



**SIX COUNTY**  
ASSOCIATION OF GOVERNMENTS

# Annual Action Plan

**HOUSING AND COMMUNITY DEVELOPMENT**

July 1, 2018 – June 30, 2019

PREPARED BY: TRAVIS KYHL – CDBG PROGRAM MANAGER

SIX COUNTY ASSOCIATION OF GOVERNMENTS – 250 N MAIN ST, RICHFIELD, UT 84701

PHONE: (435) 893-0713 – [TKYHL@SIXCOUNTY.COM](mailto:TKYHL@SIXCOUNTY.COM)

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## Executive Summary

This plan, prepared by Six County Association of Governments (SCAOG) Office of Economic and Community Development, is meant to provide a regional overview of housing and community development priorities with descriptions of resources available to achieve these priorities for program year 2018 (July 1, 2018 - June 30, 2019).

SCAOG is the lead agency in charge of the Community Development Block Grant Program (CDBG) for Central Utah. The region covers Juab, Millard, Piute, Sanpete, Sevier, and Wayne Counties in the State of Utah and 49 communities within these counties.

The objectives of this plan are to:

- Provide a forum of collaboration between community leaders, service providers, and citizens;
- Create a set of one-year goals for Six County AOG to move forward with.
- Provide an annual extension/update of strategies to fit in with the Five-Year Consolidated Housing and Community Development Plan.

The expected outcomes of this plan are to:

- Create a usable and relevant document for community leaders, service providers, and citizens to have a reference when considering local needs for the next year;
- Provide assistance to communities when applying for community and housing grant funding, particularly for the CDBG (Community Development Block Grant) program;
- Implement projects and goals in order to better allocate CDBG money to the communities in terms of need;
- Aid planning and community assistance projects in allocating funding to individuals and communities in terms of need.
- Aid local leaders and the AOG in determining priorities for the future

Personal interviews are conducted with the elected officials and staff of every jurisdiction on an annual basis. In the past this approach of community visits has allowed officials to speak openly about their concerns and set real goals and priorities for housing and community development.

Citizens and service providers are also invited to share their knowledge of needed infrastructure. This year an article about the planning process was published in several local papers of the region. The article discussed the importance of the plan and provided a link to a survey about local needs. A copy of this article and survey may be found in Appendix I and II.

Even with this method it was difficult to reach out to citizens. Zero citizens participated in the anonymous survey.

This plan will be available for public comment from January 25 to February 24, 2018 and a public meeting will be held on February 7, 2018 to gather public input on this plan. Comments from this period will be included in this plan.

The objectives and outcomes identified in this plan are derived by input from local government, SCAOG agencies, and citizens. They are listed below.

- Provide safe and healthy affordable housing for low-income individuals, especially those who are disabled;

- Prevent homelessness by offering overnight shelter and rental assistance;
- Improve the quality of life for elderly and disabled individuals;
- Improve infrastructure of jurisdictions with citizens that primarily make a low-moderate income.

## Outreach

### Consultation

SCAOG takes three approaches to involve organizations in the creation of the Annual Action Plan:

- Visit elected officials and staff in their own locale every January. Collect a list of Capital Improvements and other projects. This is during the planning process.
- Survey Service Providers about local needs during the planning process
- Meet with the SCAOG Housing and Community Action Programs (HCAP) department during the planning process.
- Mail and e-mail the draft of the annual action plan to the above mentioned organizations for comment and revisions during the public comment period.
- Hold a public hearing for the plan.

*Table 1: Consultation of Agencies and Jurisdictions*

<b>Organization Consulted</b>	<b>Result of Consultation</b>
<b>Service Provider’s Council</b>	Maintain knowledge of area needs; learn potential ways to solve these needs.
<b>SCAOG Housing</b>	Understand Housing Programs, and collected data and goals on rehabilitation Programs
<b>SCAOG Community Action Programs</b>	Understand Community Assistant programs, collect data and goals regarding rental assistance and homeless prevention.
<b>SCAOG Elected Officials</b>	Improves relationship with constituents, collect data and goals for the capital improvement list.

This plan was created by the coordination and cooperation of every jurisdiction (cities, counties, and towns) in the region. The communities were presented with their one year, and two to five year capital improvement goals. The elected officials guided SCAOG in updating this plan and the Capital Improvement List. They provided community project goals, including funding, and grant or loan sources (especially CDBG and CIB). Please see Appendix IV for more details about consultation.

