

CDBG Annual Action Plan Template

For July 1 2023 - June 30 2024

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ASSOCIATION OF GOVERNMENTS

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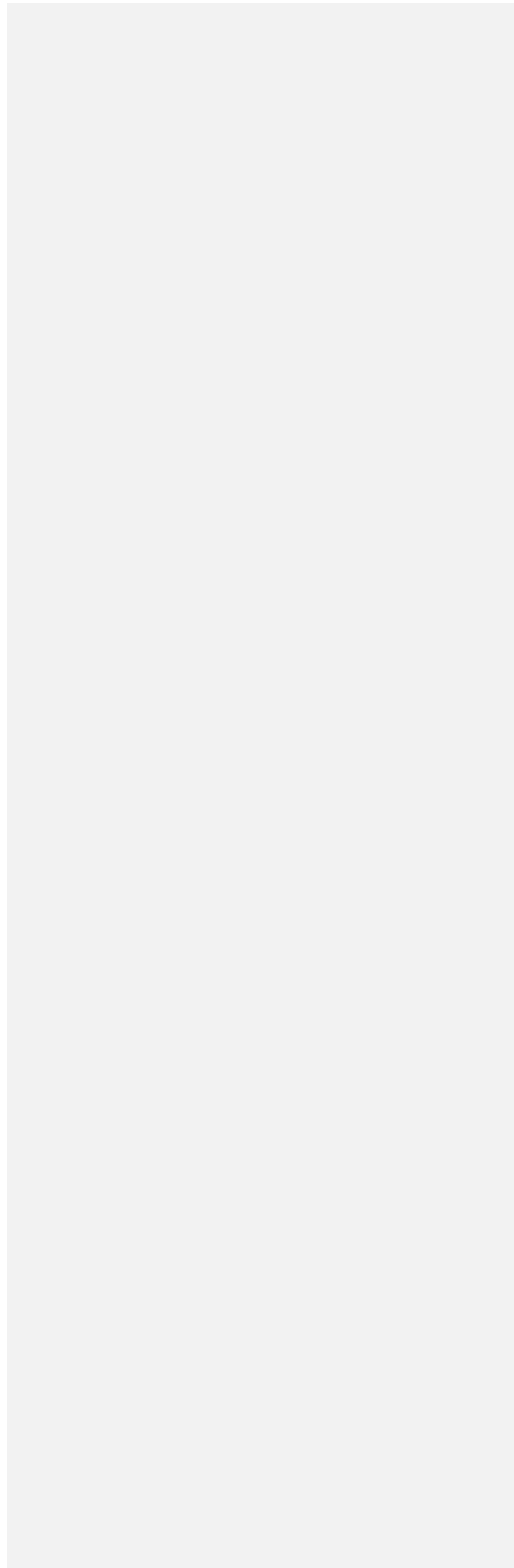
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Executive Summary

The Consolidated Plan is a five-year planning document required by the U.S. Department of Housing and Urban Development (HUD) to be submitted by all jurisdictions that directly receive HUD formula funds. The purpose of this document is to provide an Annual Action Plan for HUD dollars for the 2023-2024 program year.

The purpose of the Consolidated Plan. The plan identifies affordable housing, community and economic development needs, and determines priorities, establishes strategic goals, and allocates resources for programs funded by HUD and administered by the State, namely:

- Continuum of Care (CoC)
- Community Services Block Grant (CSBG)
- Temporary Assistance for Needy Families (TANF)
- Community Development Block Grant (CDBG)
- Emergency Solutions Grant (ESG)

The required elements of the plan include:

- An assessment of housing and community development needs for the ensuing five-year period;
- An analysis of the area's housing markets;
- A discussion of the area's strategies, priority needs and objectives for housing and community development activities; and
- An action plan describing the area's method for distributing 2023-2024 HUD funds to carry out activities in support of the area's strategic plan.

The Action Plan will cover the administration of the two grant programs for the period of July 1, 2023, through June 30, 2024. Depicted in the Action Plan are activities which will address housing needs, homeless needs and the special needs of persons who are not homeless. Activities addressing obstacles to meeting underserved needs, affordable housing, lead-based paint and asbestos hazards, slum and blight, infrastructure improvement, anti-poverty strategies, citizen participation, sustainable communities, institutional structure, coordination between public and private housing and social service agencies and public housing are also described.

Planning was conducted in accordance with the Consolidated Plan Final Rule, 24 CFR Part 91. Participation from citizens, agencies, advocacy groups, nonprofit organizations, businesses and others concerned with housing and community development was encouraged throughout the planning process.

