

# 2023 PERMANENT COMMUNITY IMPACT FUND BOARD TUTORIAL



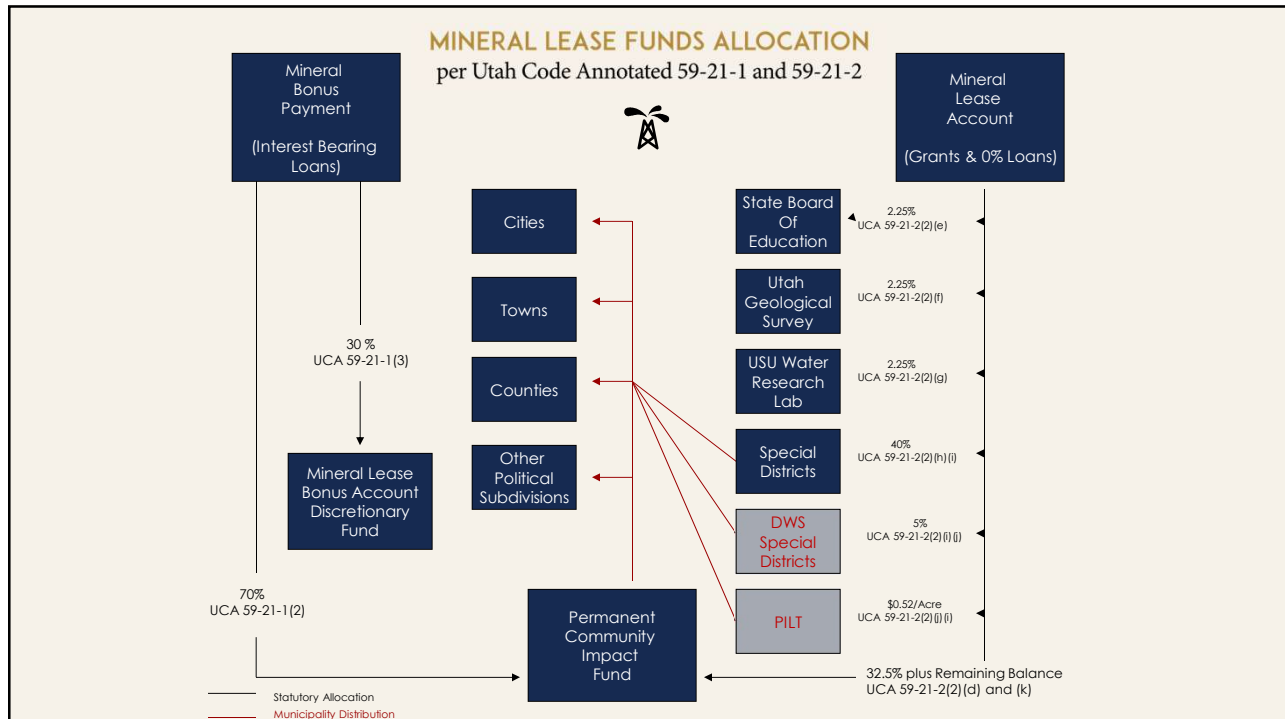
## Application Process

**Community Impact Board**  
**140 East Broadway**  
**Salt Lake City, Utah 84111**

**Candace Powers**  
**385-341-0199 ~ [cpowers@utah.gov](mailto:cpowers@utah.gov)**

**Brenda Brown**  
**801-707-0965 – [bpbrown@utah.gov](mailto:bpbrown@utah.gov)**

The purpose of Permanent Community Impact Fund Board is to maximize the long term benefit of funds derived from lease revenues and bonus payments by fostering funding mechanisms which will, consistent with sound financial practices, result in the greatest use of financial resources for the greatest number of citizens of this state, with priority given to those communities designated as impacted by the development of natural resources covered by the Mineral Leasing Act. In order to alleviate local impacts of major energy and mineral development on federal lands, (Utah is 65% Federal Lands) the federal government returns half of the royalty revenues collected back to the State of origin. CIB funds are revenues generated from resource development on FEDERAL LAND. The Federal Government has historically authorized resource development on federal lands, but may limit that development.