*Table 2: Jurisdictions of the SCAOG Region*

Juab	Millard	Piute	Sanpete	Sevier	Wayne
<ul style="list-style-type: none"> <li>• Eureka</li> <li>• Levan</li> <li>• Mona</li> <li>• Nephi</li> <li>• Rocky Ridge</li> </ul>	<ul style="list-style-type: none"> <li>• Delta</li> <li>• Fillmore</li> <li>• Hinckley</li> <li>• Holden</li> <li>• Kanosh</li> <li>• Leamington</li> <li>• Lynndyl</li> <li>• Meadow</li> <li>• Oak City</li> <li>• Scipio</li> </ul>	<ul style="list-style-type: none"> <li>• Circleville</li> <li>• Junction</li> <li>• Kingston</li> <li>• Marysvale</li> </ul>	<ul style="list-style-type: none"> <li>• Centerfield</li> <li>• Ephraim</li> <li>• Fairview</li> <li>• Fayette</li> <li>• Fountain Green</li> <li>• Gunnison</li> <li>• Manti</li> <li>• Mayfield</li> <li>• Moroni</li> <li>• Mount Pleasant</li> <li>• Spring City</li> <li>• Sterling</li> <li>• Wales</li> </ul>	<ul style="list-style-type: none"> <li>• Annabella</li> <li>• Aurora</li> <li>• Central Valley</li> <li>• Elsinore</li> <li>• Glenwood</li> <li>• Joseph</li> <li>• Koosharem</li> <li>• Monroe</li> <li>• Redmond</li> <li>• Richfield</li> <li>• Salina</li> <li>• Sigurd</li> </ul>	<ul style="list-style-type: none"> <li>• Bicknell</li> <li>• Hanksville</li> <li>• Loa</li> <li>• Lyman</li> <li>• Torrey</li> </ul>

### Citizen Participation

Six County AOG takes three approaches to involve citizens in the creation of the Annual Action Plan:

- Publish feature article in the local papers about the Annual Action Plan. Invite public input in-person, online, e-mail, mail, or by telephone (See Appendix I)
- Provide online survey about community needs (See Appendix II)
- Discuss the Plan on the front page of the AOG website, [www.sixcounty.com](http://www.sixcounty.com).
- Post public notice in local papers to inform public that the Plan is open to comment for a 30 day comment period. Invite service providers to participate.
- Hold public hearing for the plan during the comment period.

It is difficult to collect citizen input. No public comments were received during the 30 day comment period.

During the creation of the draft plan, SCAOG staff invited the local papers to publish a feature article about the Annual Action Plan process.

The draft plan was open for public comment from January 25 to February 24, 2018. A notice was published to open the comment period. It was published in every local paper of the region (Sanpete Messenger, Millard County Chronicle Progress, Gunnison Gazette, Nephi Times News, The Pyramid, The Richfield Reaper, the Wayne & Garfield County Insider. The text of the notice is as follows:

REGIONAL ANNUAL ACTION PLAN ON HOUSING AND COMMUNITY DEVELOPMENT  
30-DAY PUBLIC COMMENT PERIOD AND PUBLIC HEARING NOTICE

*Public comments will be accepted from January 25 to February 24, 2018 on the Annual Action Plan of Housing and Community Development for the Six County Region Program Year 2018. The DRAFT plan may be reviewed at [www.sixcounty.com](http://www.sixcounty.com) or 250 North Main Suite B12, Richfield, UT. To comment please print and fill out a form at [www.sixcounty.com](http://www.sixcounty.com) or contact Travis Kyhl at phone: (435)-893-0713, mail: PO Box 820, Richfield, UT 84701 or email: [tkyhl@sixcounty.com](mailto:tkyhl@sixcounty.com).*

*There will be a Public Hearing on February 7, 2018 at 10:00 AM located at 250 N Main Street Suite B20, Richfield, Utah. The purpose of the hearing will be to take public comment concerning the DRAFT plan.*

*In compliance with the Disability Act, individuals wishing to attend this meeting and who require special accommodations should contact Travis Kyhl at least three (3) working days prior to the meeting.*

## **Goals & Objectives**

SCAOG operates HUD contracts to assist the region with community action, housing, and community development (including capital improvements).

