Community Development Block Grant (CDBG) Small Cities Program WASATCH FRONT REGIONAL COUNCIL

RATING AND RANKING CRITERIA - 2016 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@wfrc.org or call 801-363-4250 x1116 or LaNiece Davenport at ldavenport@wfrc.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 meets the needs of the region and promotes the efforts of the CDBG program.

- 1. Minimum grant amount per year is \$30,000.
- 2. Maximum grant amounts:
 - a. The RRC will not fund 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 three years (this amount may change based on funding appropriation).
 - c. The RRC will not authorize new multiple-year project(s) when existing multiple-year projects commit 50% or more of available funds.
 - d. Community Infrastructure Projects: Maximum grant amount per year for community infrastructure projects is \$250,000 (this amount may change based on funding appropriation). Community infrastructure projects include but are not limited to water, sewer, street, sidewalk, curb, and gutter.
- 3. WFRC staff may 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 during project rating and ranking.
- 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.
- 6. All applicants seeking multiple-year funding must have a cost estimate and/or budget breakdown for each year of funding.
- 7. If a project has been awarded a multiple-year grant, the predetermined grant amount will be taken from the region's appropriation at the beginning of the rating and ranking process. All newly funded grantees will receive monies after previously approved multiple-year grants have been funded.
- 8. Non-eligible applicants 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-eligible applicants is up to the city or county that is filing the application. Sponsoring entities are

required to ensure all program requirements are met, ensure the project is viable, and provide active oversight of the project and contract performance. Sub-grantees are required to ensure that the project is part of the Consolidated Plan and that an inter-local agreement is mutually agreed on and signed by both entities. All information needs to be attached to the Webgrants application.

- 9. Projects must be consistent with the region's Consolidated Plan and included in a prioritized capital investment list or meet the overall goals identified in the Plan.
- 10. 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.
- 11. Applicants are required to attend the region's "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, a representative from the sponsoring entity and the sub-recipient should also attend.
- 12. In order to receive 2016 program funding, 2015 grantees/sub-grantees must draw down at least 50% of their CDBG grant funds by the time the region meets for project rating and ranking, which will be held no later than March 2016.
- 13. Public service providers are encouraged to apply for capital improvement projects and/or major equipment purchases. Examples include delivery trucks, 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.
- 14. In order to receive points for any of the following criteria, applicants must state and/or include (as an attachment) the pertinent information in Webgrants.
- 15. 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.

CDBG Regional Review Committee Membership 2015 – 2017:

Jerry Houghton, County Recorder, Tooele County, May 2014 - Dec 2016

Bill Cobabe, Senior Planner, Morgan County, May 2014 - Dec 2016

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

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

RATING AND RANKING CRITERIA

CRITERION	POINTS								SCORE /82	
Description	Select Up To	1	2	3	4	5	6	Applicant Score	Max Score	
1. Grantee Capacity to Carry out the Grant										
The grantee's ability to successfully administer a CDBG grant. The HCD staff award points based on historical CDBG grant administration. First time applicants or applicants that have not applied in more than 5 years will receive 2 points.	1	Poor	Fair	Good	Very good	Excellent	-		5	
2. Job Creation										
The number of additional, immediate, and permanent jobs created as a direct result of the project. At least 51% of the jobs must benefit LMI persons.	1	1-2 jobs	3-4 jobs	4-5 jobs	6-7 jobs	8-9 jobs	>10 jobs		6	
3. Housing Stock										
The number of housing units constructed, rehabilitated, or made accessible to LMI households as a direct result of the project.	1	2 units	3-4 units	5-6 units	7-8 units	9-10 units	>10 units		6	
4. Moderate Income Housing Plan										
The development, update, or implementation of a project in a jurisdiction's Moderate Income Housing Plan as a direct result of the project.	2	Plan Dev.,								
Plans that have a score of "acceptable" or "high" will receive additional points.		Update, Implemen tation	Accept.	ot. High	-	-	-		3	
Towns not required to comply will receive 1 point if the project benefits an affordable housing goal identified in the Consolidated Plan.		tation								
	1	1	1	I	Crit	eria 1 throug	h 4 Subtotal			
								/	20	

