grievance Procedure	1		0
Adopted an ADA Effective Communication Policy, Language Access Plan	1		
Adopted an ADA Reasonable Accommodation Policy	1		

TOTAL	*85*		
			0

WASATCH FRONT REGIONAL COUNCIL
2021 RATING AND RANKING CRITERIA - SUPPLEMENTAL SCORING INFORMATION for CERTAIN CRITERIA

2. HOUSING STOCK			
Definition of a homelessness:	1) literally homeless - individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided.		
	2) Imminent risk of homelessness - individuals and families who will imminently lose their primary nighttime residence.		
	3) Unaccompanied youth - unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition.		
	4) Fleeing/attempting to flee domestic violence - individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.		
Definition of chronically homelessness:	1) Chronically homeless individual with a disability who lives in a place not meant for human habitation, a safe haven, an emergency shelter,		

	or institutional care facility continuously for 12 months or on at least 4 separate occasions in the last 3 years that total 12 months.		
	2) Chronically homeless families have an adult or minor head of household who meets the "individual" definition of chronically homeless.		
Resource:	https://www.hudexchange.info/resources/documents/Defining-Chronically-Homeless-Final-Rule.pdf		
If applicable, explain how the project benefits homeless persons/families.			

3. MODERATE INCOME HOUSING PLAN

ALL APPLICANTS must provide documentation showing their plan is in compliance.			

4a. EXTENT OF **VERY LOW** INCOME SERVED BY THE PROJECT

Cities and counties use this criterion to determine the extent of low to moderate income beneficiaries.	Household income is at or less than 30% area median income.		
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).			

4b. EXTENT OF **LOW** INCOME SERVED BY THE PROJECT

Cities and counties use this criterion to determine the extent of low to moderate income beneficiaries.	Household income is 31%-50% area median income.		
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).			
4c. EXTENT OF <u>MODERATE</u> INCOME SERVED BY THE PROJECT			
Cities and counties use this criterion to determine the extent of low to moderate income beneficiaries.	Household income is 51%-80% area median income.		
If applicable, provide survey packet (survey methodology, map, tally sheets, and results).			
4d. <u>PRESUMED LMI</u> GROUPS OR TARGETED LMI			
Public service providers use this criterion to determine the extent of low to moderate income beneficiaries.	Projects that directly benefit the following. PRESUMED LMI GROUPS: Elderly (62+), severely disabled adults, homeless, abused children, battered spouses, migrant farm workers, illiterate adults, and persons living w/AIDS. TARGETED LMI: project targets persons or households that are less than 80% area median income (must be income qualified).		
(Population bracket)	**5. FINANCIAL MATCH**	**(Actual population)**	
0-1500:	Vernon	390	
	Rush Valley	496	
	Huntsville	648	

	Stockton	682	
	Uintah	1353	
1500-7000:	Wendover	1525	
	Marriott-Slaterville	2037	
	Morgan City	4361	
	Harrisville	6872	
7000-10000:	Plain City	8799	
	Farr West	7815	
	Riverdale	8968	
	Hooper	9692	
	Washington Terrace	9406	
10000-20000:	Pleasant View	11181	
	Grantsville	12994	
	Morgan County	12460	
	West Haven	17987	
	South Ogden	17375	
>20000:	North Ogden	21820	
	Tooele	37465	
	Roy	40315	
	Tooele County	76799	
	Weber County (excluding Ogden City population)	180330	
6. MATURITY OF PROJECT			
All APPLICANTS must provide a concise scope of			

work, detailed cost estimate, map and photos of the project area.			
7. REGIONAL QUALITY PLANNING			
ALL APPLICANTS must provide their designation as a Quality Growth Community; or, information detailing how they meet each of the 4 planning goals. Acceptable documents to prove compliance with the outlined criterion include but are not limited to; adopted plans and conservation easements. If you have any questions about acceptable documentation, please contact Christy Dahlberg.	Accepted documents to prove quality planning include but are not limited to; adoption of policies that allow for more affordable housing options such as an ADU policy, higher density allowances in a center or station area, etc., adoption and/or implementation of a center, a multi-city plan, and adopted plans and conservation easements. To inquire about additional documents that may qualify, contact Christy Dahlberg, christy@wfrc.org.		
8. LOCAL PLANNING			
ALL APPLICANTS must provide their jurisdiction's Capital Investment/Facilities Plan			

