



Application For
CDBG - Community Development Block Grants (CDBG)

WFRC Small Business Grants**Community Development Block Grants (CDBG)**

Application ID:	139431	Application Type:	Initial
Status:	Editing	County:	Morgan, Tooele, Weber
Date Submitted:		Funding Opportunity Number:	139126

Applicant Information**Applicant**

Name: Weber County
2380
Address 1: Washington Blvd.
Address 2: Suite 360
City: Ogden
State: Utah
County: Weber
AOG Region: Wasatch Front
Zip: 84401
Main Phone: 801-399-8589
Main Fax: 801-399-8305

Sub-Recipient

Name: Tooele County
Address 1: 47 S. Main Street
Address 2:
City: Tooele
State: Utah
County: Tooele
AOG Region:
Zip: 84074
Main Phone: 433-843-3100
Main Fax:
Email: smilne.tooelecounty@gmail.com

Project Manager

Name: Christy Dahlberg
Address 1: 41 N Rio Grande St.
Address 2:
City: Salt Lake City
State: Utah
County: Salt Lake
AOG Region:
Zip: 84101
Main Phone: 801-363-4250
Main Fax: ext500---5
Main Email: Christy@wfr.org

Engineer or Architect

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

Public Hearing

Date of First Public Notice:	04/21/2020	Date of Second Public Notice:	05/05/2020
Date of First Hearing:	04/28/2020	Date of Second Hearing:	05/12/2020

Attachments**File Name**

1st Public Hearing Minutes - COVID.docx
CDBG CV First public hearing notice.pdf
CDBG CV Second public hearing notice.pdf
CDBG CV Second Public Hearing Minutes.docx

Description

First public hearing minutes
First public hearing notice
Second public hearing notice
Second public hearing minutes

Scope of Work

The Wasatch Front Regional Council in conjunction with Morgan, Tooele, and Weber Counties will provide emergen

Attachments

File Name	Description
Small Business Grants - Scope of Work - COVID.xlsx	Small Business Grants Scope of Work
Funding Scope.docx	Funding Scope

Budget

2021

Total Estimated Project Cost:	\$329,888.00
CDBG Request:	\$329,888.00

Program Expenditures

Budget Category	CDBG Funds	Other Funds	Total
Administration	\$29,990.00	\$0.00	\$29,990.00
Planning	\$0.00	\$0.00	\$0.00
Technical Assistance (AOG)	\$0.00	\$0.00	\$0.00
Program Delivery Costs	\$0.00	\$0.00	\$0.00
Sub-Total:	\$29,990.00	\$0.00	\$29,990.00
Construction	\$0.00	\$0.00	\$0.00
Engineer/Architect	\$0.00	\$0.00	\$0.00
Sub-Total:	\$0.00	\$0.00	\$0.00
Other (Small Business Grants)	\$299,898.00	\$0.00	\$299,898.00
Other	\$0.00	\$0.00	\$0.00
Real Property Acquisition	\$0.00	\$0.00	\$0.00
Sub-Total:	\$299,898.00	\$0.00	\$299,898.00
Grand Total:	\$329,888.00	\$0.00	\$329,888.00

Other Project Funding

Type	Source	Status	Amount
Total:			\$0.00

Project Timeline

Element	Start Date	Completion Date
Contract Execution	04/01/2020	06/30/2020
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:	28	3
	Page Number	Section
Does municipality have an adopted "Moderate Income Housing Plan" in accordance with HB 295?:	Yes	
Does project further the goals or objectives of that plan?:	No	
Grantee Organization (Sponsor) DUNS #: 1(866)705-5711 DUN's Helpline. Applicant must attach SAM registration Documentation.	07-310-1917	
North American Industry Classification System (NAICS):	921110	
Grantee Organization (Sponsor) Fed Tax Id:	87-6000308	
Select eligible Activity:	(18A ED Direct Financial Assistance to For-Profits)(18C Micro-Enterprise Assistance)	
National Objective:	Benefit to low and moderate income (LMI) persons General	Economic development LMI LMI Specific
Low/moderate income beneficiaries:	Targeted - 100% LMI	
Beneficiary Type:	Jobs	
Total proposed Beneficiaries:	0	
Total proposed low/moderate income beneficiaries:	0	
Percentage LMI:	0.0%	
How were these figures obtained?:	If we are able to fund 56 businesses with an average of 5 employees per business, that would produce 280 beneficiaries. For beneficiaries see scope of work.	
Project Objective:	Creating economic opportunity	
Outcome project will achieve:	Sustainability/Livability	
Date residential anti-displacement and relocation assistance plan adopted:	05/04/2020	

