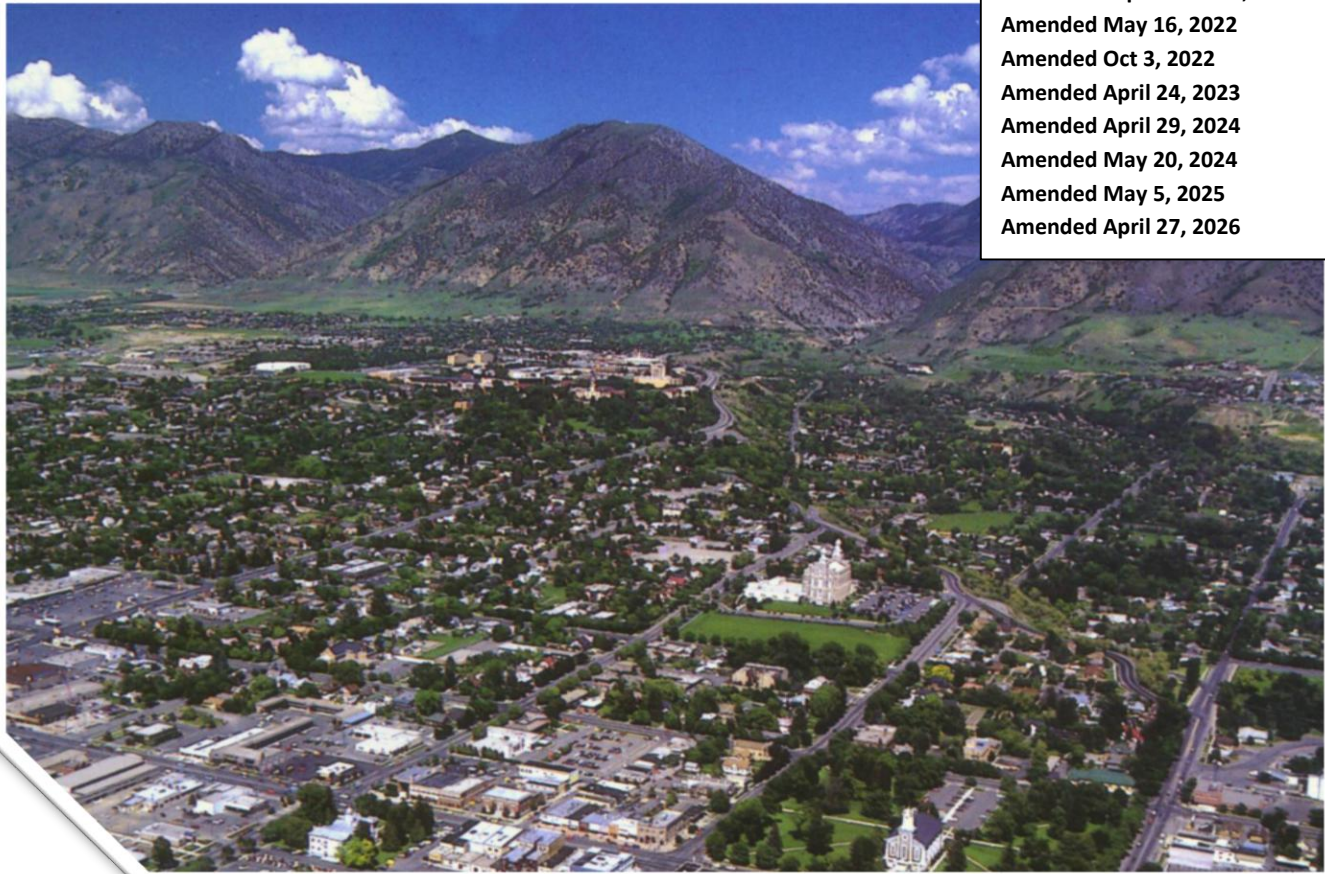


# Cache County Council of Governments

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## LOCAL TRANSPORTATION FUND -PROGRAM MANUAL-

## Cache County Council of Governments

### 2026 Membership

- Mayor David Wood – Amalga
- Mayor Ryan Thompson – Clarkston
- Mayor Matt Leak - Cornish
- Mayor Bryan Cox - Hyde Park
- Mayor Steve Miller - Hyrum
- Mayor Brady Bodily - Lewiston
- Mayor Mark Anderson - Logan
- Mayor Ed Buist - Mendon
- Mayor David Hair - Millville
- Mayor Craig Rigby - Newton
- Mayor Larry Jacobsen - Nibley
- Mayor Lyndsay Peterson - North Logan
- Mayor Larry Johnson - Paradise
- Mayor Kathleen Alder - Providence
- Mayor Jeff Young – Richmond
- Mayor Blake Wright - River Heights
- Mayor Aaron Rudy - Smithfield
- Mayor Erick Simmonds - Trenton
- Mayor Chad Lindly - Wellsville
- Executive George Daines - Cache County

### 2026 COG Executive Committee

- Mayor Ed Buist – Mendon, Chair
- Mayor Lyndsay Peterson – North Logan, Vice Chair
- Executive George Daines, Cache County

### COG Staff

- Jeff Gilbert, CMPO Executive Director
- Matt Phillips, Cache County Public Works Director
- Jesse Mott, Cache County Staff Engineer

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## INTRODUCTION

The Local Transportation Fund Program Manual establishes the policies, procedures, and requirements governing the use of local option transportation sales tax funds within Cache County. This manual is intended to provide clear guidance to participating jurisdictions, applicants, and decision-makers on how transportation projects are identified, evaluated, prioritized, and administered.

The Local Transportation Fund Program was created following voter approval of a countywide sales tax authorized under Utah State Code. These funds are dedicated to transportation-related purposes, primarily including corridor preservation, congestion mitigation, and capacity improvements for regionally significant transportation facilities. The COG is responsible for administering a transparent and consistent project prioritization process and making an annual funding recommendation to the Cache County Council.

This manual is structured to guide users through each phase of the program, including project eligibility, application requirements, fund management, project prioritization, and post-award administration. It is intended to ensure that all projects funded through the program align with state law, regional transportation planning efforts, and the long-term needs of Cache County.

The policies and procedures outlined herein are designed to promote fairness, accountability, and data-driven decision-making, while also allowing flexibility to address unique project circumstances. The COG Executive Committee and COG staff are responsible for interpreting and administering this manual, with final project prioritization approval by the full COG and the Cache County Council.

This manual may be amended from time to time to reflect changes in state law, funding conditions, or program priorities. Users of this manual are encouraged to consult the most current version and coordinate with COG staff when questions arise regarding its application.

This Local Transportation Funds Program Manual is split into a few different sections.

Section 1: History of the COG and Local Transportation Fund

Section 2: Yearly COG Process

Section 3: COG Policies

Section 4: Appendix

Participating jurisdictions, applicants, and decision-makers are encouraged to become familiar with this manual.

When a policy from section 3 is referenced in this manual it has been italicized to let the reader know there is a related policy.

## SECTION 1 – HISTORY OF THE COG AND LOCAL TRANSPORTATION FUND

In 2007 Cache County voters considered a ballot measure establishing a county-wide .25% sales tax to fund transportation improvements.

In accordance with Utah State Code 59-12-2217 (see Appendix A), Cache County residents voted on the following ballot measure to consider the establishment of a county-wide .25% sales tax: "**Shall Cache County, Utah, be authorized to impose a .25% sales and use tax for transportation projects, corridor preservation, congestion mitigation, or to expand capacity for regionally significant transportation facilities?**"

Overall Cache County voters approved the ballot question in November 2007 54.7% to 45.3%.

### REQUIREMENTS OF STATE CODE 59-12-2217

#### ROLE OF THE CACHE COUNTY COUNCIL OF GOVERNMENTS (COG)

Utah State Code specifies how sales tax funds collected under this code section are to be allocated and administered. State code calls for a Council of Governments (COG). The COG is defined by code to include all Mayors and the Cache County Executive. The COG is tasked with general oversight in addition to

creation and administration of a written project prioritization process. After administering the written project prioritization process the COG can approve a prioritized project list to recommend to the Cache County Council. The COG can only submit one recommended priority project list for consideration by the County Council each calendar year.

Cache County organized a COG in 2007 as a result on enactment of this tax. Unlike many counties in Utah, prior to 2007 Cache County did not have an operating COG. To this day, the COG's only function is to administer the project prioritization process as described herein and make a prioritized recommendation to the County Council. The COG meets on an "as-needed" basis (See COG By-laws found in Appendix B).

### PROJECT PRIORITIZATION PROCESS

State code requires the COG develop a written project prioritization process. The written project prioritization process must address the following:

- Definition of the type of project to which the written prioritization process applies.
- Specification of a weighted criteria project prioritization system.
- Specification of the data that is necessary to apply the weighted criteria system.
- Other provision the Council of Governments considers appropriate.