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Highlights of the process for developing the 2023-2024 Annual Action Plan include:

- Updating data on affordable housing and community development needs;
- Reviewing studies, reports and strategic plans related to affordable housing and community/economic development recently published by State agencies, local governments and nonprofit organizations;
- Meeting with affordable housing stake holders, including community action agencies, fair housing agencies, advocacy groups, nonprofit organizations, and for-profit housing developers to determine priority needs;
- Meeting with local governments eligible for state CDBG program funding to determine priority community development needs.

To meet the community needs, this Plan is guided by three goals:

- Provide decent housing by preserving and increasing the affordable housing stock, by increasing the supply of supportive services to people with special needs, by assisting homeless persons and families with emergency shelter, especially with transitional and permanent housing, using the homeless prevention and/or the rapid re-housing activities.
- Provide a suitable living environment through safer and livable neighborhoods such as Code Enforcement and Crime Prevention activities; increased housing opportunities such as First Time Homebuyer Down Payment Assistance, and Homeowner Rehabilitation activities; and continued improvements with infrastructure reconstruction and public facilities rehabilitation; and,
- To expand economic opportunities through homeownership opportunities, development activities that provide long term community stability and the empowerment of LMI persons to achieve self-sufficiency.

The Uintah Basin Association of Governments (UBAOG) is the lead agency in charge of the Community Development Block Grant Program (CDBG) for the Uintah Basin located in Northeastern Utah. Its service area covers three counties: Daggett, Duchesne, and Uintah and 10 incorporated cities and towns within those counties. This Annual Action Plan is developed with help from citizen participation as well as input from community leaders in the area of Housing and Community Development from the region.

This Action Plan includes goals and objectives for the upcoming year with descriptions of resources available to help achieve these goals. It will include information about the specific activities that will be used to help achieve the following goals for the region:

1. Increase and improve the supply of decent, affordable housing in the region; especially for low- and very low-income families, individuals with special needs, elderly, disabled and homeless.

2. Provide a way for moderate-, low-, and very low-income families to improve and sustain current living conditions to avoid having to find other means of housing.
3. Expand economic opportunities in order to improve living conditions for moderate-, low-, and very low-income individuals and families in the region.
4. Look for ways to improve the availability of services- those essential to low- and very low-income families within the community.
5. To prevent homelessness, chronic or other forms, through developing and expanding the services available in the region.

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The primary objective of the CDBG Program is to develop viable communities by providing decent housing; a suitable living environment; and expanding economic opportunities that principally benefit low- and moderate-income (LMI) persons. Low- and moderate-income persons are identified as those individuals living at or below 80 percent of the area median income. The CDBG program will assist communities to expand affordable housing and economic opportunities, provide necessary infrastructure, and improve public facilities. With the participation of citizens, communities can devote funds to a wide range of activities that best serve their own community development needs and priorities.

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Continuum of Care (CoC), Temporary Assistance for Needy Families (TANF), Emergency Solutions Grant (ESG), and the Community Services Block Grant (CSBG) funds are used to stabilize households that are homeless or in danger of being evicted and becoming homeless by providing some short term rental assistance to help families get back on their feet.

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Housing:

The Consolidated Plan can help in these efforts by following guidelines set by the Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) Program. This includes having eligible entities for CDBG funding to remove barriers to affordable housing, undertaking fair housing enforcement, ensure that local laws and ordinances are meeting Fair Housing Law requirements, conducting a local Analysis of Impediments to Fair Housing Choice, provide outreach and education of Fair Housing Laws, provide services for those with limited English skills, and assisting in the development of housing for persons with disabilities.

The region's housing efforts over the past year have sought to address the issues listed above. The following is a list of completed projects of the past year.

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- 14 Housing Rehabilitation Projects Completed
- 4 Mutual Self Help Homes Completed
- 0 Replacement Home Completed
- 0 Acquisition Rehabilitation Projects
- 4 Families Housed through transitional housing
- 5 families received homebuyer assistance through CDBG
- 1 Single Family Homes Improvement Loans (Olene Walker)

The future focus of the housing efforts in the Basin will be to continue educating local officials on ways to remove barriers to affordable housing and make sure that Fair Housing choices are available to all protected groups. The following will be areas of focus for the upcoming year:

Improvement of Existing Housing Stock

The UBAOG will continue to use available funds, including CDBG, to improve existing housing for moderate-, low-, and very low-income families. The UBAOG works closely with the following agencies to achieve this objective:

- USDA Rural Development
- The Olene Walker Housing Loan Fund
- Northeastern Housing Partnership
- Myton Housing Authority
- Roosevelt City Housing Authority
- Uintah Basin Assistance Council
- Counties and Municipalities

Improving and maintaining existing housing for moderate-, low-, and very low-income families, allows families to extend the useful life of their homes, provides a way to improve sub-standard homes so that they become safe and affordable, and the families or individuals do not have to seek other affordable housing which can be difficult to obtain.