Internal Control Questionnaire

PART I - AUDIT INFORMATION

Did the jurisdiction SPEND more than \$750,000 in FEDERAL FUNDS in the last fiscal year **Yes**

If the answer is "yes", then a Single Audit is required. When was it prepared and sent to the State? **04/30/2019**

* 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? **There are three County Commissioners; Scott Jenkins, Gage Froerer, and Jim Harvey**

How often does the council meet? **Weekly, every Tuesday unless otherwise canceled or rescheduled**

Who keeps the minutes of the meetings? **Shelly Halacy - Administrative Assistant**

Does the council operate as a council or does each member have specific line item responsibility? **The Commission acts as a unified body with a single chairperson**

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

PART III - ACCOUNTING SYSTEM

6/22/2020

WebGrants

Are accounting records adequate to identify the source and application of grant funds for each individual contract?
 What kind of accounting system or software is used by the jurisdiction?
 Is there a chart of accounts?
 Does the jurisdiction maintain a General Ledger?
 Does the jurisdiction maintain a Project Ledger?
 Does the accounting system adequately identify receipts and expenditures for each grant or contract?
 Does the jurisdiction prepare financial statements at least annually?
 Have the financial statements been audited within the last two years by an independent accountant?
 Who are the auditors?
 Does the jurisdiction have written accounting policies & procedures?

Yes
 Tyler Technologies- Munis
 Yes
 Yes
 Yes
 No
 No
 No
 Christensen, Palmer and Ambrose
 Yes

PART IV - BUDGETARY CONTROLS

Does the jurisdiction set-up budgets to control project funds?
 Who is responsible for monitoring the budget compared to actual?

Yes
 Scott Parke, Weber County Comptroller

PART V - PROPERTY MANAGEMENT

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

Yes
 Yes
 Yes

PART VI - PURCHASES

Does the jurisdiction have written purchasing procedures?
 Who has responsibility over purchasing?
 Are purchase orders used for all or part of the jurisdictions purchasing?
 Are large items to be purchased put out to competitive bid?

Yes
 Jason Horne, Weber County Purchasing Manager
 Yes
 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?
 Who receives and records checks when they come in the mail?
 Who makes the deposits of the funds received and how often are they deposited?
 Who records the cash into accounting?
 Is there separation of responsibility in the payment process?
 Who enters the invoices into accounting?
 Who prepares the checks to pay invoices?
 Are all checks approved before they are signed?
 Who approves them?
 How many signatures are required on the checks?
 Who can sign them?
 Does the jurisdiction have a petty cash fund?
 Who controls it?
 How much is kept in it?
 Are all checks pre-numbered and accounted for when the bank account is reconciled?
 Who prepares the bank reconciliation?

Yes
 Each department receipts their own checks
 All departments deposit their funds with the Treasurer's Office, usually daily, but within 3 days
 Automated through County cash receipt ledger and recorded in GL once accepted
 Yes
 Each department
 Weber County Treasurer's Office
 Yes
 Weber County Commission
 1
 John Bond, Weber County Treasurer
 Yes
 Controlled by one individual in each department that has a fund and is audited by the Clerk/Auditor
 \$200.00
 Yes
 Lynelle Jensen, Weber County Treasurer's Office

Attach COMPLETE Signed Application Here

File Name

Description

2019 CDBG Supplemental - COVID Response
WFRC Small Business Grants
Weber County

Application Preparer (please print) Christy Dahlberg

Signature: CHRISTY DAHLBERG Date 6/3/2020

Chief Elected Official (please print) Commission Chair, Gage Froerer

(Of City /County that is making application)

Signature: Gage Froerer Date 6/08/2020

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) Commission Chair, Tom Tripp

(If Applicable)

Signature: Tom Tripp Date 25 June '20

ATTEST:

Marilyn K. Gillette
MARILYN K. GILLETTE
TOOELE COUNTY CLERK

