

MAG BUDGET

FY20-21

July 1, 2020 - June 30, 2021

Aging &
Family Services

Regional
Planning

Community &
Economic Development

Administration



MAG

Expert Resources. Enriching Lives.

Adopted: May 21, 2020

MAG BUDGET

FY20-21

July 1, 2020 – June 30, 2021

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MAG

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Adopted: May 21, 2020

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Executive Summary FY20-21

This is a balanced budget.

Salaries and Revenue

Total **salaries this year** will be **\$4,146,919** (which includes the assumptions on COLA, Merit, **(COLA and Merit are budgeted, but will not be implemented at this time.)** Insurance, Retirement, and Longevity as listed below), an approximately **five percent (5%) increase** from **last year's** total of **\$3,936,883**. This is mainly due to budgeting for COLA and Merit. Our total **revenue** is about **\$22,803,631**, representing a **decrease from last year's \$24,589,684**. This decrease is due mainly to how the fourth year of MAG/UDOT federal road exchange funds are budgeted.

COLA

To determine the Cost of Living Adjustment (COLA), we looked at three indexes. The **Social Security COLA** which increased **1.6%**, the **National CPI** (Consumer Price Index) with a **1.8%** increase and the **West Region CPI-U** (Thirteen western states' Consumer Price Index-Urban) which went up **2.7%** last year. The Social Security increase is based on the previous year's inflation (Nov 2018 to Nov 2019), the National CPI and the West Region CPI-U (converted to an annual average inflation rate), are both based on the previous 12-month period (Jan 2019 to Dec 2019). The average of the three indexes is **2.0%**. The MAG policy states that the COLA will be an average of these indexes. However, due to the unprecedented pandemic times we are in we have chosen not to request a COLA at this time.

We are proposing a **0% COLA**.

Merit

The *Mountainland AOG Personnel Policies and Procedures*, Page 22 states, "...average merit rate is dependent upon budget availability from year to year but is generally considered to be 2%." Over the last 10 years, the average merit has been 1.05%. With a recommended 0% merit, the 10-year average is 1.05%.

We are proposing a possible **Merit** of up to **0%**.

See attached COLA/Merit 10-year Historic Chart (page 10).

Insurance

Our insurance carrier is the Public Employees Health Plan (PEHP). The insurance premium is based on the previous year's insurance usage and PEHP has provided us the actual rates for FY19-20. The health insurance premium increase is 4.9%, while the dental premium went up \$24 per year above last year. The total increase represents less than **two percent (1.8%)** increase of our budgeted fringe amount (\$36,159 annual total out

of \$1,981,351 annual total fringe, or just over \$68 per benefitted employee, per month) or **.6%** of salary and fringe combined. Other agencies have seen higher increases in insurance. MAG has a wellness program, which we believe reduces health care costs.

See attached PEHP rates (page 9).

We are proposing MAG cover the **5% increase for insurance.**

Retirement

MAG is a member of the Utah Retirement System (URS). The retirement rate is the same as last year.

We are proposing **no change in retirement** this year.

Longevity

Additionally, for the last 5 years, we have set one percent (**1%**) of salaries aside for a longevity bonus (approximately \$41,469). We take the total combined months that all employees have worked at MAG. We then divide the total dollar amount by the total months of employment to come up with a "month's equivalent" at about \$3.50 per month. Then we multiply the \$3.5 by the actual number of months the employee has worked at MAG and they get that total amount as a lump sum on their first paycheck in November as a holiday bonus. Someone who has worked here 10 years or 120 months gets \$420 (\$3.50 x 120). The average bonus is about \$560. We were asked four years ago by the Steering Committee to come up with a way to reward good-experienced employees without having the highest-paid employees getting most of the bonus money. We do not have a goal-based bonus system because we feel that sets employees up to make bad decisions to get their bonus rather than a harder right decision that is best for MAG and our communities.

We are proposing to continue the **1% Longevity** as described above.

Summary

Our total salary/fringe increase of **0% COLA + 0% + .6% Insurance + 1.0% longevity = 1.6% budget impact.** As stated above, with these changes, **our combined salary and fringe will be about 1.6% more than last year.**

We project other expenses to remain relatively flat for the year.

Budget Message

FY20-21

May 21, 2020

Members of Executive Council:

Submitted herewith is a tentative budget for fiscal year 2020-2021. It will become final upon approval of the Mountainland Executive Council.

This year is like no other. Due to both increased and decreased funding related to the COVID-19 virus we will most likely adopt an amendment to the budget in January of 2021.

Budget Information

Each department has evaluated its budget with their various boards before Executive Council approval.

Our budget this year will be close to the two previous years; while overall revenues in each program category are up somewhat or steady compared to last year, the total budget will be down from the previous \$24.5M to \$22M a decrease of nearly 10%. This is not due to significant revenue or program changes, but in how we budget funding flows from the federal transportation exchange funds. All funds that come through MAG are identified in the budget; however, some funds are not used for MAG staffing or programs. As discussed in previous years, we have a program with UDOT to trade our federal transportation funds for UDOT state funds that are distributed by MAG to local entities for construction projects. These funds show up in the MAG budget, but not in staffing or programs, and any comparison with previous years budgets must take this into consideration.

Additionally, the HEAT program has been a part-year program with emergency-only assistance during summer months. The federal agency responsible for funding the program was expecting to take the program year-round during fiscal year 21-22. This timetable has been accelerated on account of the COVID-19 pandemic and will start the summer of 2020.

If funds are approved by MAG but stay in accounts controlled by another entity (e.g. CMAQ, some CDBG, and Federal Highways) and are distributed directly to a contractor, that money does not show in our budget.

Requests for transportation planning studies go before the Technical Advisory Committee for vetting and prioritization before going to the Metropolitan Planning Organization's Regional Planning Committee. This is a practice that was started in 2018. Planning studies are a typical line item in our Metropolitan Planning Organization (MPO) budget.

Total budgeted salaries have increased from \$3.9M to about \$4.1M or approximately 5%. This is mostly due to budgeting for some unfilled positions and budgeted increases in COLA, Merit, and longevity (However, other than longevity/holiday bonus, no other salary increases will be implemented at this time. Fringe has increased around 5% as well. Health insurance has increased 5.0% (total of \$36,159 increase or 0.5% of total salary/fringe budget which is about \$68 per employee, per month) while retirement costs have stayed the same. In the past we have had between 0% and 3% salary increases. We are currently in a pandemic and cannot predict what the economy will do within the next year. We have been very financially conservative in the past and continue to do so.

Introduction

This budget is intended to address the needs and priorities of the member jurisdictions within the Mountainland Association of Governments. We hope the cities and counties will take the opportunity to review and study it and provide comments to the Executive Council regarding the priorities established. Every effort has been made to leverage and match every dollar to its maximum potential.

This is a balanced budget as is required of MAG. The total number of benefited staff members has increased from 38 to 44, this is mainly due to slight operational changes such as moving part-time employees to full-time, which is consistent with our staffing plan. We expect this number to remain the same, due to retirements and increased workloads. At peak employment we have a total of 85 full and part-time permanent and temporary staff.

The outlook for the organization is strong. Our biggest challenge as we move forward is succession planning to replace current staff expected to retire over the next few years. Our plan is to have some transitional overlap of employees which will show a temporary increase in salary and staffing; however, it is expected that new employees who will be replacing longer-term employees will be funded at lower levels. Additionally, we will be reassessing workload to ensure all staff are being utilized at equal levels, and some individual work assignments may be changed from time to time as needed.

The general fund budget concept of \$0.25 per capita dues rate is continued in this year's budget, which is the same rate as established in 2005. The most recently adopted U.S. Census population numbers (2018) are used in this budget and has slightly increased the General Fund allocation by \$4,222 to a total assessment of \$175,574.

MAG's current expenses are tracking at our budgeted amounts from last year.

Budget Format

Some of our grants and contracts are for time periods other than the standard July 1 to June 30 fiscal year and may start and end at different times. This situation forces us to make "best estimates" on revenue and expenditures for the established fiscal year. We use past financial records to back up these estimates since our accounting system follows the grants and contracts management process.

This year we are continuing to present to you a "current contract actual" budget and then adapting a "2020-2021 annual" budget plan which represents the proportionate share of the "current contract actual" budget we propose to spend between July 1, 2020 and June 30, 2021. The "current contract actual" budget figures all tie back to our accounting system and are defensible in every detail. The "2020-2021 annual" budget figures will continue to represent the "best estimates" approach of the past. The budget reflects "cost category" annual comparisons in pie chart format (similar to the annual audit presentation) in answer to the need for year-by-year comparison.

Budget Context

This budget reflects a snapshot in time. As stated earlier, revenue sources include several grants coming to MAG at different times of the year and for differing lengths of time. Several staff may perform work tasks within a single grant, and it may also take more than one grant source to completely fund a single work program.

As each grant is received, slight modifications may be necessary in order to meet actual contractual obligations. However, Executive Council and the appropriate Advisory Committees review and approve each work program separately from this budget according to specific grantor and program requirements. As they are approved, these work programs and actual budgets become amendments to the MAG budget.

Budget Highlights

Mountainland has been able to weather the ups and downs of both the local and federal economies. MAG's federal allocations have remained level or are slightly increased over the last several years. However, we are still cautious about these funding levels as we move forward, and MAG has taken steps to counteract possible reductions in funding or temporary shutdowns of the federal governments as explained below.

In 2000, the Executive Council directed staff to build a \$200,000 Cash Reserve Fund, and that was accomplished. The dollar amount stayed at \$200,000 until 2009, when the Executive Council increased the Reserve amount to 18% of the operating budget, to be fully funded over multiple years. Consistent with direction from the Executive Council in April 2013, staff is currently increasing this fund to 25% of total annual operating costs. This fund is identified as the Cash Reserve Account of the General Fund and has a balance of \$1,166,399 with a targeted amount of \$1,200,000. We anticipate reaching that target in four more years. Additionally, MAG has a Capital Improvement Fund (CIF) for major repairs to the building, which has approximately \$25,000 in it. Both accounts are funded through local cash savings as federal funds cannot be used for this purpose.

Communities in Utah County have been paying about \$50,000 per year to the Aging Department for In-Home Services and Meals-on-Wheels. These have been renamed simply as "Aging Services." Additionally, our education efforts at the state legislature will continue focusing on Aging Services and Budgets in addition to our traditional transportation efforts.

We have been successful in increasing state funding of both Aging Services and Local Planning Assistance.

For the last several years when an employee quits or retires, we have either not filled the position, or we have filled the position with an entry-level position or intern. We see our current staff levels to be the minimum required to deliver services, and we will keep a vigilant eye out to ensure that services do not drop below acceptable levels. While we have a couple of unfilled positions in the budget, consistent with our staffing plan, we will be hiring a couple of temporary part-time staff to ensure the delivery of services stay at appropriate levels. With these and other actions staff feels Mountainland can ensure long-term financial stability without unduly increasing local contributions.

The Regional Planning Department has included a \$50,000 budget item for a consultant project management specialist to assist with the federal transportation-exchange program. The consultant will provide on-call technical assistance to MAG and local staff during construction of TIP projects without assigned UDOT project managers.

Revenues

Our total **revenue** is **\$22,803,631**, representing a **decrease from last year's \$24,589,684**. This decrease is due mainly to how the MAG/UDOT federal road exchange funds are budgeted. Our Local Planning Assistance funding from the State has remained the same as last year at \$140,000, which is now double that of earlier years. The General Fund will be \$175,574 based upon the budget formula adopted in 2005, of \$0.25 per capita. This is slightly higher than last year which was \$171,352. A detailed explanation of the proposed use of this fund is found in the budget. Other revenues from state and local sources are expected to stay relatively flat, while federal funds will increase significantly.

Expenses

Total **salaries this year** will be **\$4,146,919** (which includes the assumptions on COLA, Merit, Insurance, Retirement, and Longevity as listed below), an approximately **five percent (5%) increase** from **last year's** total of **\$3,936,883**. This is mainly due to COLA and Merits which will not be approved at this time.

COLA

The MAG Employee Handbook states "Cost-of-living adjustments to the salary schedule shall be considered annually in conjunction with the Mountainland AOG budget approval process. Mountainland AOG may utilize either market survey results or cost-of-living index data (local and/or federal) or a combination thereof as a basis for making COLA recommendations to the Steering Committee. Final determination and approval of any COLA adjustment shall be made by the Steering Committee and/or Executive Council. Any approved adjustment will become effective on July 1, or at the beginning of the budget year, and shall be within the overall revenue constraints of the annual budget."

To determine the Cost of Living Adjustment (COLA), we looked at three indexes: The **Social**

Security COLA which increased **1.6%**, the **National CPI** (Consumer Price Index) with a **1.8%** increase and the **West Region CPI-U** (Thirteen western states' Consumer Price Index-Urban) which went up to **2.7%** last year. The Social Security COLA is based on the previous year's inflation (Nov 2018 to Nov 2019), the National CPI and the West Region CPI-U are both based on the prevailing 12-month period from Jan 2019 to Dec 2019. We then try to project future FY19-20 inflation/COLA rates based on the trend of these rates. With the pandemic and its effect on the economy we are not sure what to expect for CPI. This will be reviewed at a later date.

Further, we compared past MAG COLA rates to the above three indexes over a ten-year period. **The average of these indexes this year is 2.0%. See attached COLA/Merit 10-year Historic Chart (page 10).** Given an assumption of a 0% MAG COLA this year, MAG would have a ten-year total of 14.8%. During this same period, the other indexes were at 15.2% for Social Security, 17.7% for CPI and 21.4% for the West Region CPI-U.

An assumed MAG COLA of 0% this year would put MAG below the average of the indexes over the last year. Typically, the MAG COLA is an arbitrary number somewhat loosely based on the COLA and the Budget. We would like to make a policy that the COLA be the average of the three above mentioned indexes, rather than an arbitrary number.

We are proposing a **0% COLA.**

Merit

The *Mountainland AOG Personnel Policies and Procedures*, Page 22 states, "...average merit rate is dependent upon budget availability from year to year but is generally considered to be 2%." Over the last 10 years, the average merit has been 1.05%. With a recommended 0% merit, the 10-year average is 1.05%.

We are proposing a possible **Merit 0%.**

Insurance

Our insurance carrier is Public Employees Health Plan (PEHP). The insurance premium is based on the previous year's insurance usage and PEHP has provided us the actual rates for FY19-20. The health insurance premium increase is 4.9%, while the dental premium went up \$24 per year above last year. The total increase represents less than **two percent (1.8%)** increase of our budgeted fringe amount (\$36,159 annual total out of \$1,981,351 annual total fringe, or just over \$68 per benefitted employee, per month) or **.6%** of salary and fringe combined. Other agencies have seen higher increases in insurance. MAG has a wellness program, which we believe reduces health care costs. **See attached PEHP rates (page 9).**

We are proposing MAG cover the **5% increase for insurance.**

Retirement

MAG is a member of the Utah Retirement System (URS). The retirement rate is the same as last year.

We are proposing **no change in retirement** this year.

Longevity

Additionally, for the last 7 years we have set one percent (**1%**) of salaries aside for a longevity lump sum (approximately \$41,469). We take the total combined months that all employees have worked at MAG. We then divide the total dollar amount by the total months of employment to come up with a "month's equivalent" at about \$3.50 per month. Then we multiply the \$3.50 by the actual number of months the employee has worked at MAG and they get that total amount as a lump sum on their first paycheck in November for longevity. For example, someone who has worked here 10 years or 120 months gets \$420 (\$3.50 x 120). The average lump sum is about \$560. We were asked over five years ago by the Steering Committee to come up with a way to reward good, experienced employees without having the highest paid employees getting most of the money. We do not have a goal-based bonus system because we feel that sets employees up to make bad decisions to get their bonus rather than make correct decisions that are best for MAG and our communities.