Increase of New Housing Stock

The UBAOG, counties and cities in the region have all recognized a need for more affordable and work force housing. Because of the unique economics of the region with its booms and busts due to the fluctuations in the energy industry, affordable housing isn't always a priority. However, the agencies have worked hard to ensure that affordable housing has become a priority in the region. In the past, the CDBG program has been utilized to purchase lots for affordable housing units. From those purchases, there are still existing lots that the UBAOG will work hard with the grantees to make sure affordable housing is installed on those lots quickly. The UBAOG will utilize all available partners and resources to complete these projects.

Currently, there is a plan in place to build Self Help Housing, in partnership with USDA Rural Development on several of those lots in the upcoming year. Some of the counties and cities in the region have also seen the need to keep affordable housing in the forefront in addition to community development and infrastructure needs. They have written housing plans that provide a way to make sure developers build some affordable housing units in new developments. The UBAOG will work with its partners and other available resources to help the counties and cities that do not have adequate affordable housing plans to update those plans to help continue the awareness for the need of affordable housing in the region.

Infrastructure Development

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One of the difficulties of finding affordable lots is the ability to develop infrastructure on raw land. It is important that entities have a plan when they purchase raw land for how they will provide infrastructure so that housing can be constructed.

The UBAOG Regional Review Committee (RRC) has determined that critical infrastructure development is a high priority for CDBG funding. This is due to the aging infrastructure that exists in many areas. Much of this aging infrastructure is found in low- and moderate-income areas of the region. By upgrading and improving this aging infrastructure, a more stable system is provided for these areas. Many entities will be seeking funding from the Department of Environmental Quality, the Utah Division of Drinking Water, USDA and the Community Impact Board as well as using CDBG funding for these improvements.

CDBG:

The UBAOG continuously revises the CDBG Rating and Ranking process to reflect local community development priorities, as well as incorporates HUD and State mandates. The UBAOG Board of Directors, made up of all elected officials in Daggett, Duchesne, and Uintah Counties as well as the towns and cities within those counties, reviews rating and ranking priorities on an annual basis before the Community Development Block Grant application process begins in July. Those projects that have the highest rating and ranking are selected for funding. The fixed criteria address a percent of moderate-, low-, and very low-income, quality growth principals, providing decent, safe and affordable housing, creating suitable living environments, creating economic opportunities, impact, strategic planning, project maturity, collaboration, and additional funds leveraged.

HUD Section 8:

In addition to HUD's requirement that low- and moderate-income families should not spend more than 30% of their income on housing, the Myton City Housing Authority, the Housing Authority of the Uintah Basin and the Roosevelt City Housing Authority administer a Housing Choice Voucher program for the region. They have established priorities in order to facilitate family housing success. These priorities address the housing needs for families in the region.

Senior/Disabled/Family Housing:

A non-profit organization, the Uintah Basin Assistance Council offers housing to senior citizens and the disabled as well as family housing. These projects are funded by *USDA Rural Development, Olene Walker Housing Loan Fund, Tax Credits, HUD 202, HUD Section 8*. All projects provide housing to qualified applicants. This provides much needed housing for the low-income individuals and families who otherwise could not afford market rent housing.

Transitional Housing for Victims of Domestic Violence:

The UBAOG receives funds from the Temporary Assistance for Needy Families Grant (TANF) for the purpose of providing transitional housing for families who are victims of domestic violence. Families that have been referred by Community Abuse Prevention Services Agency (CAPSA) and

have third party verification of violent situations will be served on a first come, first served basis. The UBAOG owns two housing units used for this program. Once qualified for the program, clients have up to two years in the home to help make the transition into permanent housing. During these two years, the client must either be working or gain meaningful employment. During these two years, the UBAOG staff helps with budgeting and other training to assist in the transition process.

UBAOG Single Family Rehabilitation and Reconstruction Program:

This program is funded by *the CDBG program, USDA Rural Development and the Olene Walker Housing Loan Fund*. This program provides housing rehabilitation to qualified applicants in the UBAOG region. This program provides much needed improvements to housing to allow individuals and families the ability to remain in their homes. By doing this, the affordable housing stock in the area improves. The UBAOG also partners with the Uintah Basin Applied Technology College (UBATC) and the Duchesne County Jail to construct homes for the Northeastern Utah Housing Partnership. This partnership provides a way to build new, affordable housing for those who qualify. The Olene Walker Housing Loan Fund provides the construction and long-term funding for these projects. The UBAOG administers the project, the homes are built at the Duchesne County Jail, and the UBATC provides the building trades' instructor to oversee the construction.