### WEIGHTED SELECTION CRITERIA FOR PROJECT PRIORITIZATION SYSTEM

State code requires the COG to include certain factors as part of its weighted selection criteria. How these factors are used or the weight they are given is left to the COG. These factors include:

- The cost effectiveness of a project
- The degree to which a project will mitigate regional congestion.
- Compliance with applicable federal laws or regulation.
- The economic impact of a project.
- The degree to which a project will require tax revenues to fund maintenance and operation expenses.

- Any other provision the COG considers appropriate.

### HISTORY OF THE COG FUNDING TIMELINE

From the beginning of the COG, funds were collected throughout the year that applications were accepted and those funds were then made available the following year.

This method resulted in a large fund balance, as projects often required several years to reach construction and be completed.

During the award years of 2024 and 2025 the COG transitioned to funding projects two calendar years into the future.

By programming projects into the future, this allows the jurisdiction at least a year after award to prepare the project for construction.

Another benefit of this approach is that COG funds are much more likely to be disbursed to projects in the year the revenue is received from the Tax Commission. This avoids "sitting" on a large COG balance waiting for projects to mature to construction.

## SECTION 2 – TYPICAL ANNUAL PROCESS

The Cache County Council of Governments (COG) administers the Local Transportation Fund Program on an annual cycle consistent with Utah State Code and the policies outlined in this manual. This section provides a general overview of the typical process from application through project completion. Specific dates and deadlines are established each year by the COG Executive Committee (see Appendix C).

This annual process is intended to provide a consistent, transparent, and data-driven approach to the prioritization and funding of transportation projects throughout Cache County.

### CALL FOR APPLICATIONS

Each year, the COG will issue a call for applications and make available the COG Funding Application. At that

time, the *COG Executive Committee* will also determine the amount of funding available for the funding cycle. COG projects that are awarded in a given year will be programmed for 2 years in the future. For example, any projects that are awarded in 2026 will be programmed for construction in 2028.

*Letters of Intent* will need to be submitted per the schedule to allow staff to confirm eligibility.

Jurisdictions are encouraged to coordinate with COG staff in advance of application submittal to confirm project eligibility.

### APPLICATION SUBMITTAL

Applicants are required to submit a complete application in accordance with the *Application Policy*. Applications must include all required documentation, including but not limited to:

- Purpose and Need Statement
- Detailed *cost estimate*
- *Plan set* (see Appendix H)
- *Public Hearing Statements(s)*
- *Partnering letters* (if applicable)
- Supporting technical documentation

Applications must be submitted electronically by the established deadline. Late or incomplete applications will not be accepted.

### APPLICATION REVIEW

Following the application deadline, COG staff will review applications for completeness and will work with the *COG Executive Committee* to confirm eligibility. Staff will also prepare a technical project review report and apply the adopted data-driven scoring criteria.

Application materials will be made publicly available on the COG website. COG staff may coordinate with jurisdictional staff to review scoring results prior to presentation to the full COG.

### PROJECT PRESENTATIONS

At the discretion of the COG, applicants may be required to participate in site visits and/or provide a project presentation to the full COG. These meetings are open to the public and provide an opportunity for COG members to better understand each project.

### PROJECT PRIORITIZATION

Project prioritization is completed in accordance with the adopted weighted scoring system and includes:

- Data-driven scoring completed by COG staff
- Project ranking completed by COG members

These two components are combined to produce a final project score. Based on the final scores and available funding, a draft prioritized project list will be prepared. The *rural set-aside* policy will be applied as part of this process.

### APPROVAL OF FUNDING RECOMMENDATION

The COG will consider and approve a prioritized project funding recommendation in a public meeting. The approved recommendation will include a single prioritized list of projects and associated funding amounts.

The COG may make adjustment to the ranking, as long as they clearly identify (in a public meeting) the reasons and make them available to the public.

In accordance with state code, the COG may submit only one prioritized project list per calendar year to the Cache County Council. The County Council can opt to return the project list to the COG for adjustments. In this case any subsequent adjustments made by the COG (to the original prioritized project list) and returned to the County Council does not constitute a new project list for state code compliance purposes.

### CACHE COUNTY COUNCIL APPROVAL

The prioritized project list approved by the COG will be submitted to the Cache County Council for final approval. Upon approval, each jurisdiction awarded COG funds will be required to complete a *Local Transportation Funding Agreement* with Cache County.

### POST-AWARD PROJECT DEVELOPMENT

Following award, the sponsoring jurisdiction is responsible for advancing the project toward construction. This typically includes:

- Completion of final design
- Right-of-way acquisition
- Utility coordination
- Final *cost estimate* updates

Final plans and required documentation must be submitted to COG staff for review prior to bidding the project for construction.

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### **PROJECT CONSTRUCTION AND FUNDING DISBURSEMENT**

COG funds will be made available in the programmed funding year. Projects may proceed to construction once all requirements have been met.

COG funds are reimbursed after costs have been incurred. Jurisdictions may submit disbursement requests in accordance with the *Disbursement of COG Funds Policy*

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### **PROJECT COMPLETION AND CLOSEOUT**

All projects must be completed and funds disbursed within the timeframe established in this manual. If a jurisdiction needs more time to complete their project they may request additional time. Upon completion, any unused COG funds will be returned to the program for future allocation.

## SECTION 3- COG POLICIES

This section outlines specific COG policies for administering and using COG Funds. The title of these policies have been italicized throughout the manual to help readers know that there is a related policy. The following index has been created to help applicants navigate COG Policies

### PRE-APPLICATION

- Funding Approval Timeline
- Future Year Programming of Funds
- Timeline for Use of COG Funds

### PROJECT ELIGIBILITY

- Eligible Applicants
- COG Project Eligibility Flow Chart
- Rural and Urban Designation
- Urban area Project Eligibility
- Rural Area Project Eligibility
- Rural Area "Set-aside"
- Spot Improvement RTP (Exception (Urban Area Only)

### PROJECT DEVELOPMENT

- Plan Sets
- Phased Projects
- Multi-jurisdictional Projects
- Cost Estimates
- Local Match Requirements
- Eligible Project Activates
- Public Hearings/Public Hearing Statements
- Road Construction Standards
- Green Field Development

### APPLICATION PROCESS

- Eligible Applicants
- COG Project Eligibility Flow Chart
- Letter of Intent
- Multi-jurisdictional Projects
- Partnering Letters
- Phased Projects
- Public Hearings/Public Hearing Statements
- Road Construction Standards
- Application
- Cost Estimates
- Local Match Requirements
- Eligible Project Activates
- Requests for Additional Time

### AWARD PROCESS

- Project Prioritization
- COG Staff Project Review Report
- Site Visits/Project Presentation Meeting
- Project Scoring System
- Rural Area "Set-aside"
- Approving the Funding Recommendation
- Local Transportation Funding Agreement

### POST AWARD

- Final Plan and Document Review

- Project Administration and Construction Oversight
- Property Acquisition
- Construction Bidding
- Project Bidding
- Project inspections
- Scope Changes
- Contingency Fund
- Funding Shortfall Amendments
- Requests for Additional Time
- Disbursements of COG Funds
- Use of COG Funds

### LONG-TERM PROJECT MAINTENANCE

- Post Project Requirements
- Active Transportation Maintenance and Snow Removal
- Access Management Plan
- Major Cost Item Removal

### ACCESS MANAGEMENT PLAN

Any roadway capacity increasing project funded more than \$400,000 is required to submit an access management plan for the roadway (before funds are released). As an alternative, the jurisdiction can submit a jurisdiction wide access management ordinance (if one exists).

### ACTIVE TRANSPORTATION MAINTENANCE AND SNOW REMOVAL

Applicants that receive COG funds for construction of active transportation facilities are required to perform ongoing reasonable maintenance and upkeep. In addition, applicants are required to ensure that winter snow removal is carried out for any active transportation facilities (shared use paths, bike lanes, etc.) funded by the COG.

### APPEALS

Appeals of decisions made by the *COG Executive Committee*, can be made to the full COG.

### APPLICATION

Each year applicants will be required to complete a COG Funding Application. The completed application and any required documents will need to be submitted electronically in PDF file format before the application deadline. The COG maintains a strict policy that late or incomplete applications will not be accepted.

To be eligible to submit an application the jurisdiction must have submitted a *Letter of Intent* as required. While COG staff may change the application as needed, at a minimum, the following items must be included with the application:

- Purpose and need Statement for the project
- Detailed *Cost Estimates*
- *Plan Sets* that meet the COG Application Plan Set Criteria found in Appendix H
- *Public Hearing Statements*
- *Partnering Letters* (if applicable) for *Multi-jurisdictional Projects*
- *Request for Additional Time* for project delivery beyond 2 years
- Pavement Designs (if applicable) per *Roadway Construction Standards* policy

The yearly application will clearly state the additional required items that must be included.

## APPROVING THE FUNDING RECOMMENDATION

In a public meeting, the COG will consider approving a prioritized county council project funding recommendation to the Cache County Council.