We are proposing to continue the **1% Longevity** as described above.

Summary

Our total salary/fringe increase of **0% COLA + 0% + .6% Insurance + 1.0% longevity = 1.6% budget impact**. As stated above, with these changes **our combined salary and fringe will be about 1.6% more than last year**.

We project other expenses to remain relatively flat for the year.

In Conclusion

This budget emphasizes maintaining current operational service levels. The support of Executive Council is requested at this time. If you have any questions, please contact Steve Johnson, Chief Financial Officer, or me.

Respectfully,

Andrew K. Jackson
Executive Director

Rate Sheet



Mountainland Association of Governments

LOCAL GOVERNMENTS RISK POOL: Rate Renewal July1, 2019 to July 30, 2020

CURRENT MEDICAL PLAN

Advantage & Summit LGRP Traditional Option 2

	Single	Double	Family
Current	\$664.12	\$1,375.74	\$1,860.92
New	\$697.18	\$1,443.16	\$1,952.10

Renewal: 4.9%

CURRENT DENTAL PLANS

Preferred Dental Care (No Waiting Period)

	Single	Double	Family
Current	\$47.42	\$64.86	\$98.18
New	\$48.32	\$66.10	\$100.04

Renewal: 1.9%

Premium Dental Care (No Waiting Period)

	Single	Double	Family
Current	\$56.00	\$76.56	\$115.90
New	\$56.44	\$77.18	\$116.84

Renewal: 0.8%

Overall Dental Renal: 1.2%

WWW.PEHP.ORG

Historic COLA/Merit Chart FY20-21

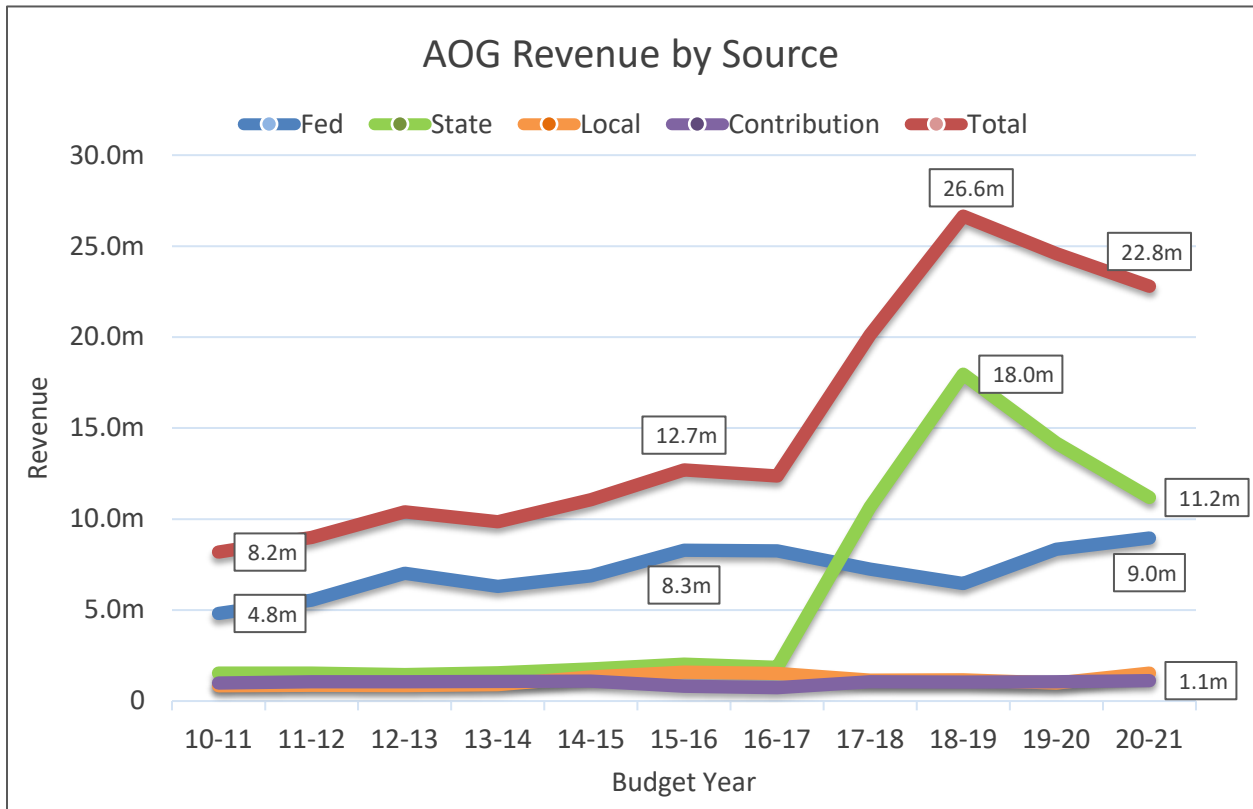
Comparison of Social Security Cost of Living Allowance, the National Consumer Price Index, the West Region CPI-Urban, and Mountainland Association of Governments COLA from 2011 to 2020. The CPI and CPI-U for 2019 is from the Bureau of Labor Statistic from January 2019 to January 2020. Social Security COLA is based on the previous 12 months November of 2018 to November 2019.

Year	COLA					Merit
	Social Security	CPI	West Region CPI-U ¹	Avg of Indices	MAG COLA	MAG Merit
2020	1.6	1.8	2.7	2.0	0	0
2019	2.8	2.4	3.3	2.8	2.8	2.5
2018	2.0	2.1	2.8	2.3	3.0	2.0
2017	0.3	1.3	1.9	1.2	2.0	2.0
2016	0.0	0.1	1.2	0.4	1.0	2.0
2015	1.7	1.6	1.9	1.7	1.0	1.0
2014	1.5	1.5	1.5	1.5	1.0	1.0
2013	1.7	2.1	2.2	2.0	1.0	0.0
2012	3.6	3.2	2.8	3.2	1.0	0.0
2011	0.0	1.6	1.1	0.9	2.0	0.0
Total	15.2	17.7	21.4	18.0	14.8	10.5
Average	1.52	1.77	2.14	1.8	1.48	1.05

¹The West Region covered in this release is comprised of the following thirteen states: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming.

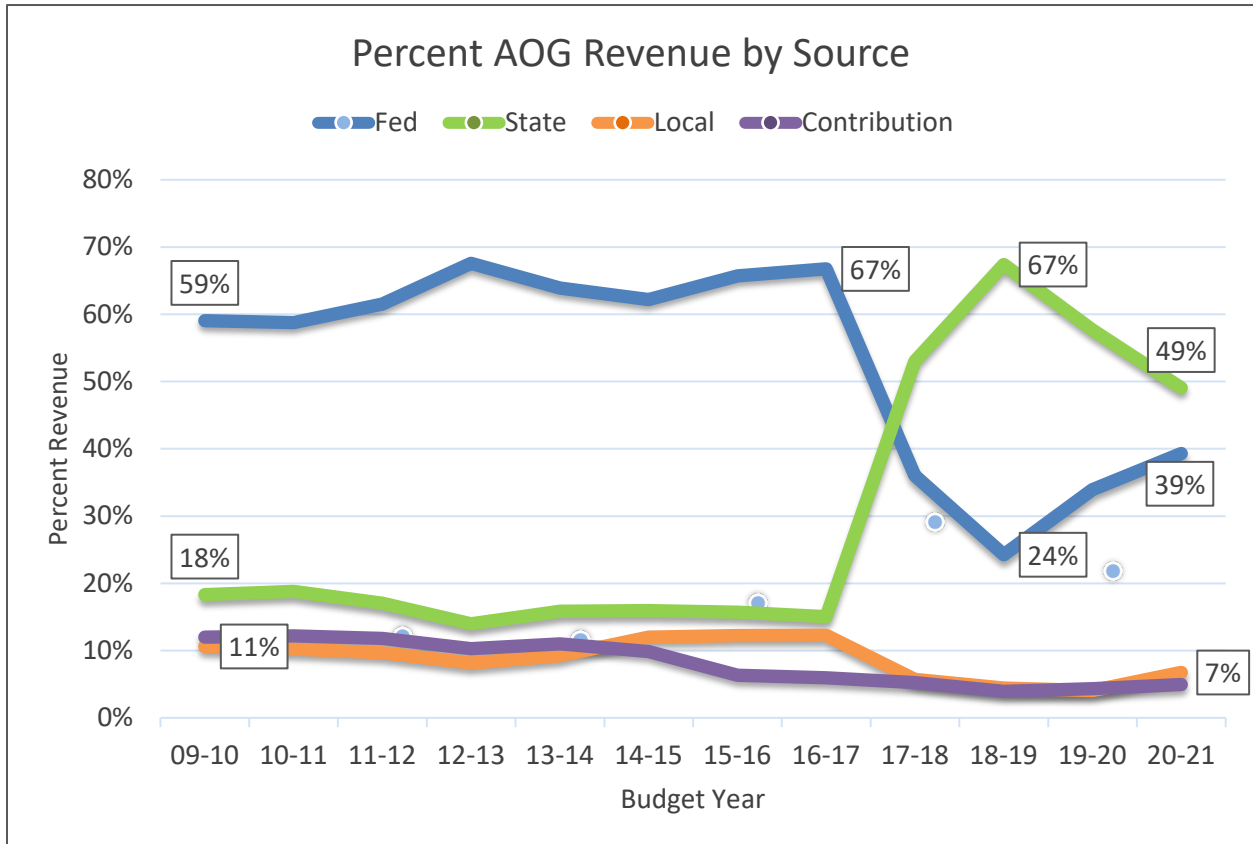
AOG Revenue by Source

This chart shows the total annual revenue that goes through the MAG budget by source of funds such as federal, state, local, and contributions. Total revenue has quadrupled over the last 15 years. Half of that increase was due to an exchange with UDOT of federal transportation funds for state funds. Additionally, funding from other sources has increased such as with the addition of the HEAT program a few years ago and recently being awarded the area contract for Weatherization Fall 2018.



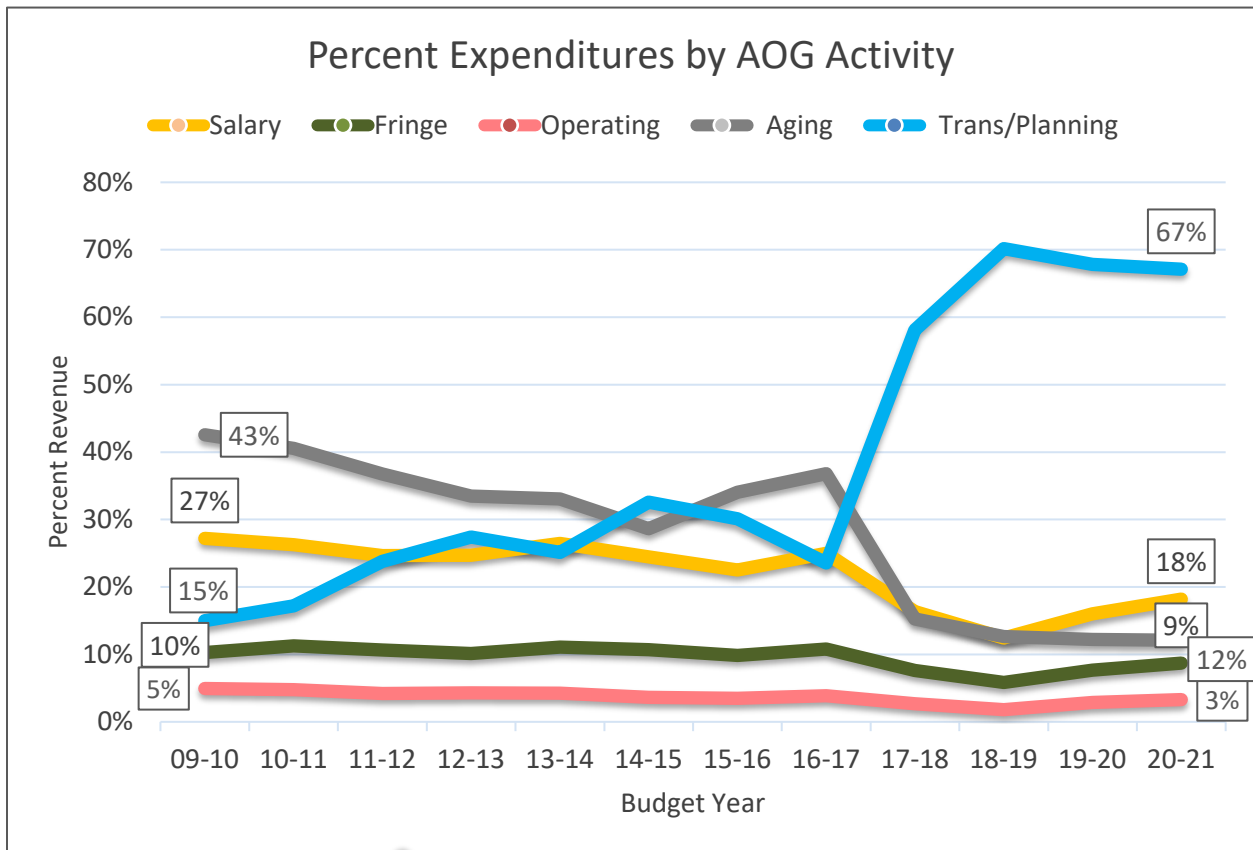
Percent AOG Revenue by Source

This chart is similar to the previous chart, except that it is based on percentages rather than real dollar amounts. Due to the exchange program identified on the previous chart, MAG has gone from a majority federally funded agency to a majority state funded.