OLENE WALKER HOUSING LOAN FUND

http://community.utah.gov/housing_and_community_development/OWHLF/programs.html

The *Olene Walker Housing Loan Fund (OWHLF)* was established to support quality, affordable housing options that meet the needs of Utah's individuals and families, while maximizing all resources. Utahns' served by the fund include those with low-incomes, first-time home buyers, residents with special needs such as the elderly, developmentally disabled, physically disabled, victims of abuse, and Native Americans. Money from the fund is generally loaned to first-time homebuyers, builders, and developers. This is a revolving loan fund that is administered by the State Division of Housing and Community Development. Guidelines for administering the programs are developed and administered by the OWHLF Board and Division of Housing and Community Development Staff.

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UBAOG Homebuyer Assistance Program

The UBAOG Homebuyer Assistance Program is funded by the CDBG program. This program provides one-time grants to qualified homebuyers to provide financial assistance in purchasing a home.

One-Time 50 % Rent Match Program

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Funded through local county funds and a local foundation grant, and fed off the Community Services Block Grant, this program can provide a one-time rental/mortgage or first month's deposit assistance to prevent the client from becoming evicted and eventually homeless. These funds are provided to families in crisis when the family can demonstrate that rental arrears were caused by circumstances beyond the family's control, which significantly affected the family's ability to pay. This circumstance must have caused them to be unable to resolve the delinquency within a reasonable time, or unable to make a full payment. Priority is given to special targeted homeless groups such as senior citizens, disabled, and households with children. All funds must be matched

| by the client dollar-for-dollar and bring them current. The client must be able to resume full monthly payments and the burden of proof of this requirement will rest with the client.

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LIHEAP and Weatherization are two programs operated by UBAOG that provide financial assistance to cover utility costs and to perform actual weatherization on homes owned by low-income persons. These programs are not funded by HUD and are not included in this Consolidated Plan.

Community Development:

Community Development projects in the Uintah Basin are major focuses due to the impact of the oil and gas industry. The boom-and-bust cycle of industry can place a strain on area infrastructure. Many of the area's Community Development projects are funded through the Permanent Community Impact Board Fund (CIB). Because of the impact the oil and gas industry [have](#) on the area's infrastructure, it makes sense that communities would use this funding source to help mitigate some of this impact.

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Infrastructure has also become a high priority for the CDBG program in the Uintah Basin. When it comes to community development in the Uintah Basin, water will always be the top priority. The future of the Basin has new water systems being planned for several communities and enhancement for those communities with established systems. Leveraging funds from all sources that are available to the communities will be critical to efforts to build these projects.

Economic Development:

The economic climate in the Uintah Basin is largely dependent on the extraction industry of oil and natural gas. This past year, new drilling has become more difficult with increased pressure from the federal government to halt new permits on public lands. However, on the private lands of the area, drilling has continued, and new developments have occurred.

Coordinated Entry & Case Management

UBAOG strives to reduce the length of time a person is homeless by participating in Coordinated Entry processes in collaboration with other local agencies that provide homeless services. In addition, the Housing First list is maintained by remaining in contact with individuals and families on the list and updating it monthly to reflect changes in status when necessary.

Case Managers create action plans with each client to address issues such as employment, food assistance, medical needs, education, mental health issues, and any others that may arise. Case management support services are offered for up to six (6) months after rental assistance ends in order to ensure continued housing stability. The goal of assistance is to help homeless individuals and families move as quickly as possible into permanent housing and to achieve and maintain stability.

TANF Rapid Re-housing Program

The Temporary Assistance for Needy Families (TANF) Rapid Re-housing Program's purpose is to assist needy families for a maximum of four (4) months or until the crisis is over; considering the client follows a goal-oriented plan designed to guide them to success. TANF can assist with rental deposits, rental assistance, rental arrears, utility deposits, utility assistance, and utility arrears. This is intended to get clients back on their feet and functioning or assist until the crisis is over. There is an income guideline determined by family size and certain stipulations that must apply.

There must be children under the age of 18 in the household to receive TANF Rapid Re-housing assistance. TANF can only help households who are families. A family is a group of individuals living together related by blood, marriage, or decree of court. The TANF Rapid Re-housing program also requires clients to seek out all mainstream public services as well as an intense job search. This is done through the local Workforce Services liaisons located in Vernal and Roosevelt. Clients are also required to open a child support recovery case if they haven't already done so, and file taxes to receive earned income credits.

CoC & ESG Rapid Re-housing Program

Our Continuum of Care and Emergency Solutions Grant Rapid Re-housing Programs provide services and assistance to help people who are homeless move quickly into permanent housing and achieve stability. Housing is offered without pre-conditions such as income, employment, mental health issues, substance abuse, criminal backgrounds, disabilities, or any other barrier. The goal of Uintah Basin Association of Governments is to strategically use community-wide resources to prevent and reduce homelessness by improving coordination and integration with mainstream services, and to leverage all existing resources. Clients served receive funds to secure housing for up to six (6) months and intense case management that will help clients develop critical skills needed to sustain and maintain housing.