Prior to this public meeting, COG staff will provide a draft funding recommendation list. This draft list will be developed by applying the any area/urban funds to the top overall ranked projects until funding runs out (can include rural projects if they rank high enough).

Likewise, COG staff will apply the *Rural Area "Set-aside"* to the top overall ranked rural projects until funding runs out. In any given year, if there are insufficient eligible COG rural applications to fully receive the *Rural Area "set-aside"* funding, those remaining funds will be reallocated to "any area" projects.

If the COG intends to approve a recommendation that would result in prioritizing one project over another project (with a higher rank, unless it is because of applying the rural set-aside policy) the COG must clearly identify the reasons and make them available to the public (state code requirement).

Both the any area and rural project prioritization funding lists will require approval by the entire COG. One combined funding recommendation list will be approved.

Each year's funding recommendation will include a 1.5% takedown for program administration and oversight by Cache County.

In addition to the funding amount, the COG approval can also include the granting of any timeline extensions for projects beyond the 2-year limit described in the *timeline for use of COG funds* policy (due to the nature of some larger more complex projects, the COG can recommend an extended timeline for project delivery). Applicants will need to request additional time for project delivery in their project application. Call for Applications

The COG will make available a funding application that clearly specifies the information needed to be considered for funding and project prioritization. The COG maintains a strict policy that late or incomplete applications will not be accepted.

## CASH FLOW MANAGEMENT

As the COG has shifted to awarding project funding in future years, cash fund management has become more important. COG staff will need to coordinate with jurisdictions the timing of disbursement requests for all active projects.

COG staff will process project disbursement requests based on the following requirements:

1. Maintaining the approved minimum balance of the *contingency fund*
2. Older COG project awards are given priority for reimbursement.
3. Disbursement requests for right-of-way acquisition or engineering design (for approved projects) prior to the awarded year will be allowed if adequate cash flow is available.
4. In the rare case where the COG is unable to process all disbursements due to cash flow limitations, the COG Executive Committee will assist staff to determine payment sequencing. The COG Executive Committee could opt to utilize the COG contingency fund balance to address a temporary cash flow issue.
5. While the COG Executive Committee will manage the estimated amount of funding to make available in any given year conservatively, nonetheless any significant (and extended) drop in anticipated sales tax revenue will result in notice given to all awarded projects (as early as possible) of an equally distributed percentage temporary reduction in awarded project funds. In this event, the COG will not approve new projects until the needed shortfall amount has been accounted for. The County shall not be obligated to make up this difference

using the County's general funds or any other funding source. This possibility will be identified in the COG funding agreement between the County and the local jurisdiction.

### COG EXECUTIVE COMMITTEE

The COG Executive Committee is composed of the COG Chair, Vice Chair and Cache County Executive. This committee will provide general oversight to the annual prioritization process. Specifically, this committee (with staff support) will:

1. Make adjustments to the *Funding Approval Timeline* as needed (see Appendix C).
2. Determine the amount of funding to make available to applicants for each funding cycle.
3. Assist staff in the interpretation of COG policies and procedures (as questions arise).
4. Determine project eligibility of applications and make betterment review decisions.
5. Approve the Data Driven Scoring.
6. Provide application & *plan set* completeness reviews.
7. Approve minor project *scope changes* (no change to funding amount), including the possible repurposing of funds on a previously approved project. Any approval of minor *scope change* must have a direct nexus to a project approved by the full COG.
8. Approve a major *scope change* recommendation to the Full COG.
9. Approves a *funding shortfall amendment* recommendation to the full COG.
10. Approves project extension requests.
11. Assist staff in deterring payment sequencing due to cash flow limitations
12. Review for possible reimbursement to the COG for removal of major cost items, per *major cost item removal* policy.

### COG PROJECT ELIGIBILITY FLOW CHART

See Appendix I for a flow chart to help determine a projects eligibility for COG Funds.

### COG STAFF PROJECT REVIEW REPORT

As part of the project prioritization process, COG staff will prepare a technical project summary report for the projects. This report can include a review of any aspect of the projects, such as regional significance, consistency with regional plans, optimal timing or phasing or an applicant's project delivery capacity, etc. This report will be provided to the COG members prior to their ranking of the projects. COG staff will present this report at the project presentation meeting of the full COG.

### CONSTRUCTION BIDDING

Any construction or maintenance project awarded by the COG must meet the requirements of Utah Code 72-6-108. 72-6-108. Class B and C roads -- Improvement projects -- Notice -- Contracts -- Retainage.

### CONTIGENCY FUND

Where projects are awarded funding two years in advance (and at only 30% design), the COG understands that as projects near the construction phase there is a possibility that the project will cost more than the awarded amount (and local match). To help address this issue (and not cause projects to stall) the COG has established a *Contingency Fund* to allow awarded projects to request a *funding shortfall amendment* to make up the funding shortfall.

The target minimum balance of the reserve contingency fund shall be three million dollars. Each year when the award amount is determined, the needed amount to restore the reserve fund to its targeted minimum balance will be held back.

Request for access to these contingency funds will be overseen by the *COG Executive Committee*. Use of these funds will require final approval by the COG and Cache County Council. *The Funding Shortfall Amendments* policy outlines this process.

Use of the Contingency Fund for cash flow purposes are outlined per the *Cash Flow Management Policy*.

### **COST ESTIMATES**

Detailed cost estimates (or bid documentation) are required to be submitted as part of the *Application*. Cost estimates must clearly breakout non-COG eligible cost items based on *Eligible Project Activities*.

Cost estimate should include all aspects of the project including;

- Design
- Right-of-way acquisition
- Property Purchase
- Construction
- Construction Management/inspections

Certain large bid items will be required to use a designated unit of measure as listed in the application.

### **DETERMINING AVAILABLE FUNDS**

This *COG Executive Committee* will authorize the amount of total COG funds that will be made available to applicants each funding cycle (based on review of the latest fund balance and a conservative estimate of anticipated future revenue). Generally, the amount of funds made available for any given programmed year will be the amount of any residual funds and the estimated dedicated sales tax revenue through the end of the programmed calendar funding year. The *COG Executive Committee* will determine the acceptability of the estimation assumptions for future fund revenue. This information will be provided to potential applicants along with the notice requesting applications. The amount of funding made eligible at the time of opening a COG cycle will not be adjusted (except to adjust to COG fund actual revenue).

### **DISBURSEMENT OF COG FUNDS**

COG funds will be disbursed only after expenses have been incurred. The preferred payment method is for a jurisdiction to cash flow all project payments and submit one final project disbursement request (applicants are encouraged to review any cost eligibility questions with COG staff as early as possible to avoid any cost eligibility misunderstandings). However, if a jurisdiction is not able to cash flow these contractor payments, partial disbursement requests can be accommodated. Partial disbursement request can only be made on a quarterly basis.

Disbursement request should be submitted to the Cache County Public Works Department.

Any COG funds that remain after a project is completed will be reallocated to be made available to the next round of COG project applications (or to the contingency fund).

### **ELIGIBLE APPLICANTS**

Only Cache County Corporation, incorporated cities and towns or the Logan-Cache Airport are eligible applicants for COG funds.

The Logan-Cache Airport is eligible for COG funds due to its inclusion in the FAA's National Plan of Integrated Airport Systems.

### **ELIGIBLE PROJECT ACTIVITIES**

The COG has established the following policy for eligible project activities using COG funds.

## ELIGIBLE COG ROADWAY COSTS

The following elements of roadway construction are eligible for COG fund reimbursement:

1. All roadway construction activities that are associated with constructing the roadway pavement section (including bike lanes).
2. Any required utility system relocations (does not include utility upgrades or improvements).
3. Utility stubs to reduce future road cuts. When these items are being installed by the COG the jurisdiction is encouraged to take actions to deter future road cuts on the funded portion of road. These may include road cut moratoriums or increase road cut fees.
4. Sidewalks or shared use paths (within same project limits and contribute to transportation function).
5. Road right-of-way purchase (limited to the width of the right-of-way needed for the roadway classification of that road as set by the jurisdiction's design standards).
6. Drainage system improvements (required because of the project).
7. Residential or business relocation costs required by roadway improvement (requires approval of the *COG Executive Committee* on a case-by-case basis at time of application).
8. Roadway safety elements (e.g. guardrail, signals, cross-walks, signage and pavement marking etc.).
9. Site environmental cleanup or remediation costs will be considered on a case-by-case basis by the *COG Executive Committee* for eligibility.
10. Native revegetation needed for soil stabilization.
11. Landscape replacement cost to restore disturbed landscaping back to existing conditions.
12. Standard roadway traffic safety lighting (basic "cobra" head lights and wooden poles).
13. Curb and gutter.
14. Design and construction engineering, construction management, material testing and inspections of COG Eligible items.