The Royalties collected are called mineral lease funds. Because of the significant extent of federal lands in Utah, these impacts are extensive. Utah puts the allocated funds into two General Fund – Restricted Accounts. The Mineral Lease account on the right side of the chart is royalty revenue returned to the State. (revenues from the resource development) The Permanent Community Impact Fund receives 32.5% of that revenue which may be allocated as a grant, 0% loan or interest bearing loan. The Mineral Lease BONUS account indicated on the left side of the chart includes revenue from lease renewal fees and leases obtained from mineral development. (The lease or rent payments to occupy the federal parcel... even without development.) The Permanent Community Impact Fund receives 70% of the BONUS lease payments which must be allocated as an interest bearing loan.

# BOARD MEMBERS

*Effective 5.4.2022* 35A-8-304

Permanent Community Impact Fund Board composed of 11 members:

- State treasurer or designee;
- Chair of Transportation Commission or designee;
- Director of Office of Planning & Budget or designee;
- Elected official who resides in Southeastern Utah ALG;
- Elected official who resides in Six County AOG;
- Elected official who resides in Uintah Basin AOG;
- Elected official who resides in Five County AOG; and
- Elected official from Oil extraction -
- Elected official from Coal extraction -
- Elected official from Natural gas extraction counties that produced the most mineral lease money during the previous four-year period
- Chairman – appointed by Gov. from a county of the 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> Class <sup>3</sup>

# CIB FUNDS ELIGIBLE APPLICANTS



- *County, City, Town*
- *County Service Area*
- *Special Service District*
- *Special Improvement District*
- *Water Conservancy District*
- *Water Improvement District*
- *Sewer Improvement District*
- *Building Authority*
- *School District, or Public Postsecondary Institutions organized under the laws of this state (special conditions apply)*

CIB Does Not Fund:

Indian Tribes, individuals, corporations, associations and private non-profit groups.

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Eligible applicants must be subdivisions of the State; defined as any county, city, town, school district, building authority, special service district, water conservancy district, county service area, special improvement district, water or sewer improvement district, and public post secondary institution.

Post Secondary Institution projects are governed by legislation and require approval from the Board of Regents and the Governor's Office.

## ELIGIBLE PROJECTS

Utah state statute authorizes the CIB to fund the following types of activities:

- **planning,**
- **construction and maintenance of public facilities**
- **provision of public services.**

*The CIB's administrative rules further define "public facilities and services" to mean public infrastructure traditionally provided by governmental entities.*

- **All applicants must demonstrate that the facilities or services provided will be available and open to the general public and that the proposed funding assistance is not merely a device to pass along low interest government financing to the private sector.**

The board has the authority to make grants and loans to subdivisions of the State for

planning; the construction and maintenance of public facilities; or the provision of public services.

Planning applications require 50% CASH match. Matching funds may not be funds already spent or not specifically dedicated to accommodate the project to represent a true match. Equipment funding is allocated for LARGE equipment such as fire trucks. The facilities or services provided must be available and open to the general public .... the proposed funding assistance cannot be a pass along of low interest government financing to the private sector. Any arrangement with a lessee of the proposed project must constitute a true lease, wherein the lessee pays a reasonable market rental for the use of the facility. Also, the applicant cannot sell the facility to the lessee, unless fair market value is received.

Applicant must submit evidence and legal opinion that it has the authority to construct, own and lease the proposed project

## THROUGHPUT INFRASTRUCTURE FUND

[35A-8-308](#) Created in 2016 (SB 246) allowed Mineral Lease Funds to be allocated to the UDOT Transportation Investment Fund of 2005 for Road infrastructure.

**In 2019, SB248 — The first throughput infrastructure project considered by the Impact Board shall be a bulk commodities ocean terminal project.**

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In 2016, to accommodate large projects that are not eligible for mineral lease funding, the Throughput Infrastructure Fund was created through the transportation investment fund of 2005 and is comprised of transportation funds... NOT mineral lease funds.

