



Application For
 CDBG - Community Development Block Grants (CDBG)

CDBG Administration and Consolidated Planning
 Community Development Block Grants (CDBG)

Application ID: 134510 Application Type: Initial
 Status: Editing County: Morgan, Tooele, Weber
 Date Submitted: Funding Opportunity Number: 133919

Applicant Information

Applicant	Sub-Recipient	Project Manager	Engineer or Architect
Name: Tooele County	Name: Wasatch Front Regional Council	Name: Christy Dahlberg	Name: Not Applicable
Address 1: 47 South Main Street	Address 1: 295 North Jimmy Doolittle Road	Address 1: 295 North Jimmy Doolittle Road	Company: Address 1:
Address 2:	Address 2:	Address 2:	Address 2:
City: Tooele	City: Salt Lake City	City: Salt Lake City	City: Utah
State: Utah	State: Utah	State: Utah	State: Utah
County: Tooele	County: Salt Lake	County: Salt Lake	County: Unknown
AOG Region: Wasatch Front	AOG Region:	AOG Region:	Zip:
Zip: 84074	Zip: 84116	Zip: 84116	Phone:
Main Phone: 435-843-3150	Main Phone: 801-363-4250	Main Phone: 801-363-4250 ext500-5	Fax:
Main Fax: 435-843-3400	Main Fax:	Main Fax:	Email:
	Email: christy@wfr.org	Email: Christy@wfr.org	

Public Hearing

Date of First Public Notice: 11/21/2018 Date of Second Public Notice:
 Date of First Hearing: 12/04/2018 Date of Second Hearing:

Attachments

File Name	Description
First Public Hearing Notice.pdf	First Public Hearing Notice
First Public Hearing Minutes.pdf	First Public Hearing Minutes

Scope of Work

This money is for planning and administration costs of administering the CDBG Small Cities program for the Wasatch

Attachments

File Name	Description
2019CDBGSCOPEOFWORK.docx	Scope of work

Budget

2019
 Total Estimated Project Cost: \$50,000.00
 CDBG Request: \$50,000.00

Program Expenditures

Budget Category	CDBG Funds	Other Funds	Total
Administration	\$27,000.00	\$0.00	\$27,000.00
Planning	\$23,000.00	\$0.00	\$23,000.00
Technical Assistance (AOG)	\$0.00	\$0.00	\$0.00
Program Delivery Costs	\$0.00	\$0.00	\$0.00
Sub-Total:	\$50,000.00	\$0.00	\$50,000.00
Construction	\$0.00	\$0.00	\$0.00
Engineer/Architect	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Grand Total:	\$50,000.00	\$0.00	\$50,000.00

Other Project Funding

Type	Source	Status	Total:	Amount \$0.00
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Project Timeline

Element	Start Date	Completion Date
Contract Execution	07/01/2019	07/01/2020
Environmental Release		
Other Activities		
Project Engineer Design		
Bid Specifications		
Bid Publication		
Bid Opening		
Bid Award		
Pre-Construction Conference		
Project Construction		
Final Inspection		
Final State Monitoring		

Other Requirements

Applicant's Consolidated Plan Location:	13	A
Does municipality have an adopted "Moderate Income Housing Plan" in accordance with HB 2957?	Yes	Section
Does project further the goals or objectives of that plan?:	Yes	
Grantee Organization (Sponsor) DUNS #: 1(866)706-6711 DUN's Helpline.	09-465-0249	
Applicant must attach SAM registration Documentation.		
North American Industry Classification System (NAICS):	921110	
Grantee Organization (Sponsor) Fed Tax Id:	87-6000317	
Select eligible Activity:	(20 Planning)(21A General Program Administration)	
National Objective:	Benefit to low and moderate income (LMI) City/county-wide persons	LMI LMI Specific
Low/moderate income beneficiaries:	Community Wide Projects	
Beneficiary Type:	People	
Total proposed Beneficiaries:	0	
Total proposed low/moderate income beneficiaries:	0	
Percentage LMI:	0.0%	
How were these figures obtained?:	This is an administrative and planning function. There are no direct beneficiaries.	
Project Objective:	Suitable living environment	
Outcome project will achieve:	Sustainability/Livability	
Date residential anti-displacement and relocation assistance plan adopted:	07/07/2015	

Attachments

File Name	Description
TooeleCountyAnti-DisplacementResolution(1).pdf	Tooele County Anti-Displacement Resolution
DUNS Renewal.pdf	DUNS Renewed 11/07/2018

Internal Control Questionnaire

PART I - AUDIT INFORMATION

Did the jurisdiction SPEND more than \$750,000 in FEDERAL FUNDS in the last fiscal year? No

If the answer is "yes", then a Single Audit is required. When was it prepared and sent to the State?