## INELIGIBLE COG ROADWAY COSTS

The following elements of roadway construction are NOT eligible for COG fund reimbursement (these elements can be done as part of a COG funded project but will need to be handled as separate bid items and paid with non-COG funds):

1. Decorative landscaping.
2. Right-of-way cost beyond that needed to accommodate the actual road cross-section (the local jurisdiction must pay the cost difference of remnant property or full property "takes").
3. COG application development costs
4. Design of new mainline utilities and utility system upgrades that are not COG eligible. Where feasible the construction management and inspections of these items should not be submitted to the COG for reimbursement.
5. Utility system upgrades including cost to increase capacity, bury overhead utilities, or line extensions.
6. Non-traffic safety roadway lighting.

## FINAL PLAN AND DOCUMENT REVIEW

Once the applicant has completed the engineering of their project and before the project goes out to bid, they will need to submit to COG staff for review the following documents:

- Completed *plan set*
- Updated *cost estimate*
- *Pavement Section Design*

- UDOT Structure review (if applicable)
- *Access Management Plans*
- Documentation of any donated right-of-way to be considered for local match.

### **FUNDING APPROVAL TIMELINE**

The anticipated yearly COG Funding Approval Timeline is shown on Appendix C. The *COG Executive Committee* can make changes to this anticipated schedule as needed.

### **FUNDING SHORTFALL AMENDMENTS**

If during the completion of design and bidding/construction phase it is discovered that there is a shortfall in the amount of funding a jurisdiction has received they are able to request a funding amendment to obtain additional funds. A request for additional funding is no guarantee of receiving additional funding.

The Funding Amendment process begins by the jurisdiction that is requesting additional funds submitting a written request to the *COG Executive Committee*. This request shall detail the reason for the shortfall and the additional amount being requested.

Once the request is reviewed by the *COG Executive Committee* they will meet with the project sponsor to discuss the shortfall. If the *COG Executive Committee* feels like the request is justified, then the request will be taken to the full COG. If the full COG chooses to approve the funding amendment, then it will go to the County Council for final approval.

### **FUTURE YEAR PROGRAMMING OF FUNDS**

Typically, road improvement projects have a number of steps to complete before a project is ready for construction (and start spending the larger portion of any COG allocated funding). Project design, right-of-way acquisition and the sequencing of utility work (or relocations) are all elements of project preparation that can significantly delay the start of the project's construction phase.

COG projects that are awarded in a given year will be programmed for 2 years in the future. For example, any projects that are awarded in 2026 will be programmed for construction in 2028. Funds for any given programmed year will become available for disbursement on January 1<sup>st</sup> of the programmed year.

### **GREEN FIELD DEVELOPMENT**

When a jurisdiction is applying for construction of a new roadway through undeveloped parcels the jurisdiction shall build the minimum width required for safety. This would typically include Travel lanes, some shoulder, swales, and sidewalk or shared use path on one side of the roadway. It is the expectation of the COG that the additional needed improvements would be required by future development or the local jurisdiction.

### **LETTER OF INTENT**

A letter of Intent is required to be submitted for each project that a jurisdiction intends to apply for COG Funds for. These letters shall be submitted by the deadline as listed in the approved funding timeline each year. A template for this letter will be available on the COG website each year prior to the deadline.

### **LOCAL MATCH REQUIREMENTS**

All COG funded projects are required to provide a minimum 8% local match on the COG award amount (this requirement may be waived by the COG for any given year). However, projects are encouraged to provide a higher match percentage. COG members will consider this higher match percentage for project scoring. If the COG approves a lesser amount of COG funds than requested (or if less of the COG funds are used than identified in the application), the

jurisdiction is only expected to match at the same percentage as identified in the application (this holds true even if the application identifies an actual match dollar amount as opposed to a percentage).

Local match percentages for projects with multiple construction phases are encouraged to be the same.

All COG phases must provide an independent match for that phase. Overmatch on phased projects can be carried forward to future phases (if both phases are on the same corridor), and the future phase is approved within 2 years of the previous phase. In no case can a phase be under matched in anticipation of meeting match requirements in a future phase.

Efforts must be made to make sure the match amounts are appropriately calculated (not double counted).

### **COST ITEMS INCLUDED FOR 8% LOCAL MATCH MINIMUM**

The following items can be used to document the required 8% local match minimum:

1. Cash contributions to the project (only from local Municipal or County Sources).
2. Appraised value of project right-of-way acquired by the local jurisdiction (must not have been acquired with federal, state or COG funds) in the last 10 years (does not include right-of-way acquired through development dedication). Property acquisition must be completed prior to projects going to bid for construction.
3. The value of donated right-of-way may be applied as match to a project at the value of the appraised property at the time of donation. Consideration of using donated right-of-way for match purposes will be allowed up to when a project is bid for construction.

### **LOCAL TRANSPORTATION FUNDING AGREEMENT**

Any jurisdiction receiving COG funds will be required to enter into a Local Transportation Funding Agreement with Cache County.

### **MAJOR COST ITEM REMOVAL**

The COG Executive Committee can review for possible reimbursement to the COG for the removal of any major cost item associated with a COG-funded project when such removal occurs within three (3) years of project completion. A “major cost item” shall mean an improvement or infrastructure element that was included in the original approved project scope, determined to be COG-eligible at the time of approval, and installed by the jurisdiction in accordance with the approved plans and funding agreement.

If a jurisdiction elects to remove such an item at its own discretion, the jurisdiction may be required to repay to the COG all or a proportional share of the original funding associated with that item, as determined by the COG Executive Committee.

### **MULTI-JURISDICTIONAL PROJECTS**

Roads typically do not end at the boundary of a single jurisdiction; rather, they connect multiple jurisdictions. As a result, transportation projects may also need to extend across jurisdictional boundaries.

Projects that span multiple jurisdictions must select a lead sponsor to submit the application and contract with the County. Multi-Jurisdictional projects must submit a *Partnering Letter* from all non-sponsoring jurisdictions along with *Public Hearing Statements* from all involved jurisdictions.

### **NOTICE OF AWARD**

After the Cache County Council has approved a project as part of the COG funding recommendation, award letters will be sent that identify the amount of COG funds approved and the required local match (consistent with the project’s

application). The letter will also identify a project number that will be required for all future communication and disbursement requests.

### **PARTNERING LETTERS**

For Multi-Jurisdictional Projects each non-sponsoring jurisdiction must submit a Partnering Letter. Partnering Letters shall indicate a willing partnership and acknowledgement of project delivery cooperation. This letter should include a description of any financial commitments of the non-sponsoring jurisdictions.

Partnering letters must be dated in the calendar year that the application is submitted.

### **PHASED PROJECTS**

Often larger road projects must be completed in phases (e.g. right-of-way purchase, staged construction and segmentation). While staged construction phases will be allowed, when possible, each phase should have substantial independent utility. The entire project must be described, when the first phase of the project is applied for and eligibility will be determined by the overall project.

Phased projects are defined as projects that have received from the COG, a previous partial funding, received previous engineering or right-of-way awards, or a previously funded project on that same corridor within the last two years (based on application year). Spot improvements projects are not considered phased projects and are not eligible for data driven scoring points for a phased project.

Remaining unused funds from one phase can be used on subsequent phases if the next phase of the project is funded within 2 years of the prior phase being funded.

### **PLAN SETS**

Plans must meet the COG Application Plan Set Criteria found in Appendix H and any applicable items from the *Road Construction Standards*, at time of application. Questions regarding these items should be directed to COG staff.

### **POST PROJECT REQUIREMENTS**

Jurisdictions are expected to follow the *access management plan, active transportation and snow removal and major cost item removal* policies outlined in Section 3 of this manual.

### **PROJECT ADMINISTRATION AND CONSTRUCTION OVERSIGHT**

The local sponsoring jurisdiction is responsible for all aspects of COG project construction oversight and administration. This includes project bidding, consultant contracting, property acquisition and construction engineering/inspection and contractor payment.

### **PROJECT INSPECTIONS/BETTERMENT REVIEW**

The County will conduct periodic project inspections/site visits. These inspections are to verify a projects consistency with the applicants COG application and to have some level of quality control for the COG's investment.

Jurisdictions should not rely on these inspections to ensure their projects are built to their design specifications.

### **PROJECT PRIORITIZATION**

As required by Utah state code, the COG will administer a written weighted project prioritization process (Project Scoring System) that will result in the approval of a prioritized COG funding recommendation to the Cache County Council.

According to state code, the COG can make one funding recommendation per calendar year to the Cache County Council (funding Shortfall amendment request for projects with prior County Council approval are not considered as new funding recommendation as per state code).

## PROJECT SCORING SYSTEM

COG road project scoring is divided into two parts. The first part consists of the data driven scoring and the second part consists of the COG member ranking.

Any requests for project improvements at the Cache-Logan Airport will be dealt with by the COG on a case-by-case basis and will not use this project scoring system. An airport project must result in a regionally significant benefit to the public.

### DATA DRIVEN SCORING

Appendix E shows the data driven scoring criteria that will be applied to each project. COG staff will apply the scoring criteria to projects and compile the results. Once the data driven scoring has been compiled, COG staff will make the information publicly available and schedule a meeting with staff from all jurisdictions (or others that individual COG members identify to invite) to review the results of the data driven scoring (staff will collect any input as to the appropriate application of the data driven criteria). The intent of this meeting is to provide jurisdictional staff an opportunity to review the data driven scoring results prior to it being presented to the COG.