and highlight the proposed CDBG project.			
10. REGIONAL PROJECT PRIORITY			
Public health and safety equipment:	Projects that protect property such as lead based paint screening, flood control and fire protection.		
Community facilities or Removal of ADA barriers:	Projects can include senior citizen centers, food banks, or health clinics. Removal of ADA barriers refers to projects that improve the accessibility of public facilities to persons with disabilities.		
Public service activities:	Projects can include services for child care, youth, seniors, handicapped, mental health, legal, transportation, substance abuse, abused and neglected children, and battered and abused spouses.		
LMI housing activities:	Projects can include fair housing activities, rental housing, housing counseling, homeownership assistance, rehabilitation of housing,.		
Public infrastructure and public utilities:	Public infrastructure and public utility projects include the construction of streets, water, and sewer facilities and projects that increase the capacity and safety of water and sewage systems.		
12. BENEFIT COST RATIO			
Example:	A project seeking $200,000 that benefits 250 people has a cost benefit of $800 (200,000 / 250 = 800).		
13. PROPERTY TAX RATE			
city max rate:	0.007		
county max rate:	0.0032		
0 - 19%	Farr West	0.000617	9%
	Harrisville	0.001123	16%
	Hooper	0.000544	8%
	Huntsville	0.001261	18%

	Marriott-Slaterville	0	0%
	Plain City	0.000463	7%
	Pleasant View	0.001188	17%
	Riverdale	0.000921	16%
	Rush Valley	0.000908	13%
	Uintah	0.000945	14%
	Vernon	0.000888	13%
	West Haven	0	0%
20 - 30%	Morgan City	0.001544	27%
	North Ogden	0.00118	20%
	Tooele County	0.001938	23%
	Tooele City	0.00203	29%
31 - 40%	Grantsville	0.002559	37%
	Morgan County	0.002517	32%
	Roy	0.002828	40%
	South Ogden	0.0027	37%
	Stockton	0.002605	37%
	Washington Terrace	0.00283	40%
41 - 50%	Weber County	0.003012	43%
	Wendover	0.003226	46%
>51%			

14. ADA CHECKLIST

ALL APPLICANTS shall provide a copy of their jurisdiction's ADA			

checklist titled, Readily Achievable Barrier Removal.			
15. TITLE IV COMPLIANCE			
ALL APPLICANTS shall provide a copy of their jurisdiction's adopted Title IV Compliance procedures.			

Minutes
Wasatch Front Community Development Block Grant (CDBG) Regional Review Committee (RRC) Meeting
May 18, 2021
12:00 – 1:00 pm

A meeting of the Wasatch Front Community Development Block Grant (CDBG) Regional Review Committee (RRC) was held on Tuesday, May 18, 2021 via Zoom to adhere to the Governor's stay at home order and maintain social distancing.

The meeting was called to order at 12:00 p.m. by Christy Dahlberg. The following were in attendance:

Attendance

Mayor Karjola	Mayor, Stockton Town
Mark Allen	Mayor, Washington Terrace City
Lance Evans	Planning and Development Services Director, Morgan County
Melissa Freigang	Weber County Prosperity Center of Excellence
Jared Anderson	Council Member, Morgan County
Christy Dahlberg	Wasatch Front Regional Council

MEETING OBJECTIVES: Review and approve February minutes, Review and update CDBG-CV funds, Review and Update Rating and Ranking

The minutes were reviewed and Mayor Allen made a motion to approve them and Mayor Karjola seconded the motion and the motion passed.

We then reviewed the remaining CDBG-CV funds that the Committee divided based on population for each county to spend as they see fit on eligible projects. Christy informed the members that they would need to have project proposals for their respective counties to Christ by the end of June for eligibility review. Some projects that are in the works were discussed and it was indicated that unspent money would have to be sent back to HUD.

We then reviewed the Rating and Ranking criteria for potential updates. It was recommended that the rating and ranking remain the same, and that

examples should be provided detailing what documents will be accepted to show good planning on criteria 7.

The format of future meetings was discussed and it was decided that we should meet in person one or two times a year, and continue to have some virtual meetings to reduce travel time.

The meeting was adjourned at 1:00.

NEXT STEPS

Updated Rating and Ranking will be drafted.
Next meeting will be August 17th at 12