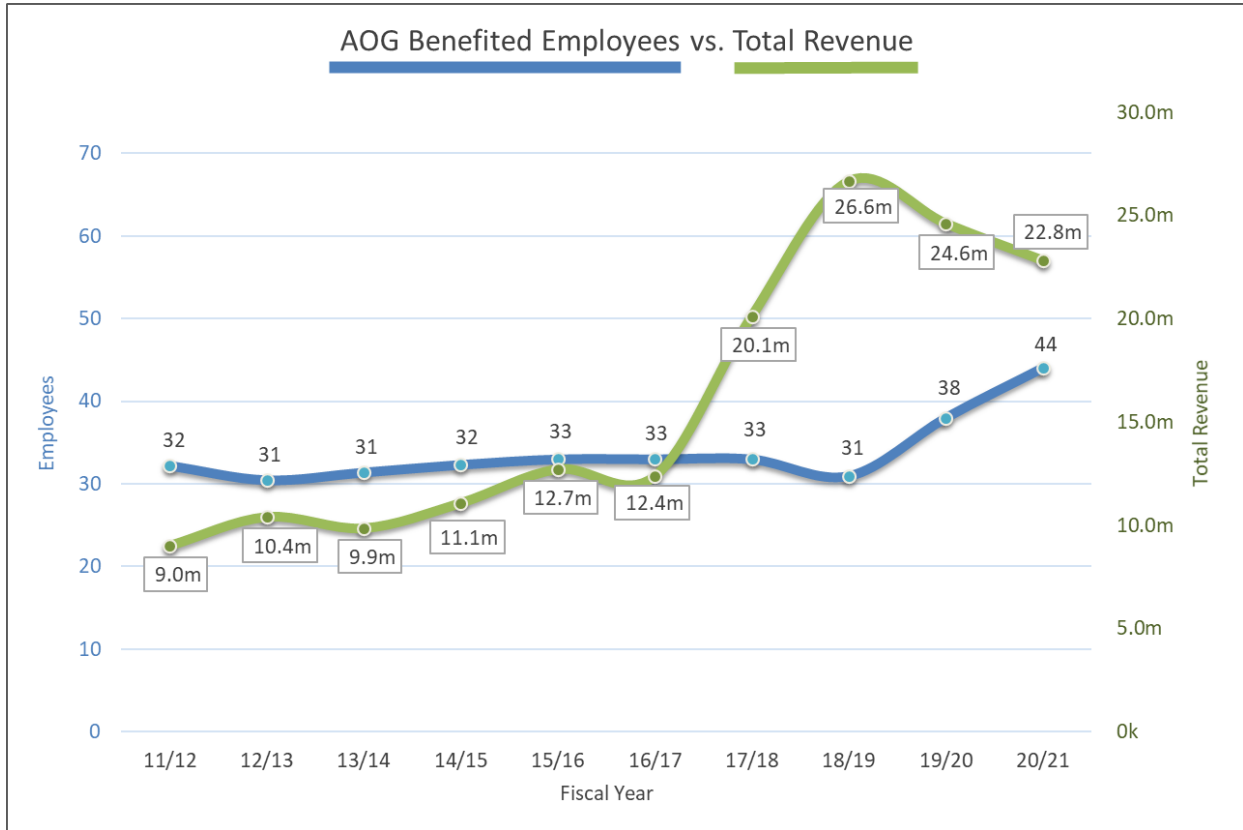
Percent Expenditures by AOG Activity

MAG is a service agency. Our goal is to provide the most amount of service with the least amount of cost. We are not trying to grow a government. This chart shows that as revenues have increased, the percentage of funds going to salaries have decreased. Further, we have a structurally balanced budget in that one-time funds go to one-time expenses and ongoing funds pay for ongoing expenses. Of note is that just over 70% of revenues MAG receives goes out to provide services and projects.



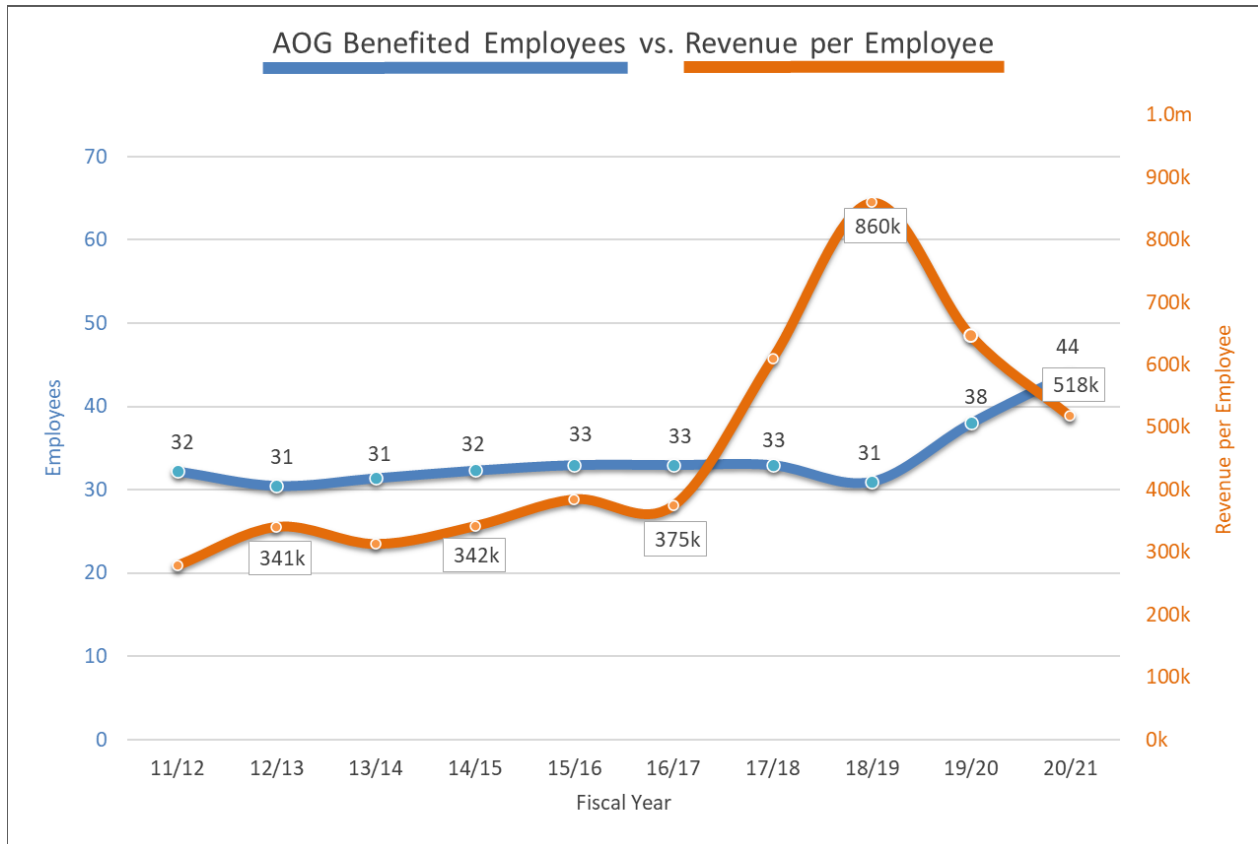
AOG Employees vs. Total Revenue

A key indicator in organizational efficiency is the ratio of employees to revenue. This chart identifies the number of full-time benefited employees overlaid with total revenues.



AOG Employees vs. Revenue per Employee

This chart is just a second way to look at the employee/revenue ratio, but also indicates the magnitude of the ratio over time. We work to do more with less while ensuring that we are not doing less with less.



MAG

Policy Bodies



Program Organizational Chart



Budget Category Definitions

Personnel

- **Staff Salaries** – Total cost of wages attributable to grants and programs.
- **Fringe Benefits** – Costs of benefit program for employees.

Operations

- **Travel** – All reimbursable travel, including out of state travel and per diem. All conference registration and other fees associated with attendance at approved functions.
- **Office Expense** – Consumable supplies, repair and maintenance of equipment, items not classified under office furniture and equipment below (such as staplers, file folders, notepads, etc.), subscriptions and publications. Minor printing and copying costs charged by outside services.
- **Copy Costs** – Copies and related costs of operating the MAG copier.
- **Communications** – Costs of telephone, cell phones and related programs, postage, supplies and maintenance costs of operating postage machine.
- **Space Costs** – Utilities, janitorial service, insurance, costs of any improvements or repairs necessary, common condominium costs, rent of satellite office space.
- **Office Furniture and Equipment** – All items that must be recorded on inventory records. MAG policy includes items more than \$150.00. This category includes specialized equipment such as data processing equipment and upgrades to this equipment.
- **Other** – Category for expense not specifically identified in all other categories, which must be accounted for separately because of size of expenditure or grant requirements. Examples are attorney fees, advisory council conference costs, liability insurance policies, membership fees, meeting expenses, advertising and major printing of documents, forms, and plans, especially for external distribution.
- **Data Processing** – Costs of data processing activities; includes cost of software, maintenance of computers, printers, plotters, etc., but not to include purchase of equipment.
- **Audit** – Cost of single audit. Auditors' fees incurred in connection with an annual audit of all programs in the Association.
- **Administration & Accounting** – These costs are those associated with: General administration of Association activities, personnel administration, representation on Executive Boards, preparation of goals and objectives, budgeting, accounting, compliance with federal and state regulations applying to fiscal management. The ***Approved Cost Allocation Plan*** permits MAG to allocate its administration and

accounting costs, net of local funds received, to all operating programs based on the ratio that each grant's in-house personnel salaries and wages bear to the organization-wide total exclusive of administration and accounting.

Contracts

- **Contracts & Pass Through** – All outside activities: Consultants, contracts, funds passed through to cities and counties.

Department of Aging & Family Services

\$8,811,324 of MAG's Total Funds

\$8,811,324 of MAG's Total \$22,803,731 Budget or 38.6%
(Previous year \$7,226,304)

Introduction

Mountainland Aging and Family Services provides a range of aging services and education, energy assistance and weatherization resources that empower older adults and families to thrive at home and in our community.

The Department of Aging and Family Services is designated as the Area Agency on Aging (AAA) for Summit, Wasatch, and Utah Counties. We provide access to a wealth of information, resources and education to persons age 60 and older and their support networks to help make well informed choices, placing an emphasis on providing information that supports successful transition through the stages of aging. The Department also administers a host of programs and services that allow older individuals to participate in their community while remaining independent and safe at home. Through our Ombudsman Program, the Department coordinates resident rights advocacy and education within long-term care facilities.

The Department is the administering agency for the Home Energy Assistance Target (HEAT) Program, the Weatherization Assistance Program, and is the planning agency for the Title XX Social Services Block Grant program. These programs serve eligible individuals and families to provide utility payment assistance and home energy conservation improvements, creating safe home environments and freeing limited resources to meet other important needs. Programs funded through Title XX provide a variety of social services that support an improved quality of life for individuals and families.

Programs and Services

The department provides and/or supports the following services:

- Senior Help Line and Help Guide
- Home Delivered Meals
- Community Meals at Senior Centers
- In-Home Services
- Caregiver Support Programs
- Transportation to Senior Centers
- Legal Assistance
- Ombudsman for Residents of Long-term Care Facilities
- HEAT Utility Payment Assistance
- Veteran's Benefit Counseling
- Dementia Resources and Training
- Health Promotion
- Senior Volunteer Program (RSVP)
- Health Insurance Counseling
- Elder Abuse and Fraud Prevention
- Social Services to Low Income Families and Individuals
- Options Counseling
- Evidence-Based Programs
- Renter's Rebate Assistance
- Weatherization
- Home Safety Programs
- Advocacy

Administration

The Department of Aging and Family Services is actively engaged in reframing aging, to inspire our community to understand and work positively to meet the needs of older adults as we look forward to a rapidly aging population. We are working closely with the State and other Area Agencies on Aging throughout the state to increase and enhance services available to older individuals by engaging with local, state and federal representatives to voice the needs of older adults. We sponsor a variety of events and outreach activities, and we also recognize the need to encourage healthy choices at all ages to ensure a better quality of life across the life-span.

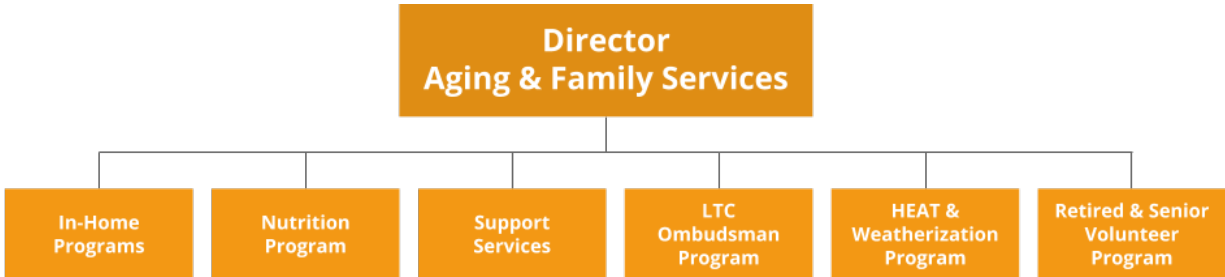
Additionally, we are growing our volunteer program, providing opportunities to serve in our communities in a variety of capacities, while helping to foster a greater understanding of the richness to be found in diversity and experience. We are working with low-income families and individuals to provide service and referral, and are involved with community organizations and professionals who have a stake in delivering services and promoting the well-being of all individuals in our communities.

Administrative Priorities & Focus FY20-21:

- Provide increased support to high-risk populations in response to COVID-19.
- Continue to work with the Aging Advisory Council to identify and address needs and gaps in the service area.
- Establish an office in the Wasatch/Summit County area.
- Increase technology options for older adults through training, programing and addressing access needs.
- Continue to grow community education programs in all areas of the region.
- Advocate for additional transportation alternatives for seniors throughout the region.
- Enhance information and referral services to assist individuals and families locate community resources.
- Coordinate with the Utah Area Agencies on Aging and other partners to advocate with the State Legislature on senior issues.
- Engage community partners and actively pursue new program initiatives that can support the mission of the Department.
- Seek additional funding resources to broaden our funding base and help to strengthen delivery of services.
- Leverage program funding to serve clients and meet their needs as effectively as possible.

Department of Aging & Family Services

Program Organizational Chart



Department of Aging & Family Services

In-Home Programs

Program Description

The Department of Aging and Family Services manages six in-home programs that provide home and community-based services to frail individuals in the least restrictive setting possible. The purpose of these programs is to delay or prevent long-term care placement. Aging in place is defined as the ability to live in one's own home and community safely, independently, and comfortably, regardless of age, income, or ability level, and results in two primary benefits: (1) the ability to live in familiar surroundings results in an improved quality of life, including better physical and mental health; and (2) the cost to government is significantly reduced by delaying placement in formal institutional settings.

Services coordinated through these in-home include case management, homemaker services, adult day care, personal care aides, respite for caregivers, and more. Individuals qualify for services according to eligibility criteria, risk score and funding availability.

Our In-Home programs include:

- ***New Choice Waiver Program*** serving individuals age 21 and older who are eligible for Medicaid, bringing eligible clients who currently live in Long-Term Care settings to a less restrictive community setting if their needs can be safely met.
- ***Aging Medicaid Aging Waiver Program*** serving adults age 65 and older, who are eligible for Medicaid and meet nursing home level of care, supporting these frail clients to live safely at home for as long as possible.
- ***State-funded Home and Community-Based Alternatives (HCBA) Program*** an income-based program serving individuals 18 years of age and older. The majority of clients we serve are 60 years of age and older.
- ***Older American's Act IIB In-Home Program*** serving clients age 60 and older who have brain injuries or dementia.
- ***The National Family Caregiver Support Program (NFCSP)*** serves caregivers of those who are 60 years of age or older and can provide support to Grandparents who are raising Grandchildren. This is not an income-based program but is limited by both time and spending per client and is intended to provide short-term support along with education and resources.
- ***Veteran Directed Care Program (VDC)*** provides in-home support to chronically ill or disabled Veterans of all ages through development of a consumer-directed plan.
- We currently have 110 individuals on our in-home waiting lists.

Recent Accomplishments FY19-20

- Through April 30, 2020, we have assisted 319 individuals through our in-home service programs.
- MAG continues to sponsor the Veteran Directed Care Program with UBAOG to while

they complete independent enrollment for their program.

- We are working to increase our internal quality assurance program as audit and contractual standards become stricter. This includes establishing best practices for case management and service delivery. We have also focused on client distribution methods to ensure service delivery efficiencies and implemented specialization to strengthen knowledge of program guidelines.
- We are active in sponsoring a number of activities to support caregivers by providing information, community resources and education. We sponsor 18 support groups throughout the region; U-Care classes that provide education to Caregivers; and held an Annual Caregiver Conference in Utah and in Wasatch/Summit Counties in the Fall of 2019.
- All our Case Managers have completed Case Manager Certification (CCM), to develop greater consistency in Case Management delivery, and to increase their knowledge in providing the right services to clients across the continuum of care.
- We have initiated a community education program that has been well received, beginning with Dementia Dialogues training for caregivers. Prior to COVID-19, we held five classes with 90 participants, and have 30 participants registered for classes when we can meet again.