The SCAOG HCAP department works with individuals needing immediate financial assistance. Last year the department assisted 87 households/246 individuals with rent payments. The department's goal for the upcoming year will be to assist 28 households with rent. This number is lower than those served last year due to a decrease in funding. A total of 20 households or 30 individuals that were homeless were provided a total of 39 nights of shelter. There are no shelters other than New Horizon's Crisis Center, in the region, so they were offered vouchers for short hotel stays.

Homeowner housing and housing rehabilitation are also offered through the SCAOG HCAP department. Funds through a CDBG set-aside are used for housing rehabilitation for those earning a low-moderate income. There is a spending maximum of \$10,000 on each home. Last year 20 homes were assisted by this program and it is planned to assist the same number next year. Disabled individuals are a priority for the program, and it is a goal to assist six next year.

*Table3: Numbers of those Served in PY 2017*

<b>Goal Outcome Indicator</b>	<b>Quantity</b>
<b>Homeowner housing rehabilitated</b>	19 Household Housing Unit
<b>Tenant-based rental assistance/Rapid rehousing</b>	37 households 96 individuals
<b>Homeless person overnight shelter</b>	36 households 54 individuals, 35 nights

*Table 4: Goals for PY 2018*

<b>One year goals for the number of households supported through:</b>		<b>One year goals for the number of households to be supported :</b>	
<b>Rental assistance</b>	30	<b>Homeless</b>	30
<b>The production of new units</b>	0	<b>Non-homeless</b>	0
<b>Rehab of existing units</b>	20	<b>Total</b>	30
<b>Acquisition of existing units</b>	0		
<b>Total</b>	50		

The SCAOG Community and Economic Development department manages the HUD funded Community Development Block Grant (CDBG) program for the region. Infrastructure is a high priority for the CDBG program in Central Utah. The Regional Review Committee (RRC), which comprises the SCAOG Executive Board, has chosen to prioritize infrastructure, especially those dealing with water and sewer. See the Allocation Priorities and Method of Distribution section for a list of funding priorities for CDBG funding.

## Allocation priorities

SCAOG has developed a ranking system that aims to prioritize the distribution of CDBG funds. This ranking system is updated annually by the RRC, based off the recommendations of SCAOG staff and the needs determined through this plan. Appendix III lists the region’s 2018 CDBG Rating and Ranking Criteria.

As noted in the 2017 Annual Action Plan, infrastructure projects, especially those to do with water and sewer, are top priorities for CDBG allocations. Promoting projects with improvements following the Americans with Disabilities Act (ADA) is also considered a regional priority. This is a recent addition to the rating and ranking criteria, and was added as an expressed need by several of the communities or counties of the region needing to update their public buildings.

Communities with higher rates of citizens who make a low-moderate Income (according to HUD income limits) also receive ranking status as CDBG funding candidates, as do those projects with wider geographical impact. Applicants that have more than one funding source for a project are also more likely to receive CDBG funding allocations.

Allocation priorities are meant to encourage new applicants to apply in order to assist all jurisdictions in the region as much as possible. Those that have not been funded in the past four years are ranked as a higher priority for CDBG funds. Table 6 lists these communities.

The jurisdictions have designated the projects they plan to apply for CDBG funding in the next few years. This list is part of the Regional Capital Improvements List and is forthcoming.

The SCAOG Community and Economic Development department receives a set-aside for administration of the CDBG program in the Six County region. These funds are prioritized because of administrative requirements necessary to obtain CDBG funding. These include but are not limited to: 1) Developing and publishing the Six County Consolidated Plan and Annual Action Plan Updates; 2) Providing technical assistance to counties, communities, and other project applicants in qualifying for CDBG funding through application preparation, submission, and other support.