The final results (after staff review) of the data driven scoring will be reviewed and approved by the *COG Executive Committee* and then made available to COG members before they are requested to complete their project ranking. COG Staff will present the scoring results at the project presentation meeting of the full COG.

### COG MEMBER PROJECT RANKING

Each voting COG member will use the criteria described in this section to rank projects (ranked 1 to N, where “N” is the total number of projects and 1 represents the highest priority). COG staff will use the COG Members Scoring Key shown in Appendix D to convert the COG member’s project ranking to a weighted score.

When ranking a project COG member should make their own best judgments about a project’s benefit by applying local knowledge and experience.

### ANY AREA/RURAL PROJECT RANKINGS

All COG members will rank every project regardless if the project is in an urban or rural area. As part of the recommendation approval process (that comes later), the any area/rural set aside split will be applied.

### CATEGORIES AND INFORMATION COG MEMBERS SHOULD CONSIDER WHEN RANKING PROJECTS

Below is a summary of the categories and factors that should be considered by individual COG members when assigning project ranks:

#### COST EFFECTIVENESS

As part of assigning project ranking, COG members should consider:

- Overall cost of a project relative to anticipated benefits.
- What is the local match contribution to the project?
- Does the project include donated right-of-way?
- All cost/contribution items listed above for 8% local match minimum.
- In-kind contributions.
- Utility system upgrades.
- Cost of city betterments (landscaping etc.).

## ECONOMIC IMPACT

As part of assigning project ranking, COG members should consider:

- Will the project support the expansion of commercial development in close proximity?
- Will the project include improvements to better support the movement of freight?
- Is the project located in an area with a high concentration of employment?
- Does the project support industrial and manufacturing development that bring wealth into Cache Valley (non-retail)?

## FEDERAL LAW COMPLIANCE

As part of assigning project ranking, COG members should consider:

- Does the project include significant environmental impacts?
- Does the project negatively impact low income, disabled or minority populations?

## MAINTENANCE/OPERATION COSTS

As part of assigning project ranking, COG members should consider:

- Does the project include any elements to reduce the cost of future operation and maintenance costs?
- Does the project include a follow up seal coat treatment?
- Will the project require long term city/county maintenance for adjacent remnant right-of-way?

## TALLYING OF COG MEMBER/DATA DRIVEN SCORING

Staff will tally the completed scoresheets for each voting COG member. Each COG member's resulting score from their ranking for each project will be averaged and then added to the data driven score to calculate a final overall project score.

## PROJECT SIGNAGE

To ensure transparency and promote public awareness, all projects receiving funding for construction or maintenance must display clear and visible signage at key access points. These signs should acknowledge the funding source and inform the public that the project is supported by taxpayer contributions. This requirement helps reinforce the value of public investment, and ensures that taxpayers are aware of how their contributions are being used to support transportation improvements.

Signs should meet the following requirements:

- Project Name
- Use the sentence "This project is funded with Cache County Council of Government (COG) Local Transportation Funds.
- Generally, one sign should be located at each access point to the project.
- Signs should be at least 4'x6' or large enough for passing motorists to read.
- Signs should be installed prior to construction and stay in place through construction.

## PROPERTY ACQUISITION

All right-of-way (ROW) purchases must follow the property acquisition procedures found in the Utah Relocation Assistance Act (57-12-12).

COG funds are limited to only that ROW purchase needed for the road cross section. Those using COG funds to purchase real property should make sure to separate and have clear documentation distinguishing between ROW needed for the road project and any remint property purchased by the jurisdiction (See Eligible Project Costs Policy).

In most cases, documentation of eligible costs must be based on a recent property appraisal. Any other means of documenting purchase value using COG funds must be approved by COG staff prior to executing the purchase agreement.

Non-cash negotiated settlement items (landscaping, utilities, fencing etc) must be clearly documented and include the cost value of those items.

## **PUBLIC HEARINGS/PUBLIC HEARING STATEMENTS**

To ensure the community has an opportunity to voice concern or support for a project that will be submitted for COG funding, the COG requires that the sponsoring jurisdiction and any partnering jurisdictions. To show that this requirement has been met, each applicant must include a Public Hearing Statement from every jurisdiction involved in the project. The signed Public Hearing Statements confirm each jurisdiction has gone through the legally required public hearing process. Public Hearing Statements must be held and dated in the calendar year that the application is submitted.

The public hearing must address the following items:

- The general concept of the project
- The estimated cost of the project
- The financial responsibility of the jurisdiction if the project is funded

Inclusion of the Applicant's project in the Applicant's annual budget and budget hearing will NOT be accepted as having met this requirement (for multi-jurisdictional projects each involved jurisdiction will need to meet this requirement individually).

A template for the Public Hearing Statement will be available each year with the application.

## **ROAD CONSTRUCTION STANDARDS**

Sponsoring jurisdictions should use their own roadway standards when completing engineering design. The following are the only additional requirements:

### **PAVEMENT SECTIONS**

Pavement sections shall be determined by a licensed engineer. The pavement section design shall be based on field exploration and/or material testing in determining the appropriate pavement section. Pavement sections shall be designed to accommodate current and predicted traffic needs in a safe, durable and cost effective manner. Each applicant shall submit a signed and stamped pavement section design by the licensed engineer stating the recommended pavement section.

The pavement section should be customized to the type of work that is being proposed: full depth reconstruct, full depth reclamation, asphalt mill and regrade, etc.

This requirement does not apply to chip and seal projects or maintenance projects in the rural area where only spot asphalt replacement is occurring.

### **BRIDGES AND STRUCTURES**

Any project that includes a bridge (any structure spanning over 20 feet in length) or any other roadway structure that costs more than one million dollars are required to obtain a plan review by the UDOT structures division (UDOT generally provides this service free of charge to local jurisdictions). This must be submitted with your final plans for review by COG staff.

Any structure spanning over 20 feet in length (either newly constructed or rehabilitated) requires an in service bridge inspection from UDOT prior to opening the structure to traffic.

## RURAL AND URBAN DESIGNATION

The U.S. Census Bureau designates the “urbanized” area boundary. The boundary of this designation is revisited after each decennial census. Once the Census Bureau updates the urbanized area the CMPO designates a planning area that encompasses the urbanized area. The COG’s any area/rural designation will adjust to these new boundaries as necessary.

The areas located within the red polygon for the 2020 Census Urban Planning Boundary (see Appendix G) represent the urbanized area, while the remaining area outside the polygon represents the rural area.

## RURAL AREA PROJECT ELIGIBILITY

In rural areas (see Appendix G) the development, construction, maintenance, or operation on any road (class A to D) is eligible for COG funds.

## COG PROJECT ELIGIBILITY FLOW CHART

See Appendix I for a flow chart to help determine a projects eligibility for COG Funds.

## RURAL AREA “SET-ASIDE”

Given that the needs in rural portions of Cache County are often distinctly different than in the more urbanized areas, the COG has established a rural area “set-aside”. These funds will only be available to the rural jurisdictions of the county (see Appendix G).

The annual amount of the rural “set-aside” will be based on the latest Class B & C road mileage report available from UDOT (this is the formula used to distribute state gas tax revenue). The total weighted road mileage will be tallied, and the urban/rural split will be calculated. This calculation will be completed each year at time of award. For reference as of September 2023, this weighted mileage split is 87% any area, 13% rural. Rural jurisdictions can compete for the urbanized (any area) funds if they rank high enough.

Unincorporated Cache County mileage is included in the any area split because Cache County participates as a voting member of the CMPO Executive Council and would still be able to submit a COG application for the Urban portion of COG funds for a project located anywhere in the county.

## SCOPE CHANGES

At times during final design or construction there arises a desire or need for a change in the scope of a project. Scope changes are defined as Minor or Major depending on the percentage of the COG award. For projects awarded under \$500,000 a minor scope change is limited at 10% of the award amount and for projects at or over \$500,000 a minor scope change is limited at 5%. Major scope changes would be any amount above these percentages.

Minor scope changes can be approved by the *COG Executive Committee*, while major scope changes require approval of the full COG and County Council.

## SITE VISITS/PROJECT PRESENTATIONS MEETING

At the discretion of the COG, project applicants may be requested to accommodate a project site visit or make a short project presentation. These meetings will be scheduled in advance and made known to applicants and will be open to the public.

## SPOT IMPROVEMENTS (URBAN AREA ONLY)

The CMPO’s Regional Transportation Plan (RTP) does not typically identify smaller operational or safety road projects that could have an impact on congestion. Generally, the RTP only identifies larger road widening or major capacity

improvements (in the 30-year planning horizon). The COG has indicated a commitment to invest primarily in projects that implement the adopted RTP (in the CMPO planning area). Nonetheless, the COG recognizes that limited investments in smaller projects (not included in the RTP) could have value and should be considered. Therefore, the COG has developed a “spot improvement” policy that allows smaller projects not included in the RTP to still be considered for COG funds if they meet the following criteria:

1. Projects are capped at \$400,000 COG sales tax funds.
2. Projects are limited to Intersection or operational roadway improvement and/or a project that is primarily intended to correct a roadway safety issue.
3. A larger project cannot be artificially separated into multiple spot improvement projects.

