



**Application For  
CDBG - Community Development Block Grants (CDBG)**

**WFRC Planning and Admin**

**Community Development Block Grants (CDBG)**

<b>Application ID:</b>	138071	<b>Application Type:</b>	Initial
<b>Status:</b>	Editing	<b>County:</b>	Morgan, Tooele, Weber
<b>Date Submitted:</b>		<b>Funding Opportunity Number:</b>	137574

**Applicant Information**

**Applicant**

**Name:** Tooele County  
**Address 1:** 47 South Main Street  
**Address 2:**  
**City:** Tooele  
**State:** Utah  
**County:** Tooele  
**AOG Region:** Wasatch Front  
**Zip:** 84074  
**Main Phone:** 435-843-3150  
**Main Fax:** 435-843-3400

**Sub-Recipient**

**Name:** Wasatch Front Regional Council  
**Address 1:** 41 North Rio Grande Street  
**Address 2:** Suite 103  
**City:** Salt Lake City  
**State:** Utah  
**County:** Salt Lake  
**AOG Region:**  
**Zip:** 84101  
**Main Phone:** 801-363-4250  
**Main Fax:**  
**Email:** christy@wfrc.org

**Project Manager**

**Name:** Christy Dahlberg  
**Address 1:** 295 North Jimmy Doolittle Road  
**Address 2:**  
**City:** Salt Lake City  
**State:** Utah  
**County:** Salt Lake  
**AOG Region:**  
**Zip:** 84116  
**Main Phone:** 801-363-4250 ext5005  
**Main Fax:**  
**Email:** Christy@wfrc.org

**Engineer or Architect**

**Name:** N/A  
**Company:**  
**Address 1:**  
**Address 2:**  
**City:**  
**State:** Utah  
**County:** Unknown  
**Zip:**  
**Phone:**  
**Fax:**  
**Email:**

**Public Hearing**

<b>Date of First Public Notice:</b>	01/07/2020	<b>Date of Second Public Notice:</b>	
<b>Date of First Hearing:</b>	01/21/2020	<b>Date of Second Hearing:</b>	

**Attachments**

File Name	Description
<a href="#">1st public hearing notice.PNG</a>	First Public Hearing Notice
<a href="#">CDBG 1st Public Hearing Minutes.docx</a>	Fist public hearing minutes

**Scope of Work**

This grant is for the Wasatch Front Regional Council to plan and administer the CDBG small cities program for the v

**Attachments**

File Name	Description
2020CDBGSCOPEOFWORK.docx	2020 CDBG Scope of Work

**Budget**

<b>2020</b>	
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
<b>Sub-Total:</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>
Construction	\$0.00	\$0.00	\$0.00
Engineer/Architect	\$0.00	\$0.00	\$0.00
<b>Sub-Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Other	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00	\$0.00
<b>Sub-Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$50,000.00</b>	<b>\$0.00</b>	<b>\$50,000.00</b>

**Other Project Funding**

Type	Source	Status	Total:	Amount
				<b>\$0.00</b>

**Project Timeline**

Element	Start Date	Completion Date
Contract Execution	07/01/2020	06/30/2021
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:	1	A
	Page Number	Section
Does municipality have an adopted "Moderate Income Housing Plan" in accordance with HB 295?:	No	
Does project further the goals or objectives of that plan?:	Yes	
Grantee Organization (Sponsor) DUNS #: 1(866)705-5711 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?:	Administration and planning activities do not require beneficiaries	
Project Objective:	Suitable living environment	
Outcome project will achieve:	Sustainability/Livability	
Date residential anti-displacement and relocation assistance plan adopted:	07/07/2015	

### 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 E310, 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?

Three County Commissioner Board

How often does the council meet?

Weekly

Who keeps the minutes of the meetings?

County Clerk

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

The Tooele County Commission operates as a Board. However, each Commissioner does have a portfolio of agencies under his/her jurisdiction.

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? Yes  
 Who has responsibility over purchasing? County Auditor  
 Are purchase orders used for all or part of the jurisdictions purchasing? Yes  
 Are large items to be purchased put out to competitive bid? Yes

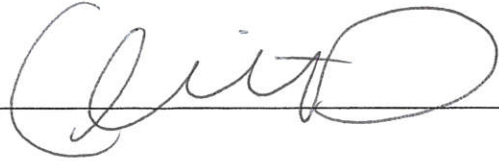
**PART VII - INTERNAL CONTROLS (SEPARATION OF DUTIES)**

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? N/A  
 How much is kept in it? \$0.00  
 Are all checks pre-numbered and accounted for when the bank account is reconciled? Yes  
 Who prepares the bank reconciliation? County Treasurer

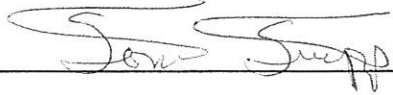
Attach COMPLETE Signed Application Here

File Name	Description
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Application Preparer (please print) Christy Dahlberg

Signature:  Date 1/27/20


Chief Elected Official (please print) TOM TRIPP - Tooele County Commission Chair  
(Of City /County that is making application)

Signature:  Date 24 Jan 2020

*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) Andrew Gruber

(If Applicable)

Signature:  Date 1-28-20