The board oversees funding and review of applications for the Throughput Infrastructure Fund.

Throughput infrastructure projects are limited to

1. a bulk commodities ocean terminal; (In 2019, the statute was modified to limit the first project; a bulk commodities ocean terminal).
2. a pipeline for the transportation of liquid or gaseous hydrocarbons;
3. electrical transmission lines;
4. a short line freight railroad;
5. a hydrogen fuel production facility
6. a plant for the production of zero emission hydrogen fueled trucks.

# CIB STAFF

## CIB Staff Contacts:

Candace Powers — 385-341-0199

Brenda Brown — 801-707-0965

## CDO Planning Staff Contacts:

Paul Moberly — 607-339-8259

Zach Leavitt – 435-633-5252

Heather Poulsen – 435-660-1382

Michael Mowes – 803-795-6123

[jobs.utah.gov/housing/cib/index.html](https://jobs.utah.gov/housing/cib/index.html)

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The Housing and Community Development Division provides staff support to the Permanent Community Impact Fund and its Board. Candace Powers approves scope of work, requests contracts, issues loan authorizations, closes loans, etc. Brenda Brown reviews applications and facilitates reimbursements, etc.

# APPLICATION



Email complete applications to:

[bbbrown@utah.gov](mailto:bbbrown@utah.gov)

Application deadlines:

June 1; October 1; February 1; (5:00 PM)

**PERMANENT COMMUNITY IMPACT FUND**

**NEW APPLICATION**

Revised January 2022



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Use the most current CIB application form - available on the website.

# AOG – REGIONAL PLANNERS



Submit the application to  
AOG Regional Planners

Bear River : Brittany Alfau – 435-713-1423  
[brittanya@brag.utah.gov](mailto:brittanya@brag.utah.gov)  
 Uintah Basin: Kevin Yack– 435-722-4518  
[keviny@ubaog.org](mailto:keviny@ubaog.org)  
 Six County: Tyler Timmons – 435-893-0738  
[ttimmons@sixcounty.com](mailto:ttimmons@sixcounty.com)  
 SEUALG: Tamara Dockstader – 435-650-8550  
[tdockstader@seualg.utah.gov](mailto:tdockstader@seualg.utah.gov)  
 Five County: Gary Zabriskie – 435-673-3548 Ext. 126  
[gzabriskie@fivecounty.utah.gov](mailto:gzabriskie@fivecounty.utah.gov)

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Submit a copy of any proposed application for CIB funding assistance to the applicable Association of Governments (AOG) two weeks prior to submission. This allows the required review by the AOG and council. The AOG review is provided to the CIB Board. The Capital Asset Self-Inventory or **CASI** is created to help communities understand what assets they currently have and the conditions of those assets. It is not intended to replace a professionally completed capital asset inventory done by professionals who can collect more details on the exact condition of assets.

CASI Template LINK: <https://docs.google.com/spreadsheets/d/1pRi6HOr-OlBOZzOFCqxdoA9r6TFbmeWyZ7eVP8ERcc/edit#gid=1182756002>

## APPLICATION

**PERMANENT COMMUNITY IMPACT FUND BOARD APPLICATION**  
**PART A. GENERAL INFORMATION** (PLEASE USE THE **TAB** KEY)

PROJECT TITLE:

PROJECT LOCATION:  POPULATION:   
 APPLICANT ATTENDED TUTORIAL: Y  N  APPLICATION PROVIDED TO SHPO: Y  N  N/A

APPLICANT AGENCY:

NAME:  FEDERAL TAX ID NUMBER:   
 ADDRESS:   
 CITY:  COUNTY:  ZIP:

CONTACT NAME:  PHONE:  EMAIL:   
Must be with the applicant agency and registered in webgrants  
 CELL:

PRESIDING OFFICIAL // NAME:  TITLE:   
This person shall sign application  
 PHONE:  EMAIL:

CLERK / RECORDER // NAME:  PHONE:  EMAIL:

APPLICANT SUPPORT:

ENGINEER / ARCHITECT // NAME:  COMPANY:   
 MAILING ADDRESS:  PHONE:  EMAIL:   
 CITY:  STATE:  ZIP:  CELL:

BOND COUNSEL // NAME:  COMPANY:   
 MAILING ADDRESS:  PHONE:  EMAIL:   
 CITY:  STATE:  ZIP:  CELL:

FINANCIAL CONSULTANT // NAME:  COMPANY:   
(OPTIONAL)  
 MAILING ADDRESS:  PHONE:  EMAIL:   
 CITY:  STATE:  ZIP:  CELL:

The Title of the project should be concise, such as "Town Community Center" or "Regional Senior Center" – not a project description. The Project Location is to indicate where this project will occur; it can be the city or an actual address. All contact information included in the application must be current. The contact person shall be affiliated with the applicant entity and can answer questions concerning the project. The Federal Tax Identification Number is the number the applicant uses to do business and **MUST** be included on the application. The Presiding Official is : The mayor – cities and towns; a Commissioner – Counties; the chairman or president in the case of a Municipal Building Authority or Special Service District, Water District, etc.

Make certain this information is current. All contracts and correspondence will be generated using this information. The contact person should a person affiliated with the applicant and who can answer questions concerning the application.

# APPLICATION



**PART B. PROPOSED FUNDING**

*Note: The CIB may limit its total participation in any given project to a maximum of \$5,000,000.*

TOTAL CIB FUNDS REQUESTED <small>One Lump Sum - Round to the nearest \$1000</small>	APPLICANT'S GRANT/LOAN PACKAGE REQUEST		
	Grant	Loan @	% for Years

SECURITY FOR LOAN	SOURCE/LESSEE	
GENERAL OBLIGATION BOND		
REVENUE BOND		
BUILDING AUTHORITY LEASE REVENUE BOND		
CLASS B & C ROAD FUND REVENUE BOND		
MINERAL LEASE REVENUE		
OTHER (SPECIFY):		

TOTAL PROJECT FUNDING	SPECIFY	AMOUNT
APPLICANT CASH		
APPLICANT IN-KIND**		
OTHER LOCAL CASH		
OTHER LOCAL IN-KIND**		
FEDERAL GRANT		
FEDERAL LOAN		
STATE GRANT (DDW, DWQ, - NOT CIB)		
STATE LOAN (DDW, DWQ, - NOT CIB)		
TOTAL REQUESTED CIB FUNDS		
TOTAL PROJECT COST <small>MUST MATCH PROJECT TOTAL (PG. 3)</small>		\$0

PLEASE NOTE THIS WILL AUTOMATICALLY TOTAL THE ABOVE NUMBERS. PLEASE DO NOT OVERRIDE.

**ADDITIONAL QUESTIONS**

All applicants must indicate how they propose to finance cost over-runs for the proposed project.

Were other funding sources, (e.g., DDW, DWQ, USDA Rural Development) contacted to discuss financing this project?  Y  N  Who? \_\_\_\_\_

Will the proposed facility be leased?  Y  N  If yes, provide evidence that it will constitute a true lease. (Pass through public funding for private purpose is statutorily prohibited.) \_\_\_\_\_

Are there mineral revenue development impacts that affect public infrastructure, public finance, federal land, employment and safety? Describe: \_\_\_\_\_  
 Clearly define the public purpose for the project and identify how the project alleviates impacts on public infrastructure, public finance, federal land, employment and safety.  
 What is the percentage of federal land in the county? \_\_\_\_\_  
 Who are the prime beneficiaries of this project? \_\_\_\_\_

CIB applicants may request a funding package. Loan funding should be rounded to the nearest 1000.

As a result of the 2020 Legislative Audit, suggesting consistency of funding, the CIB has authorized a funding tool through which the project and funding will be recommended. The tool provides a minimum, median and maximum funding package within given parameters. Funding outside the parameters will require an exemption from the Board.

SECURITY FOR THE LOAN...indicates a revenue source for loan repayment. B&C road fund revenue can be pledged for a maximum term of 10 years. Mineral Lease Revenue can be pledged for a maximum term of 15 years.