* Single audits must be sent to: Utah State Auditor's Office, Room 8310, East Capitol Complex, SLC, UT 84114-2310 within 30 days of completion.

PART II - GENERAL INFORMATION

What is the governing body of the grantee? (council + mayor?) how many members? Tooele County Council has 12 members

How often does the council meet? Monthly

Who keeps the minutes of the meetings? Tooele County Clerk, Marilyn Gillette

Does the council operate as a council or does each member have specific line item responsibility? Operates as a council

Does the jurisdiction have fidelity bond coverage for the responsible officials, as required by law? Yes

PART III - ACCOUNTING SYSTEM

Are accounting records adequate to identify the source and application of grant funds for each individual contract? Yes

What kind of accounting system or software is used by the jurisdiction? Quickbooks

Is there a chart of accounts? Yes

Does the jurisdiction maintain a General Ledger? Yes

Does the jurisdiction maintain a Project Ledger? No

Does the accounting system adequately identify receipts and expenditures for each grant or contract? Yes

Does the jurisdiction prepare financial statements at least annually? Yes

Have the financial statements been audited within the last two years by an independent accountant? Yes

Who are the auditors? Ulrich and Associates

Does the jurisdiction have written accounting policies & procedures? Yes

PART IV - BUDGETARY CONTROLS

Does the jurisdiction set-up budgets to control project funds? Yes

Who is responsible for monitoring the budget compared to actual? County Auditor

PART V - PROPERTY MANAGEMENT

Is a fixed asset ledger maintained by the jurisdiction? Yes
 Is a physical inventory taken at least every two years? Yes
 Are written policies in place to govern the acquisition and disposition of property and equipment? Yes

PART VI - PURCHASES

Does the jurisdiction have written purchasing procedures? No
 Who has responsibility over purchasing? No
 Are purchase orders used for all or part of the jurisdiction's purchasing? No
 Are large items to be purchased put out to competitive bid? No

PART VII - INTERNAL CONTROLS (SEPARATION OF DUTIES)

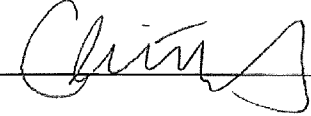
Is there separation of responsibility in the cash receipt, accounting, banking and bank reconciliation of cash receipts? Yes
 Who receives and records checks when they come in the mail? Each individual department
 Who makes the deposits of the funds received and how often are they deposited? The County Treasurer deposits all checks within three days.
 Who records the cash into accounting? The County Treasurer
 Is there separation of responsibility in the payment process? Yes
 Who enters the invoices into accounting? Each department
 Who prepares the checks to pay invoices? County Auditor's Office
 Are all checks approved before they are signed? Yes
 Who approves them? County Auditor
 How many signatures are required on the checks? 2
 Who can sign them? Auditor and Treasurer
 Does the jurisdiction have a petty cash fund? No
 Who controls it? No
 How much is kept in it? \$0.00
 Are all checks pre-numbered and accounted for when the bank account is reconciled? No
 Who prepares the bank reconciliation? County Treasurer

Attach COMPLETE Signed Application Here


File Name	Description
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2019 CDBG Program Year Funding
 CDBG Administration and Consolidated Planning
 Tooele County

Application Preparer (please print) Christy Dahlberg

Signature:  Date 1.9.19

Chief Elected Official (please print) Tom Trip
(Of City /County that is making application)

Signature:  Date 23 Jan '19

If the CDBG grant funds will be passed through from the City or County to another agency or organization please complete the following:

CEO of Sub-Recipient (please print) _____
(If Applicable)

Signature: _____ Date _____