The spot improvement policy does not apply to the rural portions of the county.

### **TIMELINE FOR USE OF COG FUNDS**

All COG funds must be disbursed within 2 years of the projects programmed year (funded year +1). For phased projects that are funded in back-to-back years, the jurisdiction will have two years from the last phase’s programmed year to have their funds spent and disbursed. Exceptions to this timeline will require either upfront approval by the COG and County Council detailed as part the funding recommendation or a written request for time extension from the sponsoring jurisdiction. The extension shall describe the reason for the extension request and indicate the new anticipated timeframe for completion. Extension requests will be considered on a case-by-case basis by the *COG Executive Committee*.

### **URBAN AREA PROJECT ELIGIBILITY**

In the urban areas of the county (see Appendix G) road Improvement projects (construction) on roads classified as an arterial (principal or minor) or collector (major or minor) are eligible for COG funds. Small Intersection or chock point projects that don’t meet the requirements of this section may be eligible for funding if they meet the requirements of the *Spot Improvements Policy*.

COG funded road projects must be for new capacity or congestion mitigation and cannot be for operation or maintenance in the urban area.

UDOT maintains the “official” database of functional classification for highways and roads on their functional classification map. This map can be found at the following link:

<https://www.arcgis.com/apps/OnePane/basicviewer/index.html?appid=4c1915628beb4ce0b71b22175a2fa1c5>

UDOT also oversees the process for changes or additions to this classification scheme.

New roads (or new road segments) or existing local roads can be eligible (even if they are not shown in the UDOT system) for COG funds if they are included in the local jurisdiction’s transportation master plan and are shown as an arterial or collector road. These roads must be shown on the master plan with “logical termini” to other similar classified roads. The roadway design submitted as part of the COG application must also demonstrate that it will be constructed consistent with a collector or arterial roadway configuration.

### **REGIONAL TRANSPORTATION PLAN INCLUSION**

In addition to the requirements found in state code, the COG has opted to require that any project located in the CMPO planning area (see Appendix G) must also be included in phase 1, 2 or 3 of the CMPO’s most current adopted Regional Transportation Plan (fiscally constrained project list). For years where a new Regional Transportation Plan (fiscally constrained project list) is adopted, projects may come from the newly adopted plan or the previous plan.

Since the rural portions of Cache County are not part the CMPO’s planning area (see Appendix G), elected officials from those communities do not directly participate on the CMPO Executive Council (who approves the RTP). Therefore,

projects from rural areas are not required to be part of the CMPO's RTP. Any rural area project that meets the general project eligibility requirements of state code can be considered for COG funding.

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### **COG PROJECT ELIGIBILITY FLOW CHART**

See Appendix I for a flow chart to help determine a projects eligibility for COG Funds.

## APPENDIX A – STATE ENABLING CODE 59-12-2217

*Effective 5/12/2020*

### **59-12-2217 County option sales and use tax for transportation -- Base -- Rate -- Written prioritization process -- Approval by county legislative body.**

(1) Subject to the other provisions of this part, and subject to Subsection (8), a county legislative body may impose a sales and use tax of up to .25% on the transactions described in Subsection 59-12-103(1) within the county, including the cities and towns within the county.

(2)

(a) Except as provided in Subsection (2)(b), and subject to Subsections (3) through (6) and Section 59-12-2207, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2.

(b) Subject to Subsections (3) through (6), in a county of the first or second class, or if a county is part of an area metropolitan planning organization, that portion of the county within the metropolitan planning organization, the revenue collected from a sales and use tax under this section may only be expended as described in Section 59-12-2212.2, and only if the expenditure is for:

(i) a project or service:

(A) relating to a regionally significant transportation facility or collector road for the portion of the project or service that is performed within the county;

(B) for new capacity or congestion mitigation, and not for operation or maintenance, if the project or service is performed within the county; and

(C) on a priority list created by the county's council of governments in accordance with Subsection (5) and approved by the county legislative body in accordance with Subsection (5);

(ii) corridor preservation for a project or service described in Subsection (2)(b)(i)(A) or (B); or

(iii) debt service or bond issuance costs related to a project or service described in Subsection (2)(b)(i)(A) or (B).

(c) The restriction in Subsection (2)(b)(i)(B) from using revenue for operation or maintenance does not apply to any revenue subject to rights or obligations under a contract entered into before January 1, 2019, between a county and a public transit district.

(3) For revenue expended under this section for a project or service described in Subsection (2) that is on or part of a regionally significant transportation facility and that constructs or adds a new through lane or interchange, or provides new fixed guideway public transit service, the project shall be part of:

(a) the statewide long-range plan; or

(b) a regional transportation plan of the area metropolitan planning organization if a metropolitan planning organization area exists for the area.

(4)

(a) As provided in this Subsection (4), a council of governments shall:

(i) develop a written prioritization process for the prioritization of projects to be funded by revenues collected from a sales and use tax under this section;

- (ii) create a priority list of transportation projects or services described in Section 59-12-2212.2 in accordance with Subsection (5); and
  - (iii) present the priority list to the county legislative body for approval in accordance with Subsection (5).
- (b) The written prioritization process described in Subsection (4)(a)(i) shall include:
- (i) a definition of the type of projects to which the written prioritization process applies;
  - (ii) subject to Subsection (4)(c), the specification of a weighted criteria system that the council of governments will use to rank proposed projects and how that weighted criteria system will be used to determine which proposed projects will be prioritized;
  - (iii) the specification of data that is necessary to apply the weighted criteria system;
  - (iv) application procedures for a project to be considered for prioritization by the council of governments; and
  - (v) any other provision the council of governments considers appropriate.
- (c) The weighted criteria system described in Subsection (4)(b)(ii) shall include the following:
- (i) the cost effectiveness of a project;
  - (ii) the degree to which a project will mitigate regional congestion;
  - (iii) the compliance requirements of applicable federal laws or regulations;
  - (iv) the economic impact of a project;
  - (v) the degree to which a project will require tax revenues to fund maintenance and operation expenses; and
  - (vi) any other provision the council of governments considers appropriate.
- (d) A council of governments of a county of the first or second class shall submit the written prioritization process described in Subsection (4)(a)(i) to the Executive Appropriations Committee for approval prior to taking final action on:
- (i) the written prioritization process; or
  - (ii) any proposed amendment to the written prioritization process.
- (5)
- (a) A council of governments shall use the weighted criteria system adopted in the written prioritization process developed in accordance with Subsection (4) to create a priority list of transportation projects or services for which revenues collected from a sales and use tax under this section may be expended.
- (b) Before a council of governments may finalize a priority list or the funding level of a project, the council of governments shall conduct a public meeting on:
- (i) the written prioritization process; and
  - (ii) the merits of the projects that are prioritized as part of the written prioritization process.
- (c) A council of governments shall make the weighted criteria system ranking for each project prioritized as part of the written prioritization process publicly available before the public meeting required by Subsection (5)(b) is held.
- (d) If a council of governments prioritizes a project over another project with a higher rank under the weighted criteria system, the council of governments shall:

- (i) identify the reasons for prioritizing the project over another project with a higher rank under the weighted criteria system at the public meeting required by Subsection (5)(b); and
  - (ii) make the reasons described in Subsection (5)(d)(i) publicly available.
- (e) Subject to Subsections (5)(f) and (g), after a council of governments finalizes a priority list in accordance with this Subsection (5), the council of governments shall:
- (i) submit the priority list to the county legislative body for approval; and
  - (ii) obtain approval of the priority list from a majority of the members of the county legislative body.
- (f) A council of governments may only submit one priority list per calendar year to the county legislative body.
- (g) A county legislative body may only consider and approve one priority list submitted under Subsection (5)(e) per calendar year.
- (6) In a county of the first class, revenues collected from a sales and use tax under this section that a county allocates for a purpose described in Subsection 59-12-2212.2 shall be:
- (a) deposited in or transferred to the County of the First Class Highway Projects Fund created by Section 72-2-121; and
  - (b) expended as provided in Section 72-2-121.
- (7) Notwithstanding Section 59-12-2208, a county legislative body may, but is not required to, submit an opinion question to the county's registered voters in accordance with Section 59-12-2208 to impose a sales and use tax under this section.
- (8)
- (a)
    - (i) Notwithstanding any other provision in this section, if the entire boundary of a county is annexed into a large public transit district, if the county legislative body wishes to impose a sales and use tax under this section, the county legislative body shall pass the ordinance to impose a sales and use tax under this section on or before June 30, 2022.
    - (ii) If the entire boundary of a county is annexed into a large public transit district, the county legislative body may not pass an ordinance to impose a sales and use tax under this section on or after July 1, 2022.
  - (b) Notwithstanding the deadline described in Subsection (8)(a), any sales and use tax imposed under this section on or before June 30, 2022, may remain in effect.