Please answer all additional questions on this page. The Board will ask if the applicant has researched other funding.

**PART C. PROJECT BUDGET**

**COST ESTIMATES**

INDIVIDUAL OR FIRM RESPONSIBLE \_\_\_\_\_ DATE OF ESTIMATE \_\_\_\_\_

**CONSTRUCTION BUDGET**  
ATTACH DETAILED BUDGET AS PART OF ATTACHMENT #1

CONSTRUCTION	
CONTINGENCY	
<b>CONSTRUCTION SUBTOTAL</b> <small>PLEASE NOTE THIS WILL AUTOMATICALLY TOTAL THE ABOVE NUMBERS. PLEASE DO NOT OVERRIDE.</small>	\$0
<b>PRE-CONSTRUCTION ENGINEERING</b> <small>Preliminary studies, layouts, cost estimates, design drawings, specification &amp; contract documents</small>	
<b>SPECIAL ENGINEERING SERVICES</b> <small>Soil investigations, geotechnical studies, land surveys, environmental evaluations, permitting, water rights and other special investigations</small>	
<b>CONSTRUCTION ENGINEERING SERVICES</b> <small>Representation during construction, special inspections, materials testing and construction phase services</small>	
<b>ENGINEERING SUBTOTAL</b> <small>PLEASE NOTE THIS WILL AUTOMATICALLY TOTAL THE ABOVE NUMBERS. PLEASE DO NOT OVERRIDE.</small>	\$0
<b>PLANNING AND STUDIES SUBTOTAL</b> NEPA, EA, EIS, FEASIBILITY	
<b>LAND/EASEMENTS/WATER RIGHT SUBTOTAL</b>	
<b>EQUIPMENT &amp; FACILITIES SUBTOTAL</b>	
<b>ADMIN // LEGAL / BONDING ONLY</b>	
<b>ADMIN // FINANCIAL CONSULTANT</b>	
<b>ADMIN SUBTOTAL</b> <small>PLEASE NOTE THIS WILL AUTOMATICALLY TOTAL THE ABOVE NUMBERS. PLEASE DO NOT OVERRIDE.</small>	\$0
<b>PROJECT TOTAL - MUST MATCH TOTAL PROJECT COST (PG.2) = \$0</b> <small>(THIS SHOULD BE \$0 IF PAGE 2-PAGE 3) PLEASE NOTE THIS WILL AUTOMATICALLY TOTAL THE ABOVE NUMBERS. PLEASE DO NOT OVERRIDE.</small>	\$0

**ANNUAL PLANNED BUDGET FOR COMPLETED PROJECT** ESTIMATED START DATE \_\_\_\_\_

OPERATIONS & MAINTENANCE	
REPLACEMENT FUND	

The Construction Budget is the estimated cost to complete the project. (Submit a copy of the actual estimate with the application ) A current estimate at the time of application MAY prevent cost overruns and the need to request supplemental funding.

Engineering costs should be reasonable and prudent to the project. Engineering costs above 15% of project usually require an explanation and justification to the Board.

Funding requests should be for projects which are reasonably ready to proceed.

**PART D. APPLICANT AGENCY FINANCIAL INFORMATION**

CURRENT YEAR 2022 ANNUAL BUDGET

GENERAL FUND BUDGET

PROPERTY TAX YEAR (LAST 5 YRS)

YEAR	TAX RATE	TAX COLLECTED
2021	<input type="text"/>	<input type="text"/>
2020	<input type="text"/>	<input type="text"/>
2019	<input type="text"/>	<input type="text"/>
2018	<input type="text"/>	<input type="text"/>
2017	<input type="text"/>	<input type="text"/>

CURRENT DEBT STRUCTURE

ASSESSED VALUATION

G.O. DEBT CAPACITY\*

OUTSTANDING G.O. DEBT

REMAINING G.O. DEBT CAPACITY  \$0  
(SUBTRACT OUTSTANDING DEBT FROM DEBT CAPACITY)  
 \*G.O. DEBT LIMITS: COUNTIES 2% OF ASSESSED VALUE  
 CITIES, TOWNS SCHOOL DISTRICTS 4% OF ASSESSED VALUE  
 CITIES (1st & 2nd CLASS) 5% OF ASSESSED VALUE  
 CITIES (3rd CLASS) & TOWNS 4% for water, lights, sewers OF ASSESSED VALUE