This program will be providing homeless individuals and families with needed stabilization services ultimately decreasing the state's homeless rate. Our case managers will provide resources and support to individuals, helping them obtain employment, financial stability, community involvement, education, and food security, all while preventing homelessness.

LHCC Info

We ensure that individuals currently experiencing homelessness or who have been formerly homeless are involved in decision making by inviting those individuals to serve on the UBAOG

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Community Services & Food Pantry Advisory Board and/or the Local Homeless Coordinating Committee. We currently have one formerly homeless individual serving on our Board and three serving on our LHCC. We also ask that all individuals who come in the UBAOG office fill out a Customer Service Survey giving feedback on how we can better serve our clients and the community.

Outreach

The UBAOG's Regional Review Committee (RRC) is composed of the three county commissioners from each of Daggett, Duchesne, and Uintah Counties as well as the mayors from each of the 10 incorporated towns and cities in those counties. The RRC is consulted throughout the year during the compilation of the Consolidated Plan and the One Year Action Plan.

The RRC holds three to five meetings throughout the year. These are open public meetings and participation from the public is invited. During these meetings, the regional priorities are set for the ranking of the Community Development Block Grant applications for the region for each year. The RRC also ranks the applications each year. The RRC is also consulted on the Consolidated Plan and the One Year Action Plan. These meetings will continue through 2023-2024 to receive input on the upcoming Consolidate Plan.

The Local Homeless Council (LHC) consists of representatives with ties to housing and community development throughout the area. These representatives consist of experts from housing, health care, communications, financial institutions, service industries, shelters, domestic violence agencies, and government agencies. The LHC meets quarterly and discusses different ways to combat Homelessness and other housing issues in the region. The LHC is consulted on the Consolidated Plan and the One Year Action Plan during quarterly meetings.

The UBAOG will continue to consult with these committees and look for others that can represent different areas to help provide the most comprehensive feedback possible in updating and rewriting the Consolidated Plan.

During the past year, individual trainings and consultations were given to Duchesne County, Vernal City, and Uintah County, and nonprofits within the region.

Public Participation

CDBG funds are allocated through a competitive application process. Applications are solicited from area non-profit agencies and private for-profit entities. The UBAOG continues to improve on its efforts in outreach to minorities, persons with disabilities, and other underserved populations. Notices of funds availability, committee meetings, and public hearings are widely distributed to area social service agencies and housing providers, including agencies that serve minorities and persons with physical and developmental disabilities. These agencies include the Uintah Basin Assistance Council, The Department of Workforce Services, Northeastern Counseling Services, Active Re-Entry and through each county and city/town staff. The public

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hearings to receive input for the annual action plans have not been well attended. The UBAOG will continue to encourage better attendance, especially through agencies that serve persons with physical and developmental disabilities.

Technical Assistance is provided individually to applicants during a required pre-submittal meeting with CDBG staff. Applicants are informed of local and federal rules and requirements that govern the CDBG program. These include Davis-Bacon wage rates, environmental requirements, zoning and land use issues, and program eligibility. Eligible applications are forwarded to the RRC for review.

In seeking input for the consolidated plan, the UBAOG posted on several websites and public information sites on January 24, 2024. These were also advertised on www.ubaog.org, the UBAOG Facebook page, Twitter, Instagram, and on the Utah Public Notice Website for one month after being published. Comments were also accepted at the Uintah Basin Association of Governments physical address, as well as by phone.

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Public Comment

Solicitation of Public Comment
Uintah Basin Association of Governments (UBAOG)
Community Development Block Grant (CDBG)
Consolidated Plan 2023-24

The Uintah Basin Association of Governments is soliciting public comment for the Annual Action Plan 2023-2024. The plan is available for review at:

- <http://www.ubaog.org/index.php/programs/community-development>
- <https://www.facebook.com> Search- Uintah Basin Association of Governments
- UBAOG Office – 330 East 100 South, Roosevelt, Utah 84066

Comments will be received until – March 28, 2024 and may be submitted by any of the following methods:

- keviny@ubaog.org
- Mail – UBAOG, 330 East 100 South - Roosevelt, Utah 84066
- In person – UBAOG Office – 330 East 100 South – Roosevelt
- Telephone – (435) 722-4518 and ask for Kevin Yack

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this comment period may contact Laurie Brummond. at the UBAOG Office, 330 East 100 South, Roosevelt, or call (435) 722-4518 or at least three days prior to your visit to the office. Individuals with speech and/or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1 (888) 346-3162

The notice was also posted to the Utah Public Notice meeting website on 1/24/24.

