



**Step 1 – Selection Review Committee (See below):**

**Task 1.1: Establish Selection Review Committee:**

Before sending out the Request for Proposals (RFP), the [entity] should establish a Selection Review Committee to determine the criteria to select and rate competing Respondents. The committee must include at least one local elected official (such as the mayor or county judge), a member of the elected governing body, or a [entity] employee with authority to act on behalf of the local elected official in this capacity. The committee may consist of the entire local governing body; a subset of the governing body; other officers or employees of the locality; employees or officers of third-party public utilities served through the project; or other relevant persons.

Committee members may not have any real or potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings), and no person who might potentially receive benefits from CDBG-assisted activities may participate in the selection, award, or administration of a contract supported by CDBG funding if he or she has a real or apparent conflict of interest. See 2 CFR 200.318(c)(1).

**SELECTION REVIEW COMMITTEE**

<b>Name</b>	<b>Title/Office/Position</b>
<b>1. Shannah Aulsbrook</b>	<b>County Auditor</b>
<b>2. Beth Wisenbaker</b>	<b>Grant Administrator</b>
<b>3. Robert Newsom</b>	<b>County Judge</b>
<b>4. Tanner Crump</b>	<b>Chief Deputy</b>
<b>5. Andy Endsley</b>	<b>Fire Marshal</b>