					Crit	eria 5 throug	h 6 Subtotal	/	21
TARGETED GROUPS: The project could also target LMI persons / households that are 100% LMI.									
PRESUMED GROUPS : Service providers shall serve the following groups which are presumed to be 51% LMI: the elderly (62+), severely disabled adults, homeless, abused children, battered spouses, migrant farm workers, illiterate adults, and persons living w/AIDS.	1	-	-	-	-	>51% LMI (presumed groups)	100% LMI (targeted groups)		6
6. Extent of Poverty – Service Provider Scoring The number of LMI persons or households that benefit as a direct result of the project. Service providers must serve LMI persons.									
5c. Extent of Poverty – Jurisdiction Scoring Continued The number of LMI persons or households that benefit as a direct result of a project. Cities and counties must identify the percentage of very low, low, and moderate income persons the project benefits. Criterion 5c is for the percent of MODERATE INCOME beneficiaries.	1	15-29%	30-44%	45-59%	=>60%	-	-		4
5b. Extent of Poverty – Jurisdiction Scoring Continued The number of LMI persons or households that benefit as a direct result of a project. Cities and counties must identify the percentage of very low, low, and moderate income persons the project benefits. Criterion 5b is for the percent of LOW INCOME beneficiaries.	1	1-9%	10-19%	20-29%	30-39%	=>40%	-		5
5a. Extent of Poverty – Jurisdiction Scoring The number of LMI persons or households that benefit as a direct result of a project. Cities and counties must identify the percentage of very low, low, and moderate income persons the project benefits. Criterion 5a is for the percent of VERY LOW INCOME beneficiaries.	1	0%	1-4%	5-9%	10-14%	15-19%	=>20%		6

7. Financial Commitment The percent of non-CDBG funds the applicant commits toward the total project cost. Percentage is based on jurisdiction size.		-	-	-	-	-	-		
Jurisdiction Population is < 1,000	1	1-4%	5-8%	9-12%	13-16%	17-20%	>21%	-	6
Jurisdiction Population is 1,001-5,000		5-9%	10-14%	15-19%	20-24%	25-29%	>30%		
Jurisdiction Population is 5,001-10,000		8-13%	14-19%	20-25%	26-31%	32-37%	>38%		
Jurisdiction Population is 10,001-15,000		11-17%	18-24%	25-31%	32-38%	39-45%	>46%		
Jurisdiction Population is >15,001 or Service Providers		14-21%	22-29%	30-37%	38-45%	46-53%	>54%		
8. Project Maturity The project has a (1) dedicated and involved project manager who attended the how to apply workshop, (2) detailed and concise scope of work, (3) included a detailed cost estimate, map, and pictures, (4) exhibited that the project can be completed in 18 months, (5) exhibited that the matching funds are secured.	1	1 of 5	2 of 5	3 of 5	4 of 5	5 of 5	-		5
9. Regional Planning Jurisdictions recognized as Quality Growth Communities (QGC) will receive 4 points. Jurisdictions can receive 1 point for each of the following planning principles they exhibit (1) coordinates planning and land use with other governments, (2) develops efficient infrastructure including water and energy conservation, (3) incorporates fair housing opportunity and affordability into community planning, (4) plan to protect / conserve critical water, air, lands, historic sites, important agricultural lands, (5) removal of barriers such as ADA barriers to allow for accessibility of programs / facilities to all persons.	1	1 of 5	2 of 5	3 of 5	QGC or 4 of 5	-	-		4
10. Local Planning The jurisdiction has identified the project as a high priority in their Capital Investment Plan (CIP). The development, update, or implementation of a project identified in the jurisdiction's economic development plan.	2	Third priority	Second priority -or- Economic plan	First priority	-	-	-		4
Criteria 7 through 10 Subtotal									19

11. Recently Received CDBG Funding The applicant (or sub-applicant when applicable) has not received CDBG funding in recent years (based on CDBG program's Fiscal Year).	1	FY 2014	FY 2013	FY 2012	FY 2011 and older	-	-		4
12. Regional Funding Priority									
The project meets one more of the following regional priorities identified in the region's Consolidated Plan.	1								
Housing rehabilitation or critical needs home repair		Yes	-	-	-	-	-		3
Water/sewer system upgrades or other public infrastructure		-	Yes	-	-	-	-		
Increase a community's tax base through the creation of LMI jobs.		-	-	Yes	-	-	-		
13. Community Wide Projects									
The project benefits all of the municipality's residents. Such projects include CITYWIDE parks, water systems, or public safety equipment. Applicants must still comply with the 51% LMI requirement.	1	-	-	-	-	Yes	-		5
14. Benefit /Cost Ratio The 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.	1	\$951- 1,200	\$701-950	\$451-700	\$201-450	\$1-200	-		5
15. Property Tax Rate									
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). For non-taxing entities - the jurisdiction's tax rate applies where the majority of the beneficiaries reside.	1	10.1-20%	20.1-30%	30.1-40%	40.1-50%	>50%	-		5
					Criteria	a 11 through	15 Subtotal	/	22
						то	TAL POINTS	/	82

Note: LMI – Low and Moderate Income, AMI – Area Median Income