Expected Resources

Annual Allocation	845,170
Program Income	
Prior Years Resources	\$0
Total	845,170

The local RRC has made it a priority to ensure that entities are rewarded for securing outside funds. If funds are contributed from an outside source, points will be awarded based on the amount of funds contributed.

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Goals & Objectives

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The Uintah Basin Association of Governments works directly to meet the goals of the Region's Consolidated Plan. Goals are derived from current housing, homeless, and economic development programs from the region.

Goal Outcome Indicator	Quantity	Unit of Measurement
Public Facility or Infrastructure Activity other than low/moderate income housing benefit		Persons Assisted
Public Facility or Infrastructure Activities for low/moderate income housing benefit		Households Assisted
Public service activities other than low/moderate income housing benefit		Persons Assisted
Public service activities for low/moderate income housing benefit		Households Assisted
Facade treatment/Business building rehabilitation		Business
Rental units constructed		Household Housing Unit
Rental units rehabilitated		Household Housing Unit
Homeowner housing added	4	Household Housing Unit
Homeowner housing rehabilitated	14	Household Housing Unit
Direct financial assistance to homebuyers	5	Households Assisted
Homelessness prevention (Includes Short Term Rental Assistance)	422	Persons Assisted
Businesses assisted	60	Businesses Assisted
Jobs Created/retained	5	Jobs
Other		Other

Allocation priorities

One year goals for the number of households supported through:	
Rental assistance	509
The production of new units	5
Rehab of existing units	18
Acquisition of existing units	0
Total	532

The goals of the CDBG program in the Uintah Basin will continue keeping the costs low for individuals and households that are in need of affordable services and housing. The following will be some of the objectives in the upcoming year.

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Improved Infrastructure - By finding funding sources that will provide grants and low interest loans to improve infrastructure, communities can keep utility and service costs low for consumers. By leveraging these funding sources, communities can provide more improvement projects. The communities of the Uintah Basin have done a good job of this in the past and will continue to try to improve the aging infrastructure.

Increase the supply of affordable housing – The increase of available affordable housing in the Uintah Basin continues to be a priority. The goal of UBAOG is to increase the availability of affordable housing for individuals and families and ensure that residents receive the services needed to remain affordably housed.

Lower-wage earners face considerable challenges finding housing in the Uintah Basin that is affordable and located close to work, schools, and transportation. The high cost of housing leaves many families with less disposable income available for food, childcare, and healthcare, and less to invest in savings. Seniors are priced out of the neighborhoods in which they have spent their lives. Healthcare workers, farm workers, bank tellers, and teachers cannot afford to live in the community where they work.

The UBAOG will continue to work with local agencies to create housing that is more affordable and accessible to families and individuals with lower incomes. To support this goal, the UBAOG will target three strategic areas: housing policy, affordable housing development, and homelessness prevention.

Conserve and improve existing affordable owner and renter housing stock - In addition to adding units, continued efforts are necessary to preserve existing rental and ownership housing for low-income persons. The UBAOG works closely with the counties to provide rental and mortgage assistance to qualified applicants to help preserve housing for low- and moderate-income families and individuals.

Increase opportunities for low- and moderate-income households to become and remain homeowners -Homebuyer assistance programs play a critical role in enabling low-income persons to become homeowners. As part of this assistance, there will be continued effort to provide homebuyer education as well as monetary assistance programs to help qualified homebuyers obtain and maintain housing.

The UBAOG partners with the Olene Walker Housing Loan Fund, USDA Rural Development, the Northeastern Utah Housing Partnership, the Uintah Basin Assistance Council, the Myton Housing Authority, the Roosevelt Housing Authority, as well as counties and cities to provide opportunities for homeowners to improve existing housing to ensure they can safely remain in their existing homes.

This funding year, the Uintah Basin Regional Review Committee (UBRRC) has elected to set aside a total set aside of \$303,000 to the Uintah Basin Association of Governments for single family rehab, program delivery, home buyers assistance, and administration.

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The Uintah Basin Association of Governments hosts the UBRRC. All mayors and county commissioners in the region are on the UBRRC committee and are made aware of how CDBG will allocate and use these funds in the upcoming program year. The UBRRC voted unanimously to focus on single family rehabilitation and paratransit services.

Potential applicants can access application manuals and other materials describing the application process through the UBAOG offices or at the How-to-Apply Workshops. The UBAOG is responsible for making all eligible applicants aware of available funds.

For applicants to be eligible for future funds, the eligible applicants must first attend the How-to-Apply Workshop. During the workshop, the entire application process is covered by local and state staff members. Eligible applicants must hold public hearings to receive input on potential projects in their specific areas. Applicants must then submit an online application to the state staff. Once the application is received, the local Rating and Ranking Committees must score the applications based on area priorities listed above. Once the committee has reviewed and prioritized the applications, funds are awarded and the applicant works with local and state staff members to finish the application process, be awarded the contract and receive guidance through project completion.