Program Priorities FY20-21

- Provide support to high-risk individuals through COVID-19, including delivery of toilet paper, Kleenex, face masks, groceries, meals, and other urgent supplies.
- Establish an office in the Wasatch/Summit County area to increase our capacity to serve individuals and families in those areas.
- Develop a separate Help Guide for Wasatch and Summit Counties.
- Continue to expand community education programs, including development of virtual options for education and caregiver support groups.
- Provide training and devices to ensure doctor visits can be made through telehealth.
- Strengthen our collaboration with community service providers, organizations and groups who are interested in and serve the older adult population.
- Expand our library of education, information, and support for Caregivers.
- Provide support for clients that are transitioning from one setting to another.
- Collaborate with partners to advocate for in-home service programs at the local, state, and federal level.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
721	New Choices Waiver
731	Federal Medicaid Waiver
741	State Medicaid Waiver
791/801	Aging/Aging Local Matching/Aging Project Income
821	Veteran Directed Care Program

Department of Aging & Family Services

Nutrition Program

Program Description

The Home-Delivered and Community Meal programs help address senior malnutrition and provide improved health and a better quality of life for older adults. These programs are funded through Federal Older Americans Act funds, State funding, senior contributions for meals, local funding, matching funds from city and counties through support of their senior centers, and grant funding. Meals are provided at seventeen senior centers and to homebound seniors throughout the service area. We also provide nutritional assessment, nutrition counseling, nutrition education and ensure each household has emergency food supplies.

Recent Accomplishments FY19-20

- From July 1, 2019 through March 13, 2020 (prior to COVID-19), the Nutrition Program has provided 71,857 meals to 2,472 seniors at 17 congregate sites and served approximately 103,911 home delivered meals to 1,143 homebound clients.
- Due to local support, we do not have a waiting list for any Nutrition Program.
- One of our most successful programs is the Home-Delivered Meals Volunteer Program. In FY2020, we added three additional volunteer routes in Utah County, bringing our total number of volunteer routes to 36, including 35 routes in Utah County and one volunteer route in Wasatch County. We are also creating a new volunteer route in Provo to start in May 2020. The majority of the meals in Utah County are still being delivered by volunteers, and the program enjoys support of approximately 392 active volunteers.
- Eagle Mountain Senior Center started serving a congregate lunch to seniors in August 2019, becoming the 17th congregate site in our region.
- In partnership with the University of Utah, we are continuing to identify HDM clients who are returning home from a hospital stay and offering in-depth nutrition counseling to ensure successful transition to home and prevent readmission, while studying improvements and outcomes of this additional counseling.
- Our 10th annual "March for Meals" campaign, held March 9-13, 2020, was successful with the participation of more than thirty elected officials and community leaders across the region. This event raises awareness of the program by providing participants an opportunity to deliver meals, but the greatest benefit is felt by home-bound seniors who look forward to receiving that special visit!
- We are one of the only AAA's in Utah to offer an Ensure and Glucerna nutrition supplement program for older adults who are at nutritional risk. This program is funded solely by donations received from those receiving Ensure or Glucerna. From July 1, 2019 through April 23, 2020, we have distributed 32,661 Ensure/Glucerna meals to 456 qualifying seniors.
- Wasatch County is in the process of purchasing a new Meals on Wheels delivery

vehicle for Home-Delivered meals with the support of the Community Development Block Grant (CDBG) Program and Wasatch County.

Program Priorities FY20-21

- Collaborate with partners to provide meal support to high-risk populations in response to COVID-19.
- Purchase a new Meals on Wheels delivery vehicle for Summit County Home-Delivered meals using donations from the Park City Elks Lodge and local businesses, and matching funds.
- Implement our Safe at Home Program for Home-Delivered Meal clients who live alone, and are not on an in-home program, by providing an environmental safety scan and emergency response units.
- Distribute shelf stable meals to seniors to have on hand in the event of an emergency.
- Expand our Nutrition Education Program by providing information and reminders about the importance of maintaining good nutrition.
- Continue development of the Volunteer Home-Delivered Meal Program by adding additional volunteer routes where possible, and by recruiting businesses and community partners in the service area, including our first volunteer route in Summit County, Park City area.
- Continue to evaluate resources, scheduling, organization of routes, utilization of volunteers, etc., to increase efficiencies, and to plan for continued growth and increase of seniors coming onto the Meals on Wheels program.
- Provide advocacy at the State and Federal level to raise awareness of needs and encourage funding to adequately support the Nutrition Programs.
- Coordinate with Senior Centers on a regular basis to provide support, engagement, and information.
- Explore options to offer Private-Pay Meals for those that are younger than 60 years of age and who are homebound.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
711	Social Service Block Grant (SSBG)
731	Federal Medicaid Waiver
791/801	Aging/Aging Local Matching/Aging Project Income

Department of Aging & Family Services

Support Services

Program Description

The Older American's Act includes a range of supportive services designed to provide a holistic approach to assist older adults maintain independence. A mix of Federal, State and local funds provide the following supportive services: Transportation; legal assistance; outreach; health promotion; information and referral; elder abuse prevention and education; program development and coordination; social services to low income families and individuals; data management and reporting; health insurance counseling and fraud prevention programs.

Recent Accomplishments FY18-19

- We continue to promote positive aging through our Love Your Later Life campaign.
- We are working with UTA and United Way to implement FTA 5310 grants that will support expansion of the Utah Valley Rides program in Utah County. We have submitted an application for an additional grant.
- We are coordinating with Utah County and law enforcement agencies as a member of the Elder and Vulnerable Adult Coalition (EVAC) to promote awareness of elder justice, abuse, financial exploitation, and fraud.
- We are working to raise awareness of fraud and scams directed at seniors through our website, Facebook, email networks and outreach.
- Through the State Health Insurance Assistance Program (SHIP), we have conducted 86 outreach events to provide information and assistance to seniors who needed help in reviewing and/or enrolling in Medicare Part D insurance plans. Through April 30, we have provided information to 1,396 seniors, and have conducted 14 media campaigns.
- We are actively seeking grant and funding opportunities to help support our programs. In April 2020, we received \$26,000 through Utah State University to support telehealth and active engagement for seniors.
- MAG administers the Social Service Block Grant program, providing \$214,151 in funding for ten (10) community projects. These funds support mental health services, family counseling, drug rehabilitation, domestic abuse shelter, senior volunteer programs, and provide transportation and other services for seniors.
- We are continuing to provide funding in all three counties to support transportation for seniors so they can participate in their local senior center activities.
- Legal services for older adults are provided through Utah Legal Services.
- We have initiated a Facebook page that has significantly expanded our reach with most posts receiving from 500 to more than 8,000 hits!

Program Priorities FY20-21

- We are initiating a Sunshine Program to provide activities that can help high-risk populations stay active and engaged while remaining at home through COVID-19.
- Implement a satisfaction survey for all clients who are involved in our programs to measure our effectiveness in preventing falls, hospitalizations, and isolation, and identify areas where we can make improvement.
- We will initiate an active healthy aging program, including evidence-based programs, to promote health and wellness of seniors of all ages and abilities.
- Collaborate with partners to identify alternative methods of transportation for seniors across the region.
- We will participate with Adult Protective Services to initiate a State Elder Justice Council, and to increase collaboration with various partners to address elder abuse across the region.
- Expand our outreach with community partners to raise awareness of services provided through the AAA.
- Introduce a new website that will expand access, resources, value, and usability.
- Identify grant and funding opportunities through agencies, organizations, foundations, and endowments, and implement fundraising activities that can support various programs.
- Administer the Social Service Block Grant program in coordination with local service providers.
- Update our Database to improve access to data, reporting and tracking of program outcomes.
- Continue to participate in advocacy efforts for older adults at all levels.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
711	Social Services Block Grant (SSBG)
791/801	Aging/Aging Local Matching/Aging Project Income

Department of Aging & Family Services

Long-Term Care Ombudsman Program

Program Description

The Ombudsman Program is designed to protect and improve the quality of life for all residents of Skilled Nursing Facilities (SNF) and Assisted Living Facilities (AL). An Ombudsman is required to make non-complaint spontaneous visits to every facility in their jurisdiction at least once per quarter to randomly visit with residents and assess compliance with existing laws regarding resident rights. Ombudsmen investigate and resolve complaints made by or on behalf of residents and identify problems that affect a substantial number of residents, including alleged inadequacy of care, violation of resident rights, and family conflicts. Ombudsmen provide short, intermediate, and long-term advocacy for residents as they interact with residents, family members and facility staff. They also conduct facility staff trainings to promote awareness and responsiveness to resident needs and early identification of issues.

Under the 2016 Reauthorization of the Older American's Act, the role of the Ombudsman Program was expanded to better protect all residents of long-term care facilities by advocating for all residents of any age. This change, and the increasing number of long-term care facilities in the region, has had a significant impact on the numbers of complaints handled by the Ombudsman program. We currently responsible for 70 facilities, with 2 facilities under development, representing 3,784 beds.

Recent Accomplishments FY19-20

- To date this fiscal year, Ombudsmen have received and documented 605 complaint investigations involving violations of resident rights, and 477 consultations to facility staff and other individuals.
- During this fiscal year, Ombudsmen have conducted 225 non-complaint related visits, meeting our goal of one visit/facility/quarter.
- We have increased program awareness in all facilities by conducting six community education trainings: seven staff trainings, and 19 trainings for residents.
- We have increased community education regarding the Ombudsman Program, elder abuse, and community resources at local educational institutions, at conferences and seminars.
- Ombudsman Staff is working to establish trusting relationships with residents, families, Administrators, and staff of facilities so that they are comfortable interacting with us, and so that we can be a positive resource to them.
- Ombudsmen are also participating in resident council meetings for training on resident's rights and effective complaint resolution strategies.
- In accordance with HB263 passed in last year's legislative session requiring Assisted Living facilities to provide us 30-day notification if a resident is to be evicted, Ombudsman have completed 43 interviews with Assisted Living facilities.

Program Priorities FY20-21

- Continue to adapt new strategies and offer support to address the concerns of long-term care residents during the COVID-19 crisis.
- Advocate at the Federal and State levels to encourage ongoing funding necessary to meet the increasing role of the Ombudsman in long-term care facilities.
- Continue to actively investigate and resolve all complaints that come to the attention of the Ombudsman in a timely manner (initial response required within three business days).
- Ensure that resident rights are protected, and that appropriate communication and coordination takes place between the facility, our Ombudsman program, local Adult Protective Services workers, and the State.
- Continue to visit every facility on a quarterly basis to build trust and familiarity, and to more effectively advocate for residents.
- Raise awareness of resident rights, abuse, neglect, and exploitation of seniors and residents of long-term care facilities by providing training opportunities for Long-Term Care Facility staff, encouraging community education and by working closely with local Adult Protective Services workers.
- Provide ongoing education for our Long-Term Care Ombudsman to develop skills, and to keep abreast of changes and issues in Long-Term Care settings.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
711	Social Service Block Grant (SSBG)
791/801	Aging/Aging Local Matching

Department of Aging & Family Services

Retired & Senior Volunteer Program

Program Description

The Retired and Senior Volunteer Program (RSVP) is a U.S. Corporation for National and Community Service (CNCS) Senior Corp program, offering seniors, 55 years of age and older, meaningful, and challenging volunteer service opportunities. CNCS's national performance measures reflect six programming priorities or focus areas which include: Healthy Futures, Education, Veterans and Military Families, Disaster Services, Economic Opportunity, Environmental Stewardship. Our Senior Corp Grant selects performance measures from these areas where we can track our outputs and outcomes to measure completion of these activities each year. Each RSVP grant covers a three-year period.

Recent Accomplishments FY 19-20

- From April 1, 2019 to March 31, 2020 (2nd Grant Year), there were 215 Retired Senior Volunteer Program volunteers providing 15,495 hours of service at 35 stations throughout the three-county area. These stations range from schools, hospitals, literacy centers, senior ride programs, Meals on Wheels, Friendly Callers, food pantries and other non-profit agencies.
- Our Martin Luther King, Jr. Day of Service (Sock Fest) was successful with 19,067 pairs of socks donated for men, women, and children. We also received gloves, hats, shoes, shampoo, etc. We distributed the socks to more than 25 non-profit organizations and 5 elementary schools across our region.
- Our Friendly Callers program has grown to 24 friendships. We have many volunteers and are always looking for call recipients. We have seen some wonderful supportive friendships develop between participants and will continue to search for isolated individuals who could benefit through contact and conversation with a friend.
- We have five RSVP volunteers working with Utah Valley Rides to help seniors get to doctor appointments and grocery stores. They contributed 1,897 hours during this grant year. In Summit County, our six drivers contributed 618 hours, and in Wasatch County, seven senior driver contributed 198 hours of service.
- MAG held two volunteer recognition events before the COVID-19 shut down. These smaller events allowed engagement with volunteers on a more personal level. When our counties open, we will hold two additional volunteer recognition events.
- The "New Friends Quilt Circle" will present Quilts of Valor to local veterans in honor of their service to the United States of America. The event was scheduled to be held on May 19th at the American Fork Senior Center.

- We have continued to be involved with the Sharetix partnership to recognize our volunteers' contributions by providing free tickets to various sporting, cultural and community events.
- The RSVP program has expanded outreach through social media resources, as well as newspaper articles.

Program Priorities FY20-21

- We are in the third year and final year of our current service grant. We will be working closely with the volunteers, station representatives and those receiving the services to be able to accurately measure our output and outcomes, and to reach the goals we have set.
- Our Focus Areas include Education and Healthy Futures. Our education program provides volunteers for students K-12 to improve reading or mathematic skills in schools or literacy centers. The Healthy Futures initiative is creating food stability through Meals on Wheels deliveries, providing access to Transportation for seniors, and reducing isolation for homebound individuals who need more social support with Friendly Callers. Volunteers also support Veterans activities, hospitals, food pantries, and other community priorities.
- We will submit a competition grant in early 2021 to continue the program.
- We will be initiating recruitment for volunteers to support our efforts community education and healthy aging programs.
- The RSVP Advisory Council continues to be involved with identifying new volunteers, organizing our annual MLK Day Service Project, our Volunteer Recognition Events and supporting on our grant goals for each year.
- We will continue implementation of a comprehensive communication system with volunteers and volunteer stations. We will maintain accurate volunteer files and records to ensure consistency in recording and reporting the volunteer hours and placements. We will continue to identify opportunities that will best utilize the skills and interests of volunteers in meeting our community needs.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
880/881	RSVP Federal Grant
851	Social Service Block Grant (SSBG Title XX)
851	Aging RVP
851	RSVP School Districts
851	RSVP Local In-Kind Match

Department of Aging & Family Services

Home Energy Target Assistance Program (HEAT)

Program Description

The Heat Emergency Assistance Target (HEAT) program in Utah is the federal Low-Income Home Energy Assistance Program (LIHEAP) and is funded 100% by federal funds through the U.S. Department of Health and Human Services. HEAT provides utility payment assistance to low-income households, targeting those who are truly vulnerable, including the lowest income households with the highest heating costs, people with disabilities, seniors, and families with preschool-age children. Typically, applications have been accepted through the winter months, beginning November 1 through April 30. Due to the impact of COVID-19 on the Utah economy, the HEAT season has been extended through the end of September 2020. Furthermore, the HEAT program will be shifting to an ongoing year-round program effective Fall 2020. MAG also implements a Crisis Program component that can provide one-time assistance to eligible low-income families and individuals who have received a HEAT benefit, but need additional assistance due to a crisis situation, such as loss of employment, sudden illness, etc.