Amended by Chapter 377, 2020 General Session

## APPENDIX B – COG BYLAWS

### CACHE COUNTY COUNCIL OF GOVERNMENTS

#### BY-LAWS

Amended 10-21-2024

#### 1. ORGANIZATION

- a. These by-laws are established for the Cache County Council of Governments.
- b. In accordance with Utah Code 72-2-117.5 (1) (a), the Cache County Council of Governments shall be a decision-making body composed of the County Executive and the Mayors of each municipality in the county.
- c. The authorized acronym for the Cache County Council of Governments shall be CCCOG.

#### 2. PURPOSE

- a. In accordance with Utah Code Annotated, Section 59-12-2217 (5)(a), the CCCOG shall create a priority list of regionally significant transportation facility projects described in Subsection (4)(a) using the process described in Subsection (5)(b) and present the priority list to the Cache County Council for approval as described in Subsection (6). Subject to Sections 59-12-2217, the CCCOG shall establish a council of governments' endorsement process which includes prioritization and application procedures for use of the revenues Cache County receives under the County Option Sales and Use Tax Transportation Act.
- b. The CCCOG shall submit the priority list described in II.A. above to the Cache County Council and obtain approval of the list from a majority of the members of the Cache County Council.
- c. The CCCOG may only submit one priority list per calendar year.

#### 3. MEETINGS

- a. The CCCOG shall meet as needed, providing that reasonable notice is given to all members of the time and place of each meeting.
- b. The CCCOG shall comply with the provision of Utah Code Annotated, Section 52-4-201 for open and public meetings. All meetings of the CCCOG shall be open to the public unless closed pursuant to Utah Code.
- c. Public notice shall be given of all meetings as required by Section 52 Chapter 4 Part 2, and minutes and recordings kept of all meetings as required by Section 52-4-203.
- d. Electronic meetings are allowed pursuant to Sections 52-4-210 of the Utah Code Annotated for the CCCOG meetings provided they meet the following procedures:
  1. The meeting is properly noticed as per the CCCOG By-laws and Utah Code.
  2. A written notice is posted and the anchor location of the meeting identified (agenda with Electronic Meeting notation).
  3. Notice of the electronic meeting is given to the members at least 24 hours prior to the meeting.
  4. Non-present members are to be connected via electronic means (i.e. telephonic or telecommunications conference)
  5. Space must be provided at the anchor location for members of the public.

6. If comments from the public will be accepted during the electronic meeting, space and facilities at the anchor location must be provided so the public can attend, monitor and participate in the open portions of the meeting.

7. If voting is required, the Chair shall require a roll call vote so that the non-present members' vote may be counted.

#### 4. QUORUM AND VOTING

- a. A quorum shall be required for the transaction of all business of the CCCOG.
- b. A quorum shall consist of a majority (11) of all CCCOG members.
- c. A simple majority vote of the voting members present, provided those present constitute a quorum, is necessary to carry any question.
- d. Each member of the CCCOG shall have one vote.

#### 5. OFFICERS

- a. The CCCOG shall elect by majority vote a Chair and Vice-Chair, to serve for one-year terms with no term limitations, at the last meeting of each calendar year.
- b. The Chair shall be the chief executive officer for CCCOG and shall sign all documents on behalf of CCCOG. The Chair shall also set the agenda for meetings; preside at all meetings; assign responsibilities to members; and such other duties as may be prescribed by the CCCOG.
- c. The Vice-Chair shall assume the Chair's duties and powers in the absence of the Chair.
- d. The CCCOG may appoint a Secretary who shall provide public notice and keep minutes of all meetings and such other duties as may be assigned by the CCCOG.
- e. The CCCOG may from time to time appoint committees, standing or temporary, as may be necessary to carry out the purpose, activities and responsibilities of the CCCOG.
- f. The CCCOG shall use a modified Roberts Rules of Order in conducting meetings, public hearings, etc.

#### 6. EXECUTIVE COMMITTEE

- a. The CCCOG Executive Committee is composed of the CCCOG Chair, Vice Chair and Cache County Executive. This committee will provide general oversight to the annual prioritization process. Specifically, this committee (with staff support) will:
  - i. Establish the project application schedule and deadlines.
  - ii. Determine the amount of funding to make available to applicants for each funding cycle.
  - iii. Oversee the data driven scoring process.
  - iv. Act on repurposing requests as per the CCCOG Policy Manual.
  - v. Oversee access to contingency funds per the CCCOG Policy Manual.
  - vi. Assist staff in the interpretation of CCCOG policies and procedures (as questions arise).

#### 7. APPEALS TO THE CCCOG

- a. Decisions made by the CCCOG Executive Committee can be appealed to the full CCCOG.

#### 8. ADOPTION AND AMENDMENT

- a. These by-laws shall be adopted by a two-thirds (14) vote of the members of CCCOG.
- b. These by-laws may be amended or altered or repealed and new by laws may be adopted by a two-thirds vote of the CCCOG members represented at any regular meeting provided written notice has been given two weeks in advance of intention to alter, amend or repeal or adopt a new set of by-laws.

## APPENDIX C – FUNDING APPROVAL TIMELINE (TYPICAL)

1. Letters of Intent Submission:
  - *Deadline: First Monday in June*
  - Local Jurisdictions in Cache County are invited to submit Letters of Intent outlining their proposed transportation projects.
2. Application Becomes Available
  - *First Monday in June*
  - The COG Funding Application will be made available on the CMPO's Website.
3. Application Submission:
  - *Deadline: second Friday in August at 11:59 PM*
  - Detailed project applications, including Purpose and Need Statements, plans, maps, photos, and other relevant documentation, must be submitted by the specific deadline.
4. COG Staff Reviews
  - *August/September*
  - COG Staff completes the data driven scoring and prepares their Project Review Memo.
  - A Community Official data driven scoring review meeting will be held once the data driven scoring has been completed
5. Project Presentations
  - *First Monday in October*
  - Project applicants will have the opportunity to present their projects to the entire COG.
6. COG Recommendation Approval:
  - *Annually before the end of each year*
  - The COG reviews the final ranking of the Projects and approves a Recommendation to the County Council.
7. County Council Approval
  - *Annually before the end of each year*
  - COG's recommendation is presented to the County Council for final approval.

## APPENDIX D – COG MEMBER SCORING KEY

When COG members rank the projects they rank the projects from 1 to N, where “N” is the total number of projects. By ranking a project, a 1, they are giving this project the highest ranking. Based on how many applications are received the appropriate COG Members Scoring Key will be used to convert their ranking to a score out of 60 points.

<b>COG Member Scoring Key</b>					
<b>Received 10 Applications or Less</b>		<b>Received 11-15 Applications</b>		<b>Received 16 or More Applications</b>	
<b>Rank</b>	<b>Points</b>	<b>Rank</b>	<b>Points</b>	<b>Rank</b>	<b>Points</b>
1	60	1	60	1	60
2	54	2	56	2	57
3	48	3	52	3	54
4	42	4	48	4	51
5	36	5	44	5	48
6	30	6	40	6	45
7	24	7	36	7	42
8	18	8	32	8	39
9	12	9	28	9	36
10	6	10	24	10	33
		11	20	11	30
		12	16	12	27
		13	12	13	24
		14	8	14	21
		15	4	15	18
				16	15
				17	12
				18	9
				19	6
				20+	3

## APPENDIX E – DATA DRIVEN SCORING CRITERIA

### COG Data Driven Scoring Criteria

Safety			
	Value Ranges	Points	Score
Provides safety improvement (based on analysis completed by safety consultant)	Safety consultant assigns points between 0 and 6 based on safety analysis.	0-6	
Regional Transportation Plan			
	Value Ranges	Points	Score
Project aligns with the CMPO Regional Transportation Plan	Project is a Phase 2 Project	4	
	Project is a Phase 1 Project	8	
Connectivity			
	Value Ranges	Points	Score
Fills a gap in an existing roadway	Completes the grid	3	
	Fills a gap on a regionally significant Road	6	
Volume			
	Value Ranges	Points	Score
Current ADT values (for new road this is the anticipated traffic after being opened to traffic)	ADT 1000 - 3000	2	
	ADT 3001 - 5000	4	
	Greater than 5000	6	
Project Type			
	Value Ranges	Points	Score
Project Type	Right-of-way purchase	1	
	Intersection	2	
	Widening existing roadway greater than 4 feet	3	
	New road construction/adds additional travel lane	6	
Active Transportation			
	Value Ranges	Points	Score
Project includes an active transportation element	Project Includes an active transportation element	3	
Phased Projects			
	Value Ranges	Points	Score
This project is a phase of a project that has already received funding	This project is a phase of a project that has already received funding	5	
Total Data Driven Score			