**Uintah Basin Association of Governments
Regional Review Committee (RRC)
Community Development Block Grant (CDBG)
Rating and Ranking Criteria
Program Year 2024
Policy and Procedures**

1. The Uintah Basin Association of Governments (UBAOG) will provide assistance in completion of the CDBG application. All applications for CDBG funds will be made and processed in accordance with Utah State and Federal Regulations.
2. Applicants that do not attend the UBAOG CDBG “How to Apply Workshop” **will not** be eligible to apply for funding. Applications submitted after the deadline **will not** be considered for funding.
3. All applications will be scored by the UBAOG staff using criteria approved by the Rating and Ranking Committee (RRC). The RRC is comprised of 19 members: three County Commissioners in each county, Daggett, Duchesne and Uintah Counties, as well as the Mayors of Altamont, Duchesne, Tabiona, Roosevelt, Myton, Ballard, Vernal, Naples, Dutch John, and Manila. Committee members serve on the RRC as long as they retain their elected position of the respective county or city. Staff will make recommendations to the RRC on each application. Staff will present the applications to the RRC for final rating and ranking and approval. State CDBG staff must review/approve all applications as being “threshold eligible” prior to rating and ranking.
4. Timeline for rating and ranking criteria
 - Spring 2023 -- rating and ranking distributed to all committee members
 - i. June – 2023 Final approval of rating and ranking criteria by committee members
 - ii. Submittal to the State Community Block Grant Program staff
5. Eligible applicants are cities, towns and counties. Applications on behalf of sub-recipients (i.e., special service districts, non-profit organizations, etc.) are allowed. City and county sponsors will be responsible for sub-recipient’s project viability and program compliance. They must maintain active oversight of the project and sub-recipient’s performance. An inter-local agreement between the sub-recipient and the sponsoring city or county must accompany the application. This inter-local agreement must state the details of the coordination between the sponsor and the sub-recipient and how the sponsor will monitor the sub-recipient.
6. All projects must be consistent with the region’s Consolidated Plan. All projects applied for **must be** on the prioritized one-year capital improvement’s list. Projects not on the one-year list will not be considered for funding.
7. The minimum project size for CDBG funding is \$30,000 as per state policy. Projects less than \$30,000 will not be considered.
8. As per state policy, grantees with open grants from previous years that have not yet spent 50 percent of their previous funding are not eligible to apply for new CDBG funds.

9. Applicants must provide written documentation of the availability and status of any matching funds for the project at the time of application. Changes in funding after this time may result in a modified rating and ranking.
10. In case of scoring ties the project with the most LMI beneficiaries will get funded. In a case of a tie, the project with the most leveraged funds will have priority.
11. After all projects have been fully funded in the order of their Rating and Ranking prioritization and a balance remains insufficient for the next project in priority to complete a project, the funds will be first applied to the highest scoring project. An amount, determined by the RRC, will be used for construction contingency. Any remaining balance not allocated to the highest scoring project will be allocated to the region's single family housing rehab program.
12. The Uintah Basin Regional Review Committee has approved the following set asides:
 - \$50,000 set aside for administration of region-wide administration and consolidated planning activities of the AOG.
 - \$200,000 set aside for Housing Rehabilitation
 - \$60,000 set aside for Housing Rehabilitation program delivery
 - \$40,000 set aside for Homebuyers assistance
 - \$8,000 set aside for Homebuyers assistance/Other administration
 - Total Housing set aside = \$ 358,000
13. Emergency projects may be considered by the Regional Review Committee at any time during the year. Projects that are considered for emergency CDBG funding must still meet a national objective and regional goals set by the committee. Projects may be considered an emergency if the following apply:
 - Funding through a normal CDBG funding cycle time frame would create an unreasonable health and/or safety risk to people or property.
 - A public health and safety crisis experienced by a city or county which could not have been foreseen (i.e. fire, flood, act of God)
 - Alternative funding or temporary solution is not available.

If an applicant deems it necessary to apply for emergency funding, they must contact the Uintah Basin AOG promptly to review the project. Emergency funds are limited on a statewide basis and require approval from the State CDBG Policy Board. The amount of emergency funds awarded will be deducted from the region's allocation during the next funding cycle.
14. The maximum multiple-year grant amount is \$350,000 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.
15. Pre-applications must be submitted to the Uintah Basin Association of Governments by December 31 to be considered eligible for CDBG funding.

Application Scoring Information

Application scoring by the UBAOG and the RRC members will be according to the following guidelines.