The Housing Rehabilitation Program will remain a priority, receiving a \$100,000 set-aside from the annual CDBG allocation. If an individual or family earns a low income and their home has an issue that poses a health or safety threat, the program will provide a repair costing under \$10,000. Preference is

*Table 5: CDBG funding break-down by jurisdiction*

Not funded within past 5-years	Never Funded
<ul style="list-style-type: none"> <li>• Annabella</li> <li>• Centerfield</li> <li>• Elsinore</li> <li>• Eureka</li> <li>• Fairview</li> <li>• Gunnison</li> <li>• Hanksville</li> <li>• Joseph</li> <li>• Kanosh</li> <li>• Koosharem</li> <li>• Manti</li> <li>• Monroe</li> <li>• Piute County</li> <li>• Scipio</li> <li>• Wales</li> </ul>	<ul style="list-style-type: none"> <li>• Aurora</li> <li>• Bicknell</li> <li>• Central Valley</li> <li>• Fillmore</li> <li>• Glenwood</li> <li>• Holden</li> <li>• Junction</li> <li>• Kingston</li> <li>• Leamington</li> <li>• Lyman</li> <li>• Lynndyl</li> <li>• Mayfield</li> <li>• Meadow</li> <li>• Moroni</li> <li>• Oak City</li> <li>• Redmond</li> <li>• Rocky Ridge</li> <li>• Salina</li> <li>• Sevier County</li> <li>• Sigurd</li> <li>• Spring City</li> <li>• Sterling</li> <li>• Torrey</li> </ul>



given to individuals with a disability. This project is being prioritized because of its provision for providing safe and healthy living environments for the region's citizens who earn a low-income.

## **Expected Resources**

Annual allocation of resources to support programs administered by the SCAOG total nearly four million dollars. These include federal, state, and local dollars. These funds are utilized to enhance the quality of life among the citizens of the Six County region. However, for purposes related to the Consolidated Plan, approximately \$1.4 million is directly associated with support services for the low income.

Funding from state and federal sources is very specific in purpose. As it relates to the goals and objectives of the CDBG program, the following provide services that benefit the low and moderate income as it relates to affordable housing, community development and other services. These include programs for HEAT assistance, rental assistance, home weatherization and rehabilitation, and CDBG.

Every year about \$550,000 is allocated to the Six County region for CDBG. Administration of the grant program is allocated \$50,000, and about \$100,000 is allocated towards housing rehabilitation through SCAOG HCAP. This leaves \$400,000 on average for other projects. These amounts are expected to remain the same. There are no plans to leverage the CDBG funds with private, other state, or local funds. There are no matching requirements for CDBG funding recipients through SCAOG. Applicants are encouraged to leverage their projects with outside or local funds.

## **Geographic Distribution**

The Six County Region has an arguably similar population and income trends throughout. Every jurisdiction in the region is considered rural, and there is not much geographic variation concerning funding need. For this reason, SCAOG will not target any specific areas or jurisdictions in the upcoming year and funds will not be distributed based on location. Even so, this year, the AOG has especially promoted the program to communities that do not generally participate.

47 percent of the region's jurisdictions have never received CDBG funding and within the past 5 years only 25 percent have received CDBG funding. Millard and Piute Counties have only had about 20 and 25 percent respectively of their communities to have ever received CDBG funding. Sanpete and Juab County communities have benefited the most in the region from the program.

Jurisdictions that have not applied or received CDBG funding at all or recently, as noted, are specifically contacted and asked about the reasons for not applying. The jurisdictions are encouraged to participate in upcoming funding cycles. This approach has improved applicant numbers.

## Method of Distribution

As mentioned above, the Six County Regional Review Committee reviews applicants and approves projects for funding. The applicant projects are judged by a set criteria and assigned points depending on how they measure. Table 8 demonstrates which criteria offer the highest points if met. Please see Appendix III for all of the rating and ranking criteria and points available.

*Table 6: Importance of Funding Criteria*

Criteria	Importance
<b>Capacity to carry out the grant</b>	Up to 5 points
<b>LMI Housing Stock</b>	Up to 6 points
<b>Affordable Housing Plan</b>	Up to 2 points
<b>Extent of Poverty</b>	Up to 5 points
<b>Application Quality</b>	Up to 5 points
<b>Leveraged Funds</b>	Up to 5 points
<b>Project Maturity</b>	Up to 5 points
<b>Overall Geographical Impact</b>	Up to 5 points
<b>Applicant has not had any projects in previous years</b>	Up to 4 points
<b>Infrastructure Development/Improvement</b>	Up to 6 points
<b>Jurisdiction Property Tax Rate</b>	Up to 5 points
<b>ADA Components</b>	Up to 2 points

For a full list of policies and procedure that outline specific criteria and method of distribution for selecting applications please see Appendix VI.