Recent Accomplishments FY19-20

- From beginning of this HEAT Season on October 1, 2019, to April 22, 2020:
 - ◆ 2,558 applications were processed in the MAG region, with funding awarded to 2,223 applicants (86.9%).
 - ◆ The average benefit received per applicant was \$301.00.
 - ◆ \$1,268,144 was paid to electric and gas utility providers in the region on behalf of low-income families and individuals.
 - ◆ The HEAT program referred 285 households to the Weatherization program to increase the energy efficiency of the homes of applicants.
 - ◆ Of all HEAT applicants, the program served 33% seniors, 37% of people with disabilities, and 51% of households with preschool-aged children.
- This season HEAT staff focused on providing exceptional customer service to applicants. Each applicant received a survey to measure the success of this focus. According to survey data, 95.94% of all applicants indicated that they received excellent customer service from the HEAT program staff. Furthermore, survey respondents were provided with additional community resources to help stabilize their financial situations.
- MAG provided outreach at ten senior centers and four low-income housing complexes and conducted home-visits for homebound individuals, assisting 15 households with limited mobility.
- HEAT staff personally contacted 87 community organizations and HEAT program partners upon the announcement of the extended HEAT season. Brochures were provided to these organizations in both Spanish and English for agencies to educate their clients about HEAT program assistance.

- In addition to providing HEAT benefits, the Crisis Program has met with 67 households since July 1, 2019, to provide \$21,433.70 in additional assistance to clients who were facing an energy crisis.
- MAG continues to partner with the Department of Workforce Services (DWS), which provides office space to implement the program. DWS Offices in Spanish Fork, Provo, Lehi, Heber City, and Park City served as outreach sites where eligible applicants can apply for the program.

Program Priorities FY20-21

- Implement guidelines that enhance program accessibility needs during COVID-19.
- Coordinate with the State to increase utility support to eligible applicants in response to COVID-19.
- Develop a strong program model to move the HEAT program to a year-round, rather than seasonal, schedule.
- Implement a new application platform being developed by the State office.
- Work to streamline the application process to remove barriers to application, including technology accessibility.
- Continue to provide exceptional customer service to applicants and go the extra mile, linking them to community resources that may improve their financial stability.
- Increase outreach efforts beyond senior centers and into more low-income community organizations and school districts to reach more eligible applicants.
- Focus on networking within Wasatch and Summit counties to provide more benefits to individuals and families in these areas.
- Continue to coordinate with DWS offices throughout the region to conduct appointments and to reach eligible populations.
- Develop a system to communicate application status updates more effectively to applicants in a timely manner. This goal is in direct response to survey feedback provided by applicants.
- Work closely with utility companies, Weatherization, and other community partners to develop solid relationships and to provide referrals.
- Conduct a mail-out campaign in October to provide early access to the program for single heads of households, especially seniors.
- Develop a more comprehensive energy conservation program to demonstrate how low-income applicants can make a positive impact on their utility bills.
- Provide budget and resource education for applicants who are applying through the Crisis Program.
- Continue to work with the State to implement a comprehensive training program for HEAT program staff, including documentation standards, knowledge of community resources, and establishing positive client relationships.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
620/621/629	LIHEAP Funds

Department of Aging & Family Services

Weatherization Assistance Program

Program Description

The Weatherization Assistance Program makes energy-related improvements in the homes of low-income households using the most advanced technologies and testing protocols available in the residential energy-efficient industry. The Program works on all types of housing, including single-family homes, multi-family units and mobile homes. Service can be provided to rental units with approval of the Landlord. Program services are free of charge to qualified applicants, providing both short and long-term energy savings, as well as increased comfort in weatherized homes. Measures that are installed must meet cost-effectiveness standards and will vary from home to home. Insulation and fans for ventilation are most common. In some cases, installation of energy efficient light bulbs, safety measures such as installation of CO or Smoke Detectors, installation of energy-efficient furnaces, doors and windows, cooling equipment, energy efficient appliances may be needed.

The program also provides a Crisis component, including replacement/repair of furnaces and water heaters in the winter, and assistance with cooling devices in the summer.

Recent Accomplishments FY19-20

- This is our first complete year of administration of the Weatherization Assistance Program, and prior to COVID-19, we were on track to meet all goals and objectives for our program.
- We have initiated a new inventory system and made improvements to our job tracking system.
- We have initiated a job monitoring system that helps us identify ways to streamline and improve our services.
- We have been asked to support the state in developing a new field guide, as well as new tools that can be used statewide to improve methods and reporting.
- We have completed all required trainings and are in the process of supporting two staff members to increase their certification to Auditor.
- Through April 30, 2020, we have completed 82 Crisis and 61 Weatherization jobs; 27 Weatherization jobs are in progress.
- Currently crisis continues to be provided as an essential service, but Weatherization jobs are on hold due to COVID-19.

Program Priorities FY20-21

- Create an approved plan that will allow us to return to regular Weatherization service delivery as response to COVID-19 allows

- Establish and office in Wasatch/Summit County area to increase outreach and service
- Release an RFP to increase contractor support to Weatherization Crisis Projects
- Release an RFP to increase contractor support to Weatherization Construction Projects
- Ensure monthly production meets contractual goals for our program
- Continue to respond to Crisis applications within 48 hours
- Implement a continuous improvement program for project management
- Manage project workflow to shorten time applicants are on waiting list
- Increase collaboration and referral between HEAT and Weatherization Programs
- Identify resources to mitigate issues that prevent Weatherization Assistance from being provided, such as presence of mold, needed roof repairs, etc.
- Continue to encourage education, training, and development of Weatherization Staff

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
501	DOE Funding
510/511	LIHEAP Funding
550/551	Dominion/Rocky Mountain Power

Department of Regional Planning

\$11,470,833 of MAG's Total Fund
\$11,470,833 of MAG's Total \$22,803,731 Budget or 50.3%
(Previous year \$14,475,083)

Introduction

The Regional Planning Department of Mountainland provides assistance to MAG jurisdictions in transportation planning, land use planning, air quality planning, public facility design, data visualization, and mapping. To accomplish these tasks the department provides technical assistance, funds for capital projects, and assistance in securing grants from federal and state sources. The Department of Regional Planning is designated as the Metropolitan Planning Organization (MPO) for the Utah County, and the Rural Planning Organization (RPO) for Wasatch County.

Programs and Services

The Department of Regional Planning provides and/or supports the following services:

- Serve as MPO for urban Utah County, developing and maintaining a coordinated Regional Transportation Plan (RTP) and Transportation Improvement Program (TIP) for the Provo Orem urbanized area.
- Organize project management and accounting services for UDOT Federal Funds Exchange for State Funds pass through
- Organize and manage legislative strategic planning and communications efforts
- Organize and manage Local Planning Assistance to Summit, Wasatch and Utah Counties
- Organize and manage Wasatch Rural Transportation Planning Organization
- Partner with UDOT, UTA, WFRC and Local Governments to develop, plan and fund transportation projects
- Produces MPO plans and studies that meets all federal compliance and documentation requirements
- Manages or staffs Transportation Studies
- Manage the local corridor preservation fund project selection process.
- Coordinates with Wasatch Front Regional Council (WFRC) to enhance and update the joint MAG / WFRC Travel Demand Model and Real-estate Market Model (REMM).
- Coordinates with WFRC, UDOT and UTA on the development of a joint Active Transportation Demand Model
- Support the Joint Policy Advisory Committee (JPAC) which coordinates with WFRC, Cache MPO, Dixie MPO, UDOT, and UTA on transportation planning, programming issues, and financing strategies to fund projects in the State.
- Conduct Transit Planning with Local Governments and UTA
- Host and coordinate Mobility Local Coordinating Council Meetings for FTA 5310 funds

- Assists communities with long range Land Use Planning
- Provide Air Quality Planning for Utah County in compliance with all federal requirements
- Provide Geographic Information Systems (GIS) services including providing data, analysis, and mapping to members and supporting organizations
- Update region-wide demographic data annually in coordination with member communities and the Gardner Policy Institute
- Plan trails and other Active Transportation facilities, assists with grant requests for member communities
- Assists member communities with community facility planning, design, and illustration
- Encourages public participation in the transportation/transit planning process with open houses, website, seminars, workshops, news releases, etc.

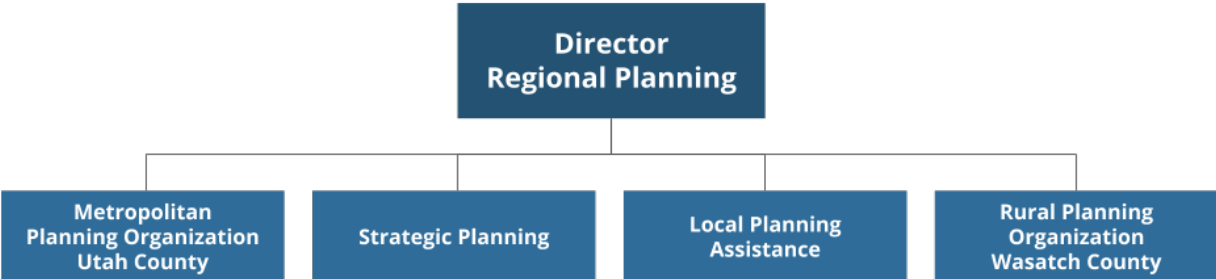
Department of Regional Planning

Administration

The Department of Regional Planning provides analysis, management and recommendations on a multitude of technical and financial documents to qualify for federal grants and to meet the requirements of the Federal Highway Administration, Federal Transit Administration, Environmental Protection Agency, Utah Department of Transportation, Utah Department of Environmental Quality, and others.

In addition, the department works to maintain a thorough and reliable database of technical, demographic, and mapping information for the benefit of individual jurisdictions, local, state, and federal agencies, and the public at large.

Program Organizational Chart



Department of Regional Planning

Metropolitan Planning Organization – Utah County

Unified Planning Work Program

The Department of Regional Planning annually prepares the Unified Planning Work Program (UPWP). It is an annual budget of staff expenses and transportation studies. It describes the transportation planning work undertaken by the Mountainland Metropolitan Planning Organization (MPO), Utah Department of Transportation (UDOT), and Utah Transit Authority (UTA) within the Mountainland MPO planning area. The planning process includes updates in accordance with federal guidelines and planning work to support elected officials' decisions on transportation issues. This work is divided into the following categories and is described in more detail in the Unified Planning Work Program (UPWP).

- **Program Management - Section A:** Covers the general management and administrative activities
- **Planning Activities - Section B:** Development of planning documents and studies; long and short-range transportation plans and programs; technical assistance to member communities; public participation and input; linking transportation and land use; planning for Active Transportation; congestion management; safety; environmental impacts, and transit planning
- **Air Quality - Section C:** Includes Transportation Improvement Program (TIP) scoring, long range transportation plan conformity determinations; assistance with the preparation of State Implementation Programs (SIPs), and other air quality analysis
- **Modeling & Monitoring - Section D:** Travel demand and traffic flow modeling activities, monitoring and forecasting of socio-economic data
- **Financial Planning - Section E:** Programming of funds for the Work Program, Regional Transportation Plan financial constraint, and Transportation Improvement Program financial management
- **New MPO Studies & Contracts - Section F:** Funding for new studies or contracts that have been placed in the UPWP
- **UDOT Exchange Pass through Project Management:** MAG (via our members in Utah County) and UDOT has agreed to exchange Federal STP funds for state transportation funds. The agreement is made at the beginning of each federal fiscal year and amounts to approximately \$8-9 million annually. MAG staff will now manage the projects funded through this program. Including: Develop inter-local agreements with project sponsors, monitor project scope, design and construction and reimburse project eligible costs.

Recent Accomplishments FY19-20

- Fourth Quarter cent sales tax

- Murdock Connector path forward
- Completed MAG's recertification review by our Federal Agency partners
- Produced annual Transportation Improvement Program (TIP)
- Begin the selection process of new projects for the TIP
- Produced the 4-year update to the Regional Transportation Plan (RTP)
- Maintained and enhanced the Travel Demand Model
- Provided on-going mobile source data and projections to support the preparation of Air Quality Implementation Plans (SIPs)
- Participated in the Regional Transit-Oriented Development System Plan
- Helped in the initiation of the UTA Service Choices Study
- Updated MAG's Public Participation Program
- Created the approved MAG official Title VI document
- Prepared Conformity Determination reports to assure consistent flow of federal transportation funding to implement our Transportation projects.
- Submitted the PM 2.5 maintenance plan to EPA
- Received approval for the PM10 maintenance plan in the Federal Register
- Brought the CO maintenance plan into its final 10-year term before declassification
- Organized the Annual Utah Valley Transportation and Community Planning Open House
- Upgraded GIS Server
- Participated in the Participant Statistical Areas Program in prep for the 2020 Census
- GIS support to the development and publication of TransPlan50
- TransPlan50 mobile app to assist Legislatures in finding planned transportation projects in their area of responsibility.
- Maintained an interactive trails web map
- Assisted several cities with their transportation master plan updates
- Collected and shared active transportation count data
- Oversaw development of a management plan and implementation committee for non-motorized trails in Utah County foothill areas
- Managed consultant to update Utah's Unified Transportation Plan Financial model
- Managed North Lakeshore Area Study
- Partnered with UTA, UDOT, WFRC to match the \$20 million TIGER grant for \$9.6 million of Active Transportation improvements in Utah County
- Assisted Provo, Orem, Lehi, American Fork, Spanish Fork, and UDOT with implementation of Bike Ped technical issues
- Coordinated the guidance for and implementation of wayfinding signs for multi-use paths countywide Participated with UDOT on the I-15 access study
- Working with WFRC on a Regional Parking study
- Coordination with the construction of the UVU Pedestrian Bridge over I-15
- Managed mobility program and funding distribution for FTA 5310 Funding
- Continued management and support for Utah Valley Rides Service
- Developed several joint Transportation Performance Measures agreements with UTA, UDOT and WFRC

- Co-Managed with UDOT the Foothill Blvd study
- Participated with UTA in the Future of Light Rail Study
- Initiated the South Utah County Transit Study in partnership with UTA
- Worked with UTA on the completion of their Service Choices Project
- Partnered with UTA, WFRC, and Draper on the Transit Alternatives Analysis at the point of the mountain
- Managed an application to the Department of Defense to conduct a Joint Land Use Study in coordination with Camp Williams and the surrounding communities
- Partnering with UTA, UDOT, and the cities from Provo north to Lehi on the Central Corridor Transit Alternatives Analysis along State Street
- Secured funding for the Heber Valley Parkway EIS
- Wasatch County Transit Study funding
- Managed \$3 million Advance Right of Way Purchase Program for Orem 1600 North
- Managed \$39 million in contracts for the Federal Exchange for State Funds

Program Priorities FY20-21

- Provides on-going mobile source data and projections to support the preparation of Air Quality Implementation Plans (SIPs)
- Prepares Conformity Determination reports to assure consistent flow of federal transportation funding to implement our Transportation projects
- Continue monitoring the 2015 OZONE standard for compliance with the current marginal designation
- Oversee implementation of FHWA new Performance Measures regulations pertaining to Air Quality emission reduction reporting
- Assist member communities in implementation of Air Quality related requirements in their transportation planning efforts
- Update the Pre-Disaster Hazard Mitigation Plan for all jurisdictions in our three counties
- Act as a project manager on behalf of Utah County and Lehi City for federally funded trail projects
- Continue development of MAG's GIS server to support web mapping activities.
- Development of a GIS Data Portal for sharing MAG's GIS Data with the Public
- Publication of the Utah Valley Trails & Bikeways map.
- Complete the Regional Transportation Plan, TransPlan50
- Continue the Mobility Management Project through United Way, WFRC, UTA and UDOT
- Coordinate the funding and design for the Provo River Trail Gap between Vivian Park and Deer Creek Reservoir
- Coordinate with the Utah Lake Commission, Utah County, Orem City and Vineyard City on development and funding of the Wakara Way Project, 1000 acres of public open space and trails along Utah Lake
- Coordinate with UTA, UDOT, Lehi City, Provo City, and Utah County to design two TIGER-funded projects: Pedestrian bridge over SR-92/Timpanogos Highway and