#### Notes:

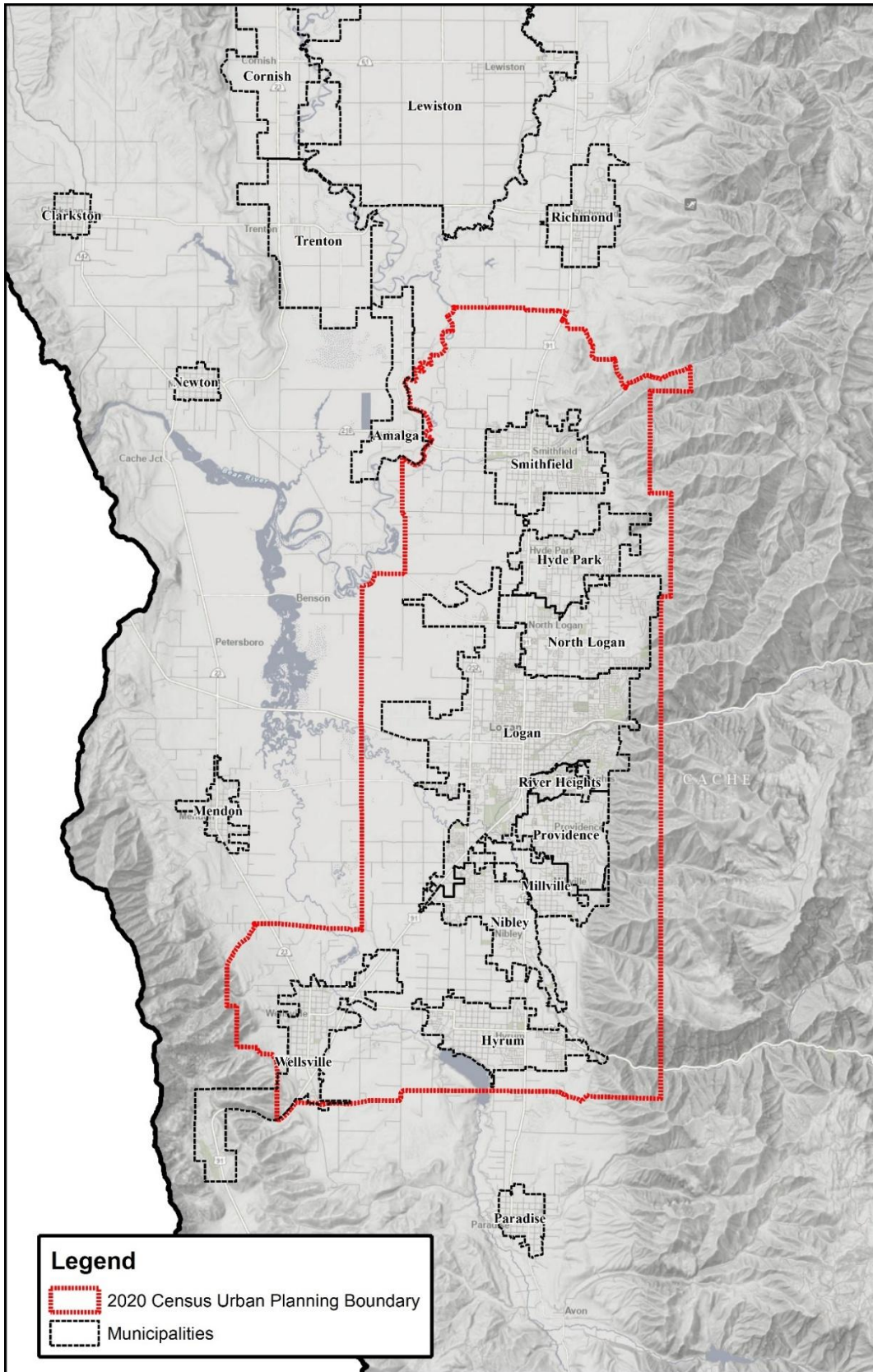
- For scoring criteria with different point values available, projects will receive the highest points that they qualify for.
- Safety analysis to be conducted by third party engineering consultant who specializes in analysis of highway safety projects. Each year the consultant will be tasked with completing a general safety review of all projects that apply for COG funds, using professional engineering judgement and/or quantifiable safety analysis (when possible, depending on the project), the consultant will score the projects relative to highway safety.
- Connectivity awards projects that complete the grid and provide connection to underserved areas. This includes the construction of new roads and bring substandard dirt/gravel roads up to current standards.
- For volume points, applicant will need to provide traffic count information for current ADT values. Traffic counts need to be within the last 3 years and the applicant need to be able to submit the actual count information. Traffic volumes from the UDOT HPMS or Utah Statewide AADT or similar program will not be accepted. For new roads applicant needs to provide data/information on how a projected volume was obtained.
- An active transportation element is defined as a shared use path equal to or greater than 8 feet or dedicated 4-foot minimum bike lane that meet AASHTO standards. This does not include sidewalk.
- See Phased Project Policy. Spot improvement projects are ineligible for these points.

## APPENDIX F – TRANSITION TO FUTURE YEAR ALLOCATION

Year	Funding Year 2026	Funding Year 2027	Funding Year 2028 (and beyond)
2024	Applications for program year 2026 are accepted. 2026 programmed year would include tax revenue collected during 2024 and to end of 2025.		
2025	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way.  During this transition year projects that are ready to go to construction earlier than 2026 may do so (as the Fund Balance will allow these projects to be cash flowed).	Applications for program year 2027 are accepted. 2027 programmed year would include Tax revenue collected during 2026 and to end of 2027.  During this transition year projects that are ready to go to construction earlier than 2027 may do so (as the Fund Balance will allow these projects to be cash flowed).	
2026	All Projects are anticipated to go to construction.	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way.	Applications for program year are accepted. Programmed year would include Tax revenue collected during programmed year.
2027	Projects are to be completed and complete final disbursement request*.	Projects are anticipated to go to construction.	Awarded projects have this year to move their projects from 30% to 100% design and acquire any needed right-of-way (disbursement requests for engineering & ROW costs prior to programmed year will be processed as COG cash flow allows).
2028		Projects are to be completed and complete final disbursement request*.	Projects are anticipated to go to construction.
2029			Projects are to be completed and complete final disbursement request*.

\*Timeline extensions allowed only with an upfront approval as part of the funding approval or with COG Executive Committee Approval.

# APPENDIX G – 2020 CENSUS URBAN PLANNING BOUNDARY



## APPENDIX H – COG APPLICATION PLAN SET CRITERIA

The following items (if applicable) should be included as part of the submitted plan set prior to the application deadline. Not all items will apply to every project. COG staff has final discretion as to what items need to be included based on the project.

### Cover sheet/General Information

- Project details (project name, location, etc.)
- Vicinity/location map (include north arrow, approximate project limits)
- Design speed and posted speed
- Design volume, Average Daily Traffic (ADT)
- Sheet index

### Typical Sections

- Typical cross sections
  - Includes all features such as right-of-way, travel lanes, turn lanes, shoulders, bike lanes, curb and gutter, sidewalk, shared use paths, park strip, side slope treatments, swales, ditches, etc.
  - Include widths and slopes for each element
  - For the roadway, include the recommended pavement section based on a geotechnical report.

### Plan and Profile Sheets

- Plan View
  - North arrow and scale
  - Existing topography
  - Existing drainage features
  - Existing utilities and known conflicts
  - Existing and proposed right-of-way
  - Street names
  - Assessor parcel numbers and property owner names for all adjacent parcels
  - Preliminary horizontal alignments
  - Preliminary stationing of all roads
  - Horizontal curve data (shown in table or plan view)
  - Existing and proposed bridges or culverts
  - Preliminary layout of proposed storm water improvements: Storm drain system, culverts, etc.
  - Preliminary cut and fill lines
  - Conflicts with cut and fill lines are addressed.
  - Potential utility conflicts are identified

- Profile View
  - Scale
  - Existing ground
  - Proposed finish surface
  - Vertical curve data
  - Existing and proposed culverts and bridges
  - Existing and proposed drainage/utility crossings
- Identification and concept resolution of unique design challenges

### Bridges/Culverts

These include bridges or culverts that span 20 feet or more measured down the centerline of the road. If your project has these criteria, please coordinate with COG staff to discuss these elements in more detail.

- Situation and Layout sheets that include the following:
  - Plan view
    - North arrow
    - Labels and dimensions for structure elements
    - Existing and proposed roadway on each side of the structure
  - Elevation view
    - Existing topography
    - Labels and dimensions for structure elements
  - Section through structure
    - Typical roadway section (with dimensions) across the structure
    - Labels and dimensions for structure elements
  - Preliminary road profile (extending both ways of structure to show how the structure works with the profile)
    - Include curve or slope data
  - Design data
- Hydrology and hydraulic study to verify bridge width and height.

# APPENDIX I – COG PROJECT ELIGIBILITY FLOW CHART

The following flow chart is to assist jurisdictions in knowing the eligibility of their project for COG Funds.