Potential applicants may access the application manuals or other materials describing the application criteria by visiting the Six County Association of Governments offices located at 250 North Main, Richfield, Utah, Suite B-12. They may also visit the Utah CDBG website at: <http://www.jobs.utah.gov/housing/cdbg/applications.html>. For general information about the CDBG Program and application criteria applicants may contact CDBG Manager, Travis Kyhl.

A formal email outlining the CDBG process is sent to each county commission and mayor 2-4 weeks before the How-to-Apply Workshop. Regional service provider agencies are also contacted. The notification explains CDBG eligibility criteria and encourages participation in the How-to-Apply Workshops.

The process that an applicant must go through to be successful in receiving CDBG funding is explained in detail at the mandatory How-to-Apply Workshop. This is a mandated training with two sessions offered at different times. If there are scheduling conflicts potential applicants may attend this workshop in another region. In addition SCAOG staff is available to discuss in detail the CDBG program, criteria, and application requirements.

Applicants must select a qualified project (explained in the workshop), make sure project benefits 51 percent low and moderate income (requires a survey in most cases), complete the application, have a public hearing, and submit the application utilizing Web-Grants. The project is then rated and ranked by the Executive Committee. Projects are prioritized for funding and awarded based on available resources. Both successful and unsuccessful applicants are notified as to the results. Successful applicants then work with a State CDBG representative through project logistics and funding.

At a minimum \$50,000 is allocated for administration of the Six County AOG CDBG program. This amount must also not be more than 15 percent of the total allocation. This amount is subtracted from the total amount of funding given to the region. Six County HCAP also receives \$100,000 of the funding for housing rehab projects.

The remaining amount is allocated on a competitive basis. No more than 50 percent of the net allocation will be awarded to any one applicant in order to encourage multiple projects and local match. There is a state minimum funding requirement of \$30,000 per project. Although this policy may be eliminated by a vote of the Regional Review Committee. More detail about the allocation process may be found in the Six County AOG CDBG Policies and Procedures in Appendix VI.

This method of distribution is meant to assist primarily jurisdictions in infrastructure projects (See table 8), especially those who have not received funding recently from CDBG. Many of the communities do not have full time staff or have only volunteer staff. The expected outcome of these methods is to be simple and streamlined for individuals who are not experts with the federal grant system. SCAOG offers as much administration assistance as needed by any community.

## **Barriers to Affordable Housing**

In the 2015 Consolidated Plan there was noted several barriers to affordable housing as described from interviews with various regional housing agencies.

SCAOG does not set affordable housing criteria as a high priority in the region, but there is a \$100,000 set-aside specifically for home rehabilitation.

SCAOG is putting together a pamphlet to distribute to the elected officials and local planning commissions that will educate about the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

SCAOG is also working with the State Rural Planning Group to provide training to the local planning commissions. This training will explain zoning and policies that serve as barriers to affordable housing.

## Other

### Home Management

SCAOG does not fund Public Housing Agencies and so does not take any actions to encourage public housing residents to become more involved in management and participate in homeownership.

There are several agencies in the region that provide this assistance without direct help from the SCAOG. They are also noted in the 2015 Consolidated Plan.

The Main Street Committee of Mount Pleasant has a sub-committee dedicated to examining housing needs. Along with operating public housing in the town, they also find ways to help fund individuals to update their dilapidated trailers to a manufactured home standard. This is not specifically reaching out to the people in their public housing units, but it is helpful to other low-moderate income groups.

Although not a program specifically targeting public housing residents the, cities of Nephi and Ephraim housing agencies give homeownership assistance. Nephi provides home rehabilitation, which encourages citizens to buy homes as they have a resource to help them maintain the home. Ephraim's Housing Authority program is focused around encouraging people with low-moderate incomes to buy homes through Rural Development loans.

Consumer Education classes explaining finance, mortgages, and ownership of a home are provided to any individual who is a member of a Native Tribe by the Paiute Housing Authority.

### Lead Based Paint

SCAOG Housing technicians are trained and certified to identify and eliminate the hazards of lead based paint. SCAOG does not provide a fee for service in this area but does test each home serviced through weatherization and home rehab.

Staff of the SCAOG will test client homes for lead that was constructed prior to 1978. If lead-based paint is found in a home or on a surface that will be disturbed, then lead safe work practices must be used by anyone certified to do the work. A pamphlet titled "Protect Your Family From Lead in Your Home" is handed out to any pre- 1978 home no matter if lead is found or not. The certified staff from the SCAOG does not make these services available to the public due to time constraints in doing complete inspections.