- pedestrian bridge link to the Provo Intermodal Center
- Review and update TIP Selection Process
- Start framework for reviewing and updating RTP production process
- Manage or Participate in the following studies/projects
 - Camp Williams Joint Land Use Study
 - I-15 PG Interchange Area Study
 - National Highway Traffic Safety Administration Pilot Project on Bicycle and Pedestrian Safety Planning
 - North Lakeshore \$300K
 - North Provo Interchange environmental study
 - POM Transit Alternative Analysis \$550K (MAG \$25K)
 - Salem City Active Transportation Study \$45K
 - Spanish Fork Main Street Study 85K UDOT 25K MAG 25K, SF 25K and UTA 10K
 - SR92 North Regional Traffic Study \$75K
 - State St. Transit Study \$510K (\$300K MAG, \$100K UDOT, \$60K UTA, and cities \$50K)
 - UPRR Crossings Provo Study \$200K
 - Urban Area Highway Grid Network Study \$100k
 - UTA Service Choices Study
 - Utah Statewide Household Travel Survey
 - UVU Active Transportation Plan
 - UVU Area Transportation Study \$310K (\$250K MAG, \$50K UDOT \$10K UTA)
 - UVU BIKE/PED bridge design and construction
 - Vineyard Connector locally preferred alternative
 - Wasatch County Transit Study

Department of Regional Planning

Strategic Planning

MAG staff and consultants work with local legislators and policy makers to implement the direction given from MAG Executive Council and Regional Planning Committee on strategic initiatives. Past examples of these include:

- 1600 North Jurisdictional Transfer
- 4th quarter cent BRT funding and Service Level Agreement
- I-15 reconstruction
- MPO Finance Meetings
- Provo River Parkway Funding
- Quarter cent sales tax policy and implementation
- SB-72 reorganizing UTA and UDOT governance
- Transportation bonding scenario planning
- Vineyard, Springville, Spanish Fork, Mapleton, Provo, Orem, Payson, Saratoga Springs, Eagle Mountain and Heber City Transportation Project Development and funding

In this coming year we are looking at additional opportunities to use the Urban Area Highway Grid Network Study and building a grid network of collectors to relieve the freeways; as well as consider allowing 4th quarter cent sales tax to be implemented city by city, as well as leveraging any COVID-19 federal funding to the regions advantage.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
101	Strategic Plan

Department of Regional Planning

UDOT Exchange Pass Through Program

MAG and UDOT have agreed to exchange Federal STP funds for state transportation funds in Utah County. The agreement is made at the beginning of each federal fiscal year and amounts to approximately \$8-9 million annually. MAG staff manages the projects funded through this program including:

- Develop interlocal agreement with project sponsors
- Monitor project scope, design, and construction
- Reimburse project eligible costs
- Provide financial tracking and annual audit
- Secure consultant services to analyze project management process

 Funded projects include:

- American Fork 700 N
- Lehi 700 S Cycle Track
- Lehi SR92 Ped Crossing
- MAG UPWP
- Orem 1200 Roundabout
- Orem 1600 North
- Orem 800 N Trail 600 W-900 W
- Orem Lakeview PKWY Study
- Provo Bulldog BLVD
- Provo River PKWY Trail
- Santaquin US6/Summit Ridge PKWY Intersection
- SF Spanish Fork River Trail Phase 2
- Springville 1200 W 400 S to 1500 S
- SR92 Regional Traffic Study
- SS/EM Pony Express PKWY
- UDOT Continuous Count Stations
- UDOT Statewide Signals
- UVU Area Transportation Study

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
110	UDOT Exchange Pass-Through
121	Consolidated Planning Grant (CPG)

Department of Regional Planning

Local Planning Assistance

Program Description

Community Assistance Planning includes current and long-range land use planning; linking land use and transportation; moderate income affordable housing plans; hazard mitigation planning; annexation policy plans; open space/green space protection visioning and planning; multi-jurisdictional planning; and mapping services. Many small cities and towns, typically with a majority of low to moderate income residents, cannot individually fund the services of a land use planner. The goal of the department is to provide technical assistance to all communities on an as needed basis. MAG staff includes planners with a broad range of skills in many areas of community development. This mix of expertise allows cities to take advantage of many perspectives and receive excellent staff support at a much lower cost than hiring individual staff for each community.

Recent Accomplishments FY19-20

- Affordable Housing Plan Preparation and Updates – Provided funding to Summit and Wasatch Counties to the State in preparing a new needs assessment model.
- Aided multiple communities update their housing plans to comply with new regulations including SB 34
- Assisted communities and organizations with their GIS and mapping needs
 - Provided map updates to Midway City's general plan
 - Updated Utah Lake Trail web mapping application for the Utah Lake Commission
 - Developed the Mountainland UCA Regional Advisory Committee
- Elected and Appointed Officials Training – Coordinated Citizen Planner training through the Utah Local Governments Trust and the League of Cities and Towns and provided customized training to MAG communities as needed
- General Plan Preparation – Worked with, Henefer, Elk Ridge, Wallsburg Genola and Hideout on updating their general plan. Visioning, public participation and drafting of the plans was done through this process
- Legislative Update – Monitored legislative issues of concern to municipalities and counties throughout the year
- Provided funding and Human resource e recruitment for the Wasatch County trail planner
- Provided matching funding for the Wasatch County General plan update grant from UDOT.
- Provided Funding for the Wasatch County Transit Study
- Ordinance Preparation – Provided ordinance consultation and preparation for work for several communities including Wallsburg, Henefer and Hideout

Program Priorities FY20-21

- Affordable Housing – In 2019 Utah Legislature modified the state law that mandated that all cities create plans for affordable housing. MAG staff has helped to create such plans in most of the cities in the three-county service area. Assistance is available to update existing plans. MAG staff will continue to work with the State on an update to the affordable housing Plan in Summit and Wasatch Counties and bring all cities into compliance with the new law.
- Build web mapping application for city of Midway
- Produce Trail map signs for the Dutch Hollow Area
- Produce Interactive cemetery web Map for Wallsburg City
- Provide GIS support and maintenance of the Utah Lake Commission trail plan web mapping application.
- Continue to staff the Mountainland UCA regional advisory committee
- Permanent Community Impact Fund (PCIF) Communities – Eligible communities are those that are or may be socially or economically impacted, directly or indirectly, by mineral resource development on federal lands. MAG staff will assist eligible communities in planning and applying for these funds. Activities include but are not limited to economic development, infrastructure development, trail and open space planning, and analysis of the impact of transportation of mineral resources
- Planning Assistance – Mountainland provides a professional planning staff for assistance to multiple jurisdictions on a project basis. Assistance includes updating general plans, updating affordable housing plans, preparing capital improvement plans, updating subdivision, and zoning ordinances, development review, and community surveys. Mountainland will continue to assist and develop general plans for eligible communities. Current and future planning projects include:
 - Elk Ridge – General Plan
 - Genola - Ordinances
 - Henefer – General Plan, Ordinances
 - Oakley – General Plan, Ordinances
 - Summit County - Active Transportation Plan
 - Wallsburg – General Plan, Ordinances
 - Wasatch County Transit Study
- Provide training to newly elected and appointed officials on their roles and responsibilities, on the requirements of planning legislation and authority, local ordinances and plans, and other relevant subjects
- Pursue funding for design and construction of Wasatch County Rail Trail Project, Phase I

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
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151	Local Planning Assistance
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NOTE: Local jurisdictions may also contribute funds for special projects during the year on an as needed basis.

Department of Regional Planning

Rural Planning Organization - Wasatch County

Program Description

A Rural Planning Organization (RPO) is a transportation planning organization in a rural setting (less than 50,000 population), similar to a Metropolitan Planning Organization in an urban area. Local elected officials are empowered to make transportation planning decisions affecting their future in tandem with state transportation planning officials. The Wasatch County RPO has developed a Long-Range Transportation Plan, performed special transportation studies, and worked directly with UDOT Region 3 on developing projects and priorities.

Recent Accomplishments FY19-20

- Attended Wasatch Inter-local / COG meeting for the RPO
- Coordinate travel demand model data allocation
- Coordinated with UDOT Region 3 project priorities for the state highway system in Wasatch County
- Developed the SR248 access management agreement with UDOT and local communities
- Developed the Summit/Wasatch travel demand model
- Manage the project selection process for the corridor preservation of corridors of regional significance
- Organized and maintained a Technical Committee meeting schedule
- Organized the Wasatch RPO / UDOT local government team visit April 2019
- Participate in the Heber Valley Parkway Planning Study

Program Priorities FY20-21

- Assist the local elected officials in the use of the Vehicle Registration Fee for corridor preservation of corridors or regional significance.
- Coordinate the funding and design for the Provo River Trail Gap between Vivian Park and Deer Creek Reservoir
- Coordinate the funding and design for the Wasatch County Rail Trail Project, Phase I
- Coordinate with UDOT Region 3 in developing project priorities for the state highway system in Wasatch County.
- Manage the Wasatch County Transit Study
- Participate in the Bypass EIS
- Coordinate updates to existing access management agreements
- Provide information and technical assistance to local governments
- Serve as a liaison between the local governments and UDOT

- Work with Summit County on Wasatch County travel demand issues

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
131	Wasatch County RPO

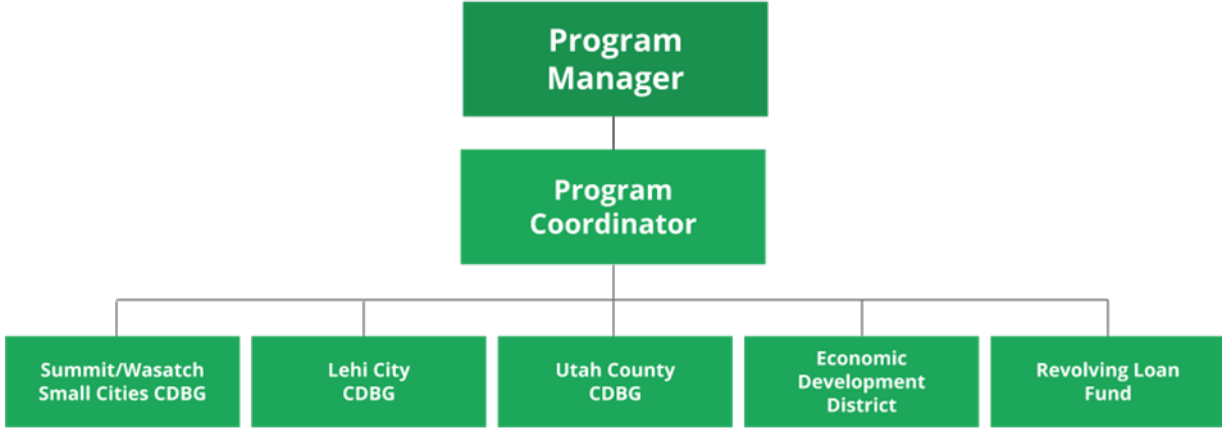
Department of Community & Economic Development

\$2,346,000 of MAG's Total Funds
\$2,346,000 of MAG's Total \$22,803,731 Budget or 10.2%
(Previous year \$2,716,945)

Program Description

Community development services are sponsored by the U.S. Department of Housing and Urban Development (HUD) and consist of both planning and project grants awarded to eligible jurisdictions, for the benefit of low- and moderate-income residents. HUD funding assists in developing viable communities by providing decent housing, a suitable living environment, and expanding economic opportunities. Examples of projects eligible for funding through the program include water and sewer line replacements, senior citizen centers, housing rehabilitation, affordable housing projects, public safety/emergency services buildings and equipment, Americans with Disabilities Act (ADA) compliance projects, planning projects, etc. Grants are made annually on a competitive basis.

Program Organizational Chart



Department of Community & Economic Development

Summit & Wasatch Counties Small Cities Community Development Block Grant

Program Description

MAG administers the Community Development Block Grant (CDBG) program for Summit and Wasatch Counties through the State of Utah Small Cities Program.

Recent Accomplishments FY19-20

- MAG's Regional Review Committee awarded CDBG grants to 2 projects totaling \$512,759.
- Submission of grant applications for CDBG funds to support technical assistance to member communities
- Completed an Annual Action Plan update to the region's Consolidated Plan. This document maintains CDBG and CIB application eligibility for all jurisdictions within the region and allows members to review capital improvement planning activities of neighboring communities
- FY20 projects recently awarded include a culinary water and meter project in Henefer, a water tank in Echo, a Meals on Wheels truck in Wasatch County, and a senior van in Summit County.
- MAG staff assisted several communities and counties with low- and moderate-income surveys (LMI) to establish CDBG eligibility

Program Priorities FY20-21

All the work program activities of the coming year are targeted to the benefit of MAG member jurisdictions in Summit and Wasatch Counties. The primary objective is to support, assist and enhance local economies by providing technical assistance, project development and support to further the overall regional goals established annually in the MAG Consolidated Plan. This plan is both a requirement of funding sponsors and a tool used to prioritize and coordinate various community projects within the region.

- Administering small business relief grants in response to the COVID-19 pandemic
- Provide training and assist members in applying for community development grants and in meeting all relevant state and federal administrative guidelines
- Coordinate the Regional Review Committee (RRC) in developing CDBG Rating and Ranking Policies, and the review and allocation of CDBG funding
- Coordinate with the State of Utah CDBG program in administering the program and in providing access to funds for one-time emergency projects
- Identify county-level priorities for CDBG funding

- Provide support to CDBG applicants in project selection and design, completing the survey process, creating scopes of work and budgets, applying for grants, completing environmental reviews, etc.
- Meet state and federal requirements in completing the annual update to the Consolidated Plan
- Prepare a listing of capital improvement projects that are identified for application by individual communities and send to the State
- Provide training on a variety of state and federal funding resources that can be used as alternative funding, or as matching funds to complement CDBG resources

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
261	CDBG

Department of Community & Economic Development

Lehi City Community Development Block Grant

Program Description

MAG administers the Community Development Block Grant (CDBG) program for Lehi City. Grants are made annually based on the needs and priorities of Lehi City.

Recent Accomplishments FY19-20

- Lehi City recently awarded a CDBG grant to two projects totaling \$211,877
- Completed the City’s Annual Action Plan update to the 5 Year Consolidated Plan. This document maintains CDBG eligibility
- FY20 Projects recently awarded include infrastructure improvements in a downtown residential neighborhood and therapy services for victims of abuse through the Utah County Children’s Justice Center
- Managed federal compliance for all program areas

Program Priorities for FY 20-21

The primary objective is to support, assist and enhance services and infrastructure in Lehi City by providing technical assistance and project development and support to further the overall goals of Lehi City established annually in the Lehi City Consolidated Plan.