1. **Capacity to Carry-Out Grant:** The grantee must have a history of successful grant administration in order to receive full credit in the category. First time grantees and grantees that have not had an application funded in the past six years will receive 2.5 by default. Applicants with poor past performance must present a plan, at the time of application, showing how they will overcome past issues and make this a successful application. The state CDBG staff will award 1-5 points for this criteria.
2. **Project Maturity:** Funding should be prioritized to those projects which are the most "mature". For the purposes of this process, maturity is defined as those situations where: 1) the applicant has assigned a qualified project manager; 2) has selected an engineer and/or architect; 3) proposed solution to problem is identified in the Scope of Work and ready to proceed immediately; 4) has completed architectural/engineering design (blueprints); and 5) identifies all funding sources and funding maturity status. Projects that are determined to not be sufficiently mature so as to be ready to proceed in a timely manner, may not be rated and ranked.
3. **Infrastructure:** Ten points are awarded to any Infrastructure project.
4. **Improvement of Housing Units:** Rehabilitation of housing units will receive points based on the units being rehabilitated. The number of units to be rehabilitated must be provided at the time of application.
5. **Health and Safety:** Projects that address a threat to public health, safety or the ability to provide basic services (water, sewer, natural disaster) to an area or serve a need will receive ten points. These projects must be presented as a health or safety issue at the time of application.
6. **LMI Beneficiaries:** Points will be awarded based on the percentage of project beneficiaries that are Low-Moderate Income (LMI) based on information provided by the most current census data or approved income survey. LMI population of more than 76% will be awarded 4 points, 66% 3 points, 56% 2 points, and 51-55% 1 point.
7. **Targeted LMI Population:** Projects that target the percentage of the beneficiaries that are LMI beneficiaries will receive 5 points. Applicant must demonstrate that 100% of the beneficiaries are LMI.

8. **Financial Commitment-Outside Funds:** If funds are contributed from an outside source, points will be awarded based on the amount of funds contributed. If more than \$50,000 is contributed, full points will be awarded. \$25,000 to \$49,999 contributed will receive three points. \$10,000 to \$24,999 will receive two points. And \$500 to \$9,999 will receive one point.
9. **Consolidated Plan-Capital Improvements List:** Projects must be listed in the Regional Consolidated Plan's One-Year Capital Improvements List to be considered for funding. Projects that have been considered for a longer amount of time and have shown prior planning will be given more points. Projects that have been on the list for four or more years will receive four points, three years will receive three points, two years will get two points, one year will get one point.
10. **Consolidated Plan:** Each entity is required to submit information for the annual update of the Regional Consolidated Plan. Those entities that have submitted their information, in a timely manner, to the UBAOG to complete that update will be awarded full points.
11. **Area Served by Project:** Points are given based on the area served by the project. If a project will benefit multiple counties (UBAOG), it will receive 10 points. If the project will benefit one entire county, it will receive 7 points. If the project benefits a city or town it will receive 5 points. If the project benefits a specific site it will receive 2 points.
12. **Civil Rights Compliance:** Applicants (City/County) will receive points for compliance with federal laws, executive orders and regulations relate to civil rights. 1 Point will be given by completing the "ADA Checklist for Readily Achievable Barrier Removal" for city/county office.

Civil Rights Compliance: 1 point will be given to a city/county who 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 ADA Reasonable Accommodation Policy.
13. **Completed Application** - City/County has attached and completed all necessary documents for the CDBG application. If the application has all required documents, the applicant will be given 5 points. 0 points will be given with an incomplete application.

Public Housing

N/A

Barriers to Affordable Housing

Local government policies that increase building costs and/or restrict the supply of housing are one of the primary reasons for the lack of affordable housing.

Regulations by cities and counties seem to be one of the biggest barriers to affordable housing. These range from minimum lot sizes that encourage larger and more expensive homes to the prohibition of multifamily dwellings. There have been some instances of this in our region. But, through education of what barriers are, and local officials realizing the need for affordable housing, these instances are becoming fewer.

High impact fees can be another barrier that can affect the affordability of housing. Some communities can impose fees on developers and homebuyers that must be paid in advance of new construction. The fees are supposed to recoup the cost of connecting roads and sewer lines. But the fees are often far higher than the new infrastructure costs. I believe that our community leaders try and limit these fees as much as possible. In meeting with several local planners, I have found that the impact fees that are charged are in line with the costs that are being incurred to provide the services to households.

Many communities have tried to increase the supply of affordable housing through inclusionary zoning laws. These laws give builders incentives, or require them, to reserve a portion of new units for low and/or moderate-income households. Uintah County, Vernal City, and Duchesne County have been especially proactive in making sure that developments include provisions for affordable housing in their affordable housing plans. This will be especially helpful as the area continues to see growth.

Other

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