Until more resources are made available along with addressing liability issues of those providing the service, the opportunity for the Region to actively participate is limited. The current practice of testing SCAOG housing clients will be continued.

### Coordination

SCAOG Community and Economic Development, Housing and Community Action Programs, and Aging Services Departments will continue to work with the regional Service Provider's Council by attending monthly meetings. The SCAOG HCAP department will work with public and private entities to coordinate critical needs of citizens within the Six County area. They will also coordinate and outreach to the public and provide affordable housing opportunities to qualified individuals. The SCAOG Community and Economic Development department will discuss housing needs with communities during their annual visit and assessment.

## Appendix I: Newspaper Articles for Citizen Outreach

### Public participation welcome for Regional Annual Action Plan

Every year the Six County Association of Governments produces an Annual Action Plan as required by the U.S. Department of Housing and Urban Development (HUD). The Plan details the community development, housing needs and priorities of Juab, Millard, Piute, Sanpete, Sevier, and Wayne Counties. There is special emphasis on serving the needs of the low and moderate income and special needs populations.

The purpose of the plan is to identify implementation of HUD funded projects and activities that should take place in the immediate or near future. The planning process is undertaken with the assistance of towns, cities, counties and the public to identify, prioritize and quantify the cost of capital improvement needs in each jurisdiction. In January communities are interviewed individually about their needs.

Six County also works with the regional public housing agencies and other service providers to identify gaps in affordable housing and for appropriate means to address those gaps. Public hearings are in conjunction with the regional governing body, or executive board, to solicit public involvement in the plan development process.

The following questions are considered in the development of the Annual Action Plan:

1. What are they key priorities for housing and community development for each jurisdiction in the region, and the region as a whole?
2. What opportunities exist for integration and coordination of federal, state and/or local programs?
3. How can SCAOG and the Utah Small Cities Community Development Block Grant (CDBG) program, which is administered through the Utah Division of Housing and Community Development (HCD) help foster better coordination?
4. What data or other information would help us in developing and improving the housing and community development decision making process as it relates to rating and ranking of projects proposed for HUD funding?

Public participation in the planning process is encouraged for the upcoming 2018-2019 plan. The final plan will be published in March.

A short survey form is available to anyone interested in providing input on housing and community development needs in their community at [www.sixcounty.com](http://www.sixcounty.com). You may also provide input or ask for a paper survey with the SCAOG Regional Planner, Travis Kyhl, at (435) 893-0713, via e-mail: [tkyhl@sixcounty.com](mailto:tkyhl@sixcounty.com), or mail: 250 North Main St, P.O. Box 820, Richfield, UT 84701.

## Appendix II: Citizen Participation Survey

### Annual Action Plan Public Participation

This form is for citizen participation in the 2018 Annual Action Plan for the Six County Region covering Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties in Utah. All answers are anonymous, but will be mentioned in the final report. For questions please contact Travis Kyhl, SCAOG Regional Planner: (435) 893-0713 or tkyhl@sixcounty.com, 250 N Main St. P.O. Box 820, Richfield, UT 84701. We want your input to be able to identify, prioritize and quantify the cost of infrastructure or facility needs in each jurisdiction. The purpose of the annual action plan is to identify possible HUD funded projects and activities that should take place in the immediate or near future.

**Which county and city/town do you reside?** \_\_\_\_\_

Please mark a check next to the **three** most important needs for your community based on your opinion.

- Low-moderate income housing availability
- Water infrastructure improvements
- Sewer/storm infrastructure improvements
- Public health/safety projects (EMS facility, ambulance, health clinic improvements)
- Other public facilities
- Street/sidewalk improvements
- Recreation facility improvements or additions (parks)
- Planning efforts (general plan etc.)
- Accessibility for persons with a disability in public areas
- Other: \_\_\_\_\_

**Is there any specific infrastructure, facility or other needs for your community? If so, please explain:**

**Do you have any other comments?**

**Appendix III: CDBG Rating and Ranking Criteria for the SCAOG Region**



**Appendix IV: Agency Consultation Forms**  
To be added after consultation

**Appendix V: Citizen Consultation Form**  
To be added after consultation

## **Appendix VI: CDBG Application Policies & Procedures**