- Provide training and assistance in applying for community development grants and in meeting all relevant federal administrative guidelines
- Identify city-level priorities for CDBG funding
- Provide support to CDBG applicants in project selection and design, completing the survey process, creating scopes of work and budgets, applying for grants, completing environmental reviews, etc.
- Meet federal requirements in completing the 2020-2024 Consolidated Plan and 2020 Annual Action Plan
- Provide training on a variety of state and federal funding resources that can be used as alternative funding, or as matching funds to complement CDBG resources
- Assist City staff and elected officials with prioritizing and allocating CDBG-CV funds to prevent, prepare for, and respond to the COVID-19 pandemic

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
281	CDBG Lehi City

Department of Community & Economic Development

Utah County Community Development Block Grant

Program Description

MAG administers the Community Development Block Grant (CDBG) program for Utah County. Grants are made annually on a competitive basis in Utah County to non-entitlement small cities (population less than 50,000) and nonprofits serving non-entitlement city residents.

Recent Accomplishments FY19-20

- The Area Review Committee recently awarded CDBG grants to 16 projects totaling more than \$1.2 million
- Completed the FY19 Annual Action Plan. This document maintains CDBG eligibility
- MAG staff assisted several communities with low- and moderate-income surveys (LMI) to establish CDBG eligibility
- Completed the environmental documentation on several CDBG projects
- Managed federal compliance for all program areas
- Coordinated with Orem and Provo CDBG Programs to create a regional decision-making committee for public service grants, streamline applications and grants administration, and jointly fund large capital improvement projects

Program Priorities for FY20-21

The primary objective is to support, assist and enhance local economies by providing technical assistance, project development and support to further the overall regional goals established annually in the Utah County Consolidated Plan.

- Provide training and assist members in applying for community development grants and in meeting all relevant federal administrative guidelines
- Coordinate the Area Review Committee (ARC) in developing CDBG Rating and Ranking Policies, as well as reviewing and allocating CDBG funding
- Assist ARC and County Commission with prioritizing and allocating CDBG-CV funds to prevent, prepare for, and respond to the COVID-19 pandemic
- Identify county-level priorities for CDBG funding
- Provide support to CDBG applicants in project selection and design, completing the survey process, creating scopes of work and budgets, applying for grants, completing environmental reviews, etc.
- Meet federal requirements in completing the 5-year Consolidated Plan
- Continue to provide assistance to the Mountainland Continuum of Care in developing and implementing a Chronic Homelessness Plan, a federal initiative supported by HUD
- Provide training on a variety of state and federal funding resources that can be used as alternative funding, or as matching funds to complement CDBG resources

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
271	CDBG Utah County

Department of Community & Economic Development

Mountainland Economic Development District

Program Description

MAG's economic development program is a partnership of local and federal resources targeted to the creation of higher skill – higher wage employment opportunities for residents, improved city and county tax bases, and economic diversity for member jurisdictions. The planning work program is administered through the Mountainland Economic Development District (MEDD).

Recent Accomplishments

- Completed the annual progress report to our Comprehensive Economic Development Strategy
- Received approval for an EDA Planning Grant for continued federal funding and technical assistance support of our regional MEDD program. Matching funds for district operations cover 60% of the total project cost and have come from several sources in past years including CDBG
- Maintained the MEDD's regional demographic and economic database that serves both public and private sector needs for a common, centralized planning information base. All communities are given access to Census results and to state-generated data in such areas as employment, income, housing, labor force, population, industry sectors, taxes, etc., as a standardized basis for their planning and strategic decisions

Program Priorities for FY 20-21

The MEDD scope of work for the FY-2020 EDA planning partnership grant includes the following six activities:

- Administer the EDA-sponsored MEDD
- Support, train, and assist the EDD Board in setting policy and prioritizing activities
- Serve as a facilitator for Regional Economic Development by hosting quarterly Economic Development Roundtables that bring economic development professionals together to share best practices
- Gather and coordinate input and feedback on member goals, needs, strategies, and plans
- Strengthen the EDD's role as an information hub and liaison with federal/state agencies
- Assist small business owners and entrepreneurs in the region in accessing the services and technical help they require to expand or create new jobs in the private sector. Provide ED technical planning assistance to members in areas such as grantsmanship, project design, feasibility and economic analysis, visioning, master

planning for ED, local impact analysis, market positioning, placement, and funding of community infrastructure, etc.

- Pursue EDA CARES Act funding to complete an Economic Disaster Recovery Plan and hire a Disaster Recovery Coordinator, a 2-year position to carry out economic development activities related to COVID-19

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
221/222	EDA

Department of Community & Economic Development

Revolving Loan Fund

Program Description

The purpose of the Revolving Loan Fund (RLF) is to create permanent, long-term jobs within the Mountainland region of Utah by providing “gap” and start-up financing to qualified businesses for eligible activities. Loans made through the Revolving Loan Fund are intended to help bridge the gap created by shortfalls in commercial financing. Funds are repaid into the program and recycled to other businesses, thus allowing an ongoing job creation program. Funds are available for businesses located in Utah, Summit, or Wasatch County.

Recent Accomplishments

- Made 2 loans in 2018 totaling approximately \$75,000
- Serviced the 28 current loans
- Marketing for the RLF loans

Program Priorities

All the work program activities of the coming year are targeted to the benefit of MAG member jurisdictions. The primary objective is to support, assist and enhance local economies by providing technical assistance and capital to retain and create jobs. Increasing RLF funding resources through the EDA is another priority in the coming year as businesses recover from the impacts of the COVID-19 pandemic.

Revenue Summary

<u>FUND</u>	<u>SOURCE</u>
199	RLF

Administrative Services

***\$175,574 of MAG's Total Funds
\$175,574 of MAG's Total \$22,803,731 Budget or 0.6%
(Previous year \$171,352)***

Program Description

The Mountainland Department of Administrative Services includes the functions of central administration, personnel management, purchasing, public relations, network administration, reception, general accounting, and fiscal management. Responsibilities include providing staff services to the Executive Council and representing the Association in meetings with federal, state, and local officials, as well as the public at large. The Department also coordinates and directs staff services, maintains fiscal records, and controls, and ensures harmony within the internal and external relationships of the Association. The Steering Committee oversees Administrative Services through the Executive Director.

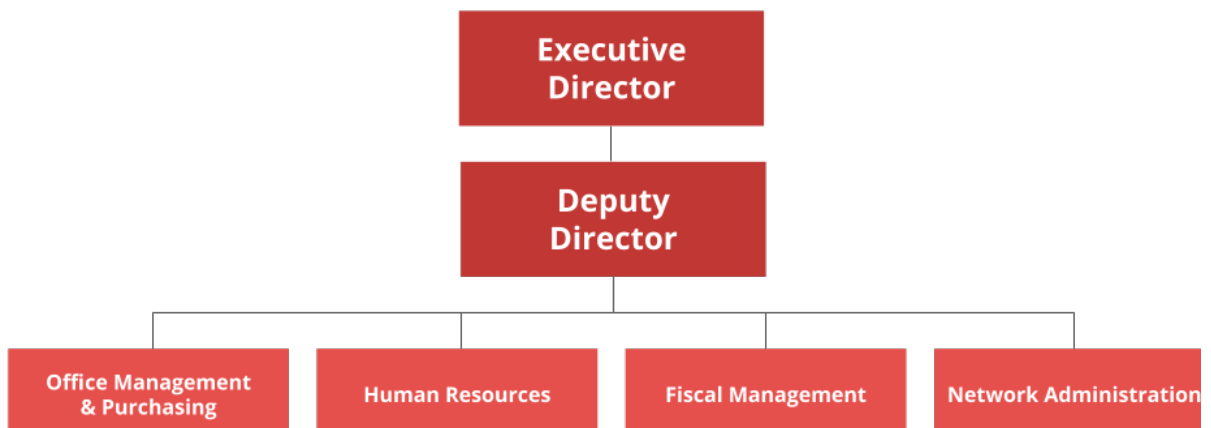
Recent Accomplishments FY18-20

- Secured State Legislative and Transportation Commission support for transportation needs in the Three County Area
- Initiated Aging Services funding effort with the AAA network in Utah and the State Division of Aging resulting in \$1,000,000 ongoing Statewide funding
- Reviewed accounting and fiscal management policies of the Association to assure they are in compliance with current audit standards and procedures of GASB 5
- Continue to provide technical support to the Aging Department in maintaining and expanding the management program that significantly enhances client recordkeeping and reporting capabilities
- The Employee Wellness Committee continues to conduct staff activities to promote a healthy lifestyle, which may be responsible for lower health care costs and less lost productivity
- Reviewed accounting and fiscal management policies of the Association to assure they are in compliance with current audit standards and procedures of GASB 54
- The Employee Wellness Committee continues to conduct staff activities to promote a healthy lifestyle, which may be responsible for lower health care costs and less lost productivity
- Updated MAG Personnel Policies and Procedures to be compliant with current laws and practice
- Initiated additional screening for new employees, including background checks drug screening
- Annual fraud training to Executive Council

Program Priorities for FY20-21

- Pursue objectives of the MAG Strategic Plan
- Continue to develop closer ties with WFRC, CMPO, DMPO, UDOT and UTA through the Joint Policy Advisory Committee (JPAC)
- Coordinate with elected officials on the alignment and funding of various highway projects in the area
- Work with Steering Committee to review internal administrative policies, procedures, and practices
- Succession planning to address retirement of long-time employees, including updating the three-year budget and five-year organization plan
- Coordinate development of budget, work program priorities, and activities through the Steering Committee
- Develop a “strategic funding plan” for the growth of Aging Services in future years at the state and local levels
- Support Aging Department in maintaining client database to meet federal, state, and departmental supporting needs
- Continue to provide technical support to the Aging Department in maintaining and expanding the management program that significantly enhances client recordkeeping and reporting capabilities

Program Organization Chart



Budget Summary

*F-Federal ~ S-State ~ L-Local ~ L-IK-Local In Kind

Funding Definitions

Fund	Program Name	Funding Sources
100	Strategic Plan	Strategic Transportation Funding Planning
110	MPO TIP Projects	UDOT Exchange Pass-Through
121	UDOT - CPG	Utah Department of Transportation - Consolidated
131	Wasatch County RPO	Wasatch County Rural Planning Organization
141	Hazard	State Department of Emergency Management
151	LPA	Local Planning Assistance
199	Revolving Loan Fund EDA	Revolving Loan Fund - Economic Development
221/222	E D A	Economic Development Administration Grant
241	CARES COVID	Economic Development Administration Grant
261	CDBG Wasatch & Summit	Community Development Block Grant
270/271	CDBG Urban County	Community Development Block Grant Utah County
281	CDBG Lehi	Community Development Block Grant Utah County
501/520/521	Weatherization	Aging and Adult Services Program
620/621	HEAT Program	Aging and Adult Services Program
711	SSBG (TXX)	Social Services Block Grant (Title XX)
721	New Choices Waiver	Medicaid Waiver New Choices
731	Federal Medicaid Waiver	Medicaid Waiver Federal
741	State Medicaid Waiver	Medicaid Waiver Administration Funding
778	High Risk Population Support	Aging and Adult Services Program
781	Aging Drivers	Aging and Adult Services Program
791	Aging Program	Aging and Adult Services Program
801	Aging Staff	Aging and Adult Services Program - Staff
821	VD-HCBS	Veteran-Directed Home & Community Based
881/882	RSVP	Retired and Senior Volunteer Program
951	Administration	Indirect Cost

**Refer to page 62 (Annual Spending Plan) where dollar amounts for identified contracts are listed.*

Revenues

Fund Number	SOURCE OF FUNDS	START - END DATE	F/S/L	Current Contract Actual	2020-2021 Annual Estimate
101	STRATEGIC PLAN	JUL 20 - JUN 21	L	103,000	103,000
110	UDOT EXCHANGE PASS-THROUGH	JUL 20 - JUN 21	S	11,300,000	8,540,000
		JUL 20 - JUN 21	L		
121	CPG - PLANNING - UDOT FEDERAL	JUL 20 - JUN 21	F	1,610,911	1,610,911
	CPG - PLANNING - STP UDOT EXCHANGE	JUL 20 - JUN 21	S	786,482	786,482
	CPG - MATCHING FUNDS	JUL 20 - JUN 21	L	91,869	91,869
	CPG - MATCHING FUNDS	JUL 20 - JUN 21	L-IK	82,221	82,221
131	WASATCH COUNTY RPO	JUL 20 - JUN 21	S	10,000	10,000
	WASATCH COUNTY RPO	JUL 20 - JUN 21	L	35,000	35,000
141	HAZARD	JUL 20 - JUN 21	F	71,250	71,250
151	LOCAL PLANNING ASSISTANCE	JUL 20 - JUN 21	S	140,000	140,000
199	REVOLVING LOAN FUND	JUL 20 - JUN 21	L	405,000	405,000
221	E D A	APR 20 - MAR 21	F	35,000	26,250
	MATCHING FUNDS	APR 20 - MAR 21	L	35,000	26,250
222	E D A	APR 21 - MAR 22	F	35,000	8,750
	MATCHING FUNDS	APR 21 - MAR 22	L	35,000	8,750
241	CARES (COVID EDA)	JUL 20 - JUN 22	F	280,000	140,000
261	CDBG WASATCH & SUMMIT	JUL 20 - JUN 21	F	50,000	50,000
271	CDBG URBAN COUNTY	JUL 20 - JUN 21	F	1,432,456	761,000
270	CDBG URBAN COUNTY EXTENSION	JUL 20 - JUN 21	F	880,000	880,000
281	CDBG LEHI	JUL 20 - JUN 21	F	40,000	40,000
501	Wx DOE	JUL 20 - JUN 21	F	395,368	395,368
520	Wx Liheap	JUL 20 - JUN 21	F	788,048	788,048
521	Wx RMP DOM	JUL 20 - JUN 21	L	290,100	290,100
620	HEAT PROGRAM	OCT 20 - SEP 21	F	212,401	212,401
621	HEAT PROGRAM	OCT 20 - SEP 21	F	352,000	352,000
711	S S B G	JUL 20 - JUN 21	F	215,722	215,722
	S S B G-LOCAL FUNDS	JUL 20 - JUN 21	L-IK	53,930	53,930
721	MEDICAID WAIVER NEW CHOICES	JUL 20 - JUN 21	F	214,000	214,000
731	MEDICAID WAIVER SERVICES	JUL 20 - JUN 21	F	140,000	140,000
741	MEDICAID WAIVER ADMIN	JUL 20 - JUN 21	F	190,000	190,000
777	FFCRA, CARES	MAR 20 - DEC 21	F	988,800	750,000
778	HIGH RISK POPULATION SUPPORT	MAY 20 - DEC 21	S	630,000	526,000
791	AGING	JUL 20 - JUN 21	F	1,577,000	1,577,000
	AGING	JUL 20 - JUN 21	S	1,183,400	1,183,400
	AGING LOCAL MATCHING	JUL 20 - JUN 21	L-IK	290,000	290,000
	SSBG AGING SERVICES	JUL 20 - JUN 21	F	80,000	80,000
	CONTRIBUTIONS-MED W., HCBA	JUL 20 - JUN 21	F	50,000	50,000
	CONTRIBUTIONS-LOCAL, FOUNDATION	JUL 20 - JUN 21	L	80,000	80,000
	AGING FEES & DONATIONS	JUL 20 - JUN 21	L	5,000	5,000
	AGING SENIOR CENTER DONATIONS	JUL 20 - JUN 21	L-IK	587,300	587,300
	AGING PROJECT INCOME	JUL 20 - JUN 21	L-IK	93,200	93,200
	AGING PROJECT INCOME	JUL 20 - JUN 21	L	312,000	312,000
821	VETERANS VD-HCBS	JUL 20 - JUN 21	F	305,000	305,000
881	R S V P	APR 20 - MAR 21	F	83,845	58,692
	RSVP AG TITLE XX	JUL 20 - JUN 21	F	10,800	10,800
	RSVP AG R V P	JUL 20 - JUN 21	F	7,650	7,650
	RSVP LOCAL FK MATCH	JUL 20 - JUN 21	L-IK	15,060	15,060
	RSVP SCHOOL DIST.	JUL 20 - JUN 21	L	3,500	3,500
882	R S V P	APR 21 - MAR 22	F	83,845	25,154
961	GENERAL FUND	JUL 20 - JUN 21	L	175,574	175,574
5-12-20 REVENUE TOTAL				26,871,732	22,803,631

General Fund Expenditures

Revenue

Formula (Cities and Counties)	\$ 175,574
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Expenses

Administrative Service Fund	43,000
Aging Supplemental Fund	40,000
Capital Improvement Fund	24,222
Cash Reserve Fund	<u>68,352</u>


TOTALS	<u>\$ 175,574</u>
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General Fund Uses

General Funds come from \$0.25 per capita times the 2018 Census population estimate of 697,386 within the three county Mountainland region. Funds are proposed for use as follows:

- The “Administration Services Fund” portion of the General Fund is to pay for accounting, personnel, purchasing and overall management expenses associated with administering the various grants and contracts in MAG. Federal law also provides for an “Indirect Cost Allocation” plan whereby these same grants and contracts can pay a portion of the overall administrative expenses. These two funding sources, together, cover the costs of the Association’s Department of Administrative Services. The “Administration” category of the General Fund also provides funding to cover Executive Council expenses ranging between \$2,500 and \$3,000 per year, as well as professional memberships usually less than \$2,000 per year.
- The “Aging Supplemental Fund” will be used to stabilize service levels and minimize reductions in services to seniors receiving meals-on-wheels, senior center meals, and in-home services.
- The “Capital Improvements Fund” will fund the building maintenance budget and make necessary improvements to the building in more efficiently provide services.
- The “Cash Reserve Fund” is a rainy-day fund intended to also provide a contingency capacity to help meet payroll expenses on an emergency basis when federal and state contracts or grants are temporarily disrupted. The goal is to expand this reserve to twenty-five percent (25%) of the operating budget. However, no additional local assessments will be requested to accomplish this goal.

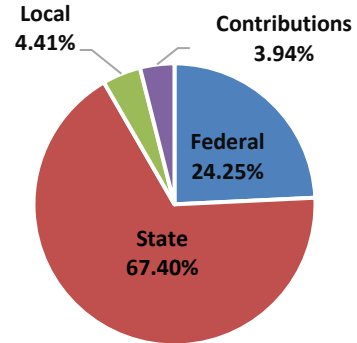
Jurisdictional Cash Assessments

 MAG <small>Expert Resources. Enriching Lives</small>	Jurisdictional Cash Assessments Jul 2020 - Jun 2021								Past Budgets	
	2018 Census Population Estimate	Special Assessment					General Assessment .25 Per Capita	FY-20/21 Grand Total	FY-19/20 Grand Total	FY-18/19 Grand Total
		UC Strategic Plan	UC Aging Services	UC MPO Match	Wasatch RPO	Special Assessment Total				
Summit County	41,933									
Coalville	1,581						\$500	\$500	\$500	\$500
Francis	1,533						\$500	\$500	\$500	\$500
Henefer	959						\$200	\$200	\$200	\$200
Kamas	2,234						\$559	\$559	\$544	\$527
Oakley	1,682						\$500	\$500	\$500	\$500
Park City	8,504						\$2,126	\$2,126	\$2,095	\$2,075
Summit Unic.	25,440						\$6,360	\$6,360	\$6,240	\$6,150
Utah County	622,213									
Alpine	10,504	\$599	\$601	\$419		\$1,619	\$2,626	\$4,245	\$4,235	\$4,270
American Fork	32,519	\$1,854	\$1,861	\$1,298		\$5,013	\$8,130	\$13,143	\$12,057	\$11,858
Cedar Fort	397	\$23	\$23	\$16		\$61	\$200	\$261	\$262	\$263
Cedar Hills	10,217	\$583	\$585	\$408		\$1,575	\$2,554	\$4,129	\$4,220	\$4,276
Draper	2,198	\$125		\$88		\$213	\$550	\$763	\$770	\$771
Eagle Mountain	35,616	\$2,031	\$2,038	\$1,422		\$5,491	\$8,904	\$14,395	\$13,150	\$24,536
Elk Ridge	4,053	\$231	\$232	\$162		\$625	\$1,013	\$1,638	\$1,534	\$1,414
Fairfield	141	\$8	\$8	\$6		\$22	\$200	\$222	\$223	\$222
Genola	1,549	\$88	\$89	\$62		\$239	\$500	\$739	\$741	\$741
Goshen	936	\$53	\$54	\$37		\$144	\$200	\$344	\$351	\$354
Highland	19,183	\$1,094	\$1,098	\$766		\$2,957	\$4,796	\$7,753	\$7,741	\$7,685
Lehi	66,037	\$3,766	\$3,779	\$2,636		\$10,181	\$16,509	\$26,690	\$25,607	\$25,195
Lindon	10,970	\$626	\$628	\$438		\$1,691	\$2,743	\$4,434	\$4,479	\$4,508
Mapleton	10,168	\$580	\$582	\$406		\$1,568	\$2,542	\$4,110	\$3,991	\$8,920
Orem	97,521	\$5,561	\$5,581	\$3,893		\$15,035	\$24,380	\$39,415	\$39,950	\$65,184
Payson	19,826	\$1,131	\$1,135	\$791		\$3,057	\$4,957	\$8,013	\$8,122	\$33,165
Pleasant Grove	38,428	\$2,191	\$2,199	\$1,534		\$5,924	\$9,607	\$15,531	\$15,861	\$15,973
Provo	116,702	\$6,655	\$6,679	\$4,658		\$17,992	\$29,176	\$47,167	\$47,911	\$48,167
Salem	8,469	\$483	\$485	\$338		\$1,306	\$2,117	\$3,423	\$3,352	\$3,228
Santaquin	12,274	\$700	\$702	\$490		\$1,892	\$3,069	\$4,961	\$4,758	\$4,559
Saratoga Springs	31,393	\$1,790	\$1,797	\$1,253		\$4,840	\$7,848	\$12,688	\$12,090	\$23,581
Spanish Fork	39,961	\$2,279	\$2,287	\$1,595		\$6,161	\$9,990	\$16,151	\$16,106	\$41,017
Springville	33,104	\$1,888	\$1,894	\$1,321		\$5,104	\$8,276	\$13,380	\$13,595	\$38,619
Vineyard	10,052	\$573	\$575	\$401		\$1,550	\$2,513	\$4,063	\$2,536	\$1,629
Woodland Hills	1,567	\$89	\$90	\$63		\$242	\$500	\$742	\$745	\$748
Utah Unic.	8,428	\$15,000	\$15,000	\$10,500		\$40,500	\$2,107	\$42,607	\$42,684	\$42,672
Wasatch County	33,240									
Charleston	481				\$145	\$145	\$200	\$345	\$346	\$354
Daniel	1,079				\$325	\$325	\$500	\$825	\$828	\$848
Heber	16,400				\$4,934	\$4,934	\$4,100	\$9,034	\$8,777	\$8,646
Hideout	975				\$293	\$293	\$200	\$493	\$489	\$487
Interlaken	231				\$69	\$69	\$200	\$269	\$268	\$268
Midway	5,257				\$1,582	\$1,582	\$1,314	\$2,896	\$3,281	\$2,829
Wallsburg	379				\$114	\$114	\$200	\$314	\$311	\$311
Wasatch Unic.	8,438				\$2,539	\$2,539	\$2,110	\$4,648	\$4,406	\$24,450
UDOT (RPO)					\$10,000	\$10,000		\$10,000	\$10,000	\$10,000
Totals	697,386	\$50,000	\$50,000	\$35,000	\$20,000	\$155,000	\$175,574	\$330,574	\$326,352	\$472,199

Revenue Comparison

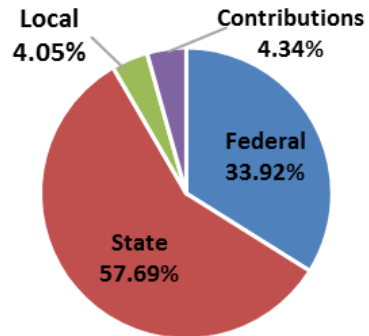
FY-2019

	FY-2019	Difference from FY-2018
Federal	\$6,463,096	(\$786,182)
State	17,961,732	7,294,204
Local	1,174,070	21,448
Contributions	1,050,134	(4,857)
	\$26,649,032	\$6,524,613



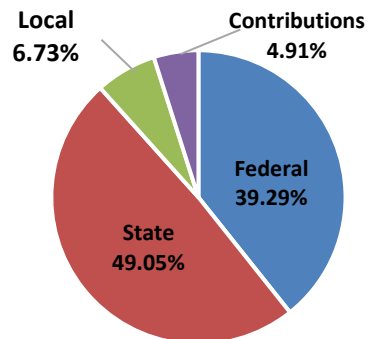
FY-2020

	FY-2020	Difference from FY-2019
Federal	\$8,340,632	\$1,877,536
State	14,185,334	(3,776,398)
Local	996,352	(177,718)
Contributions	1,067,366	17,232
	\$24,589,684	<b style="color: red;">(\$2,059,348)



FY-2021

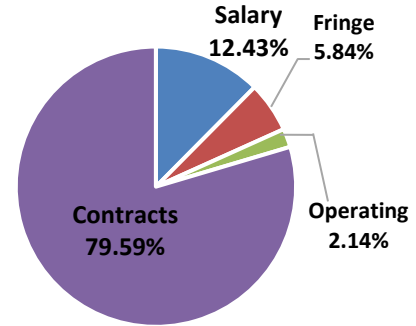
	FY-2021	Difference from FY-2020
Federal	\$8,959,995	619,363
State	11,185,882	(2,999,452)
Local	1,536,043	539,691
Contributions	1,121,711	54,345
	\$22,803,631	<b style="color: red;">(\$1,786,053)



Expenditure Comparison

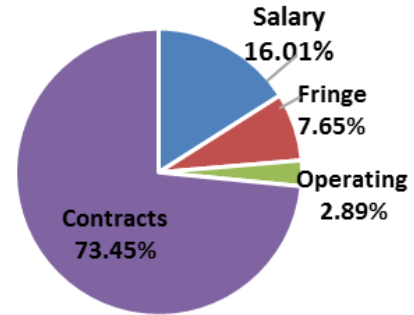
FY-2019

	FY-2019	Difference from FY-2018
Salary	\$3,312,356	\$24,123
Fringe	1,555,048	22,563
Operating	570,436	30,188
Contracts	21,211,192	6,447,739
	\$26,649,032	\$6,524,613



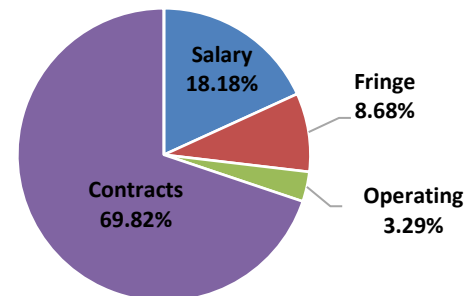
FY-2020

	FY-2020	Difference from FY-2019
Salary	\$3,936,883	\$624,527
Fringe	1,880,759	325,711
Operating	711,827	141,391
Contracts	18,060,215	(3,150,977)
	\$24,589,684	(\$2,059,348)



FY-2021

	FY-2021	Difference from FY-2020
Salary	\$4,146,919	\$210,036
Fringe	1,981,351	100,592
Operating	752,190	40,363
Contracts	14,763,453	(2,137,044)
	\$22,803,631	(\$1,786,053)



Resolution

#2020-05-21-01

**A Resolution of the Executive Council of
Mountainland Association of Governments
Approving and Adopting a Budget for the
Fiscal Year Beginning July 1, 2020 and Ending June 30, 2021**

WHEREAS, the Executive Director of Mountainland Association of Governments has prepared Tentative Budgets in proper form for all Funds for which a budget is required by Utah State Law; and

WHEREAS, the Tentative Budgets have been reviewed and considered by the Executive Council; and

WHEREAS, the Tentative Budgets, together with supporting schedules and data have been available for public inspection in the office of the Finance Director and at www.mountainland.org for a period of ten (10) days, as required by law; and

WHEREAS, the Executive Council, on due public notice, held a public hearing on Thursday, May 21, 2020. Due to the COVID-19 pandemic, the meeting was held electronically in accordance with State Law, and all interested persons were heard, for and against the estimates of revenue and expenditures as set forth in said budgets;

WHEREAS, all statutory and legal requirements for the final adoption of said budgets have been completed.

NOW, THEREFORE, BE IT RESOLVED BY THE EXECUTIVE COUNCIL OF THE MOUNTAINLAND ASSOCIATION OF GOVERNMENTS as follows:

1. The Executive Council hereby adopts the budget for fiscal year 2020-2021 as amended and revised, which budget is attached hereto as Exhibit A and incorporated herein by reference.
2. Executive Council approval of grants, contracts, plans and work programs during the fiscal year shall be considered as amendments to this approved budget.
3. The Executive Director is hereby authorized to submit requests for payment of approved general and special assessments to member jurisdictions. The Finance Director is hereby authorized to certify and file a copy of this budget with the Utah State Auditor as required by state law.
4. A copy of the approved budget and amendments shall be on file in the office of the Finance Director.

APPROVED AND PASSED THIS _____

MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
Council Member Kendall Crittenden, Chair

ATTEST: _____

Glossary of Acronyms

AAA:	Area Agency on Aging
ADA:	Americans with Disabilities Act
BRT:	Bus Rapid Transit
CDBG:	Community Development Block Grants
CEDS:	Comprehensive Economic Development Strategy
CIB:	Community Impact Board
CO:	Carbon Monoxide
CMAQ:	Congestion Mitigation and Air Quality
CNCS:	US Corporation for National & Community Service
CPG:	Consolidated Planning Grant
ED:	Economic Development
EDA:	Economic Development Assistance
EDD:	Economic Development District
EIS:	Environmental Impact Study
FHWA:	Federal Highway Administration
FTA:	Federal Transit Administration
FTE:	Full Time Employee
GIS:	Geographic Information Systems
HCBA:	Home and Community Based Alternatives
HEAT:	Home Energy Target Assistance Program
HIIP:	Health Insurance Information Program
HUD:	Housing and Urban Development
JPAC:	Joint Policy Advisory Committee
LMI:	Low and Moderate Income
LPA:	Local Planning Assistance
MAG:	Mountainland Association of Governments
MPO:	Metropolitan Planning Organization
NFCSP:	National Family Caregiver Support Program
NORS:	National Ombudsman Reporting System
OMB:	Aging Ombudsman Program
PEHP:	Public Employee Health Program
PCIF:	Permanent Community Impact Funds
RLF:	Revolving Loan Fund
RPO:	Rural Planning Organization
RRC:	Regional Review Committee
RTP:	Regional Transportation Plan
RSVP:	Retired and Senior Volunteer Program
SBRC:	Small Business Recourse Center
SHIIP:	State Health Insurance Information Program
SIP:	State Implementation Plan

SSBG: Social Services Block Grant
TIP: Transportation Improvement Program
UDOT: Utah Department of Transportation
UPWP: Unified Planning Work Program
UTA: Utah Transit Authority
UVU: Utah Valley University
WFRC: Wasatch Front Regional Council



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