TOTAL OUTSTANDING DEBT

TOTAL CURRENT ANNUAL DEBT SERVICE

USER FEES (IF APPLICABLE)  
 PROVIDE USER FEE STRUCTURES FOR ALL RELATED PROJECTS.  
 POPULATION #   
 COST OF PROJECT DIVIDED BY POPULATION = COST PER CAPITA \$   
 NUMBER OF USERS (OR ESTIMATE)

The current year total budget for the applicant should be listed which includes all revenue sources.

The general fund is the primary fund used by a government entity used to record all resource inflows and outflows that are not associated with special-purpose funds. Activities being paid for through the general fund constitute the core administrative and operational tasks of the government entity. List the last 5 years of available property tax information. If the assessed valuation is not known, call the county assessor for the assessed valuation which is critical in determining General Obligation Debt capacity. The formula for determining the GO debt capacity is included on this application page.

A general obligation bond (GO) is a municipal bond backed by the credit and taxing power of the issuing jurisdiction rather than the revenue from a given project and are issued with the belief that a municipality will be able to repay its debt obligation through taxation or revenue from projects. General Obligation Bonds require a balloted vote of the public.

**Bonded Debt Summary**

Application cont.

*Bonded debt information must be submitted in the format shown below. The submission of bonded debt information in an alternative format will not be accepted, since it precludes easy reference to the actual debt structure of applicant agencies. Please attach additional pages in the same format if there are insufficient columns to list all bonded debt issues.*

	BOND ISSUE #1	BOND ISSUE #2	BOND ISSUE #3	BOND ISSUE #4	BOND ISSUE #5	BOND ISSUE #6	BOND ISSUE #7
PURPOSE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
\$ ISSUED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INTEREST RATE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE ISSUED	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DATE DUE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BOND HOLDER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ANNUAL DEBT SERVICE							
2022	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2024	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2025	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2026	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2027	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2028	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List all outstanding, bonded debt of the applicant including the purpose, amount, interest rate, date the debt was issued, due date and who holds the bond...

Subsequent lines allow for listing the yearly payment for each debt.

30 years is the longest loan term which CIB awards though other funding sources may go to 40 years.

Please indicate with a footnote if the bond term is longer than 30 years.

This information may allow a deferral of a first payment on new loan funding as the Board may note that an existing loan will soon be retired.

Revenue sources with term limits; B&C road revenue (10 year term) or Mineral Lease Revenue (15 year term) must be paid within the term.

Note: B&C revenue pledge... with a payment deferral of 2 years, equals 8 potentially larger annual payments to pay the loan within 10 years.

Application  
cont



The presiding official of the applicant entity!

\_\_\_\_\_  
PRESIDING OFFICIAL SIGNATURE

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_  
(TYPED NAME) (TYPED TITLE) (TYPED ORGANIZATION)

*do hereby certify the information presented in this application is accurate and correct to the best of my knowledge and this application has been authorized by the applicant agency. Furthermore, I certify that this project will comply with all applicable laws as outlined in R990-8-3 (M) prohibiting discrimination on the basis of race, religion, color, or national origin; sex, age, and disability. This project, when complete, will comply with the Americans with Disabilities Act (ADA).*

\_\_\_\_\_  
ORIGINAL SIGNATURE

\_\_\_\_\_  
DATE

Please submit application & documents  
**separately** in a Searchable  
PDF format

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The application requires the signature of the PRESIDING OFFICIAL, not the contact person ...unless they are the same.

## PART E - SUBMISSION CHECK LIST:

- Registration – in WebGrants3
- Project Description / Complete Scope of Work
- CIB Application List – Annually Compiled by AOG
- Water & Sewer Supplemental Form – to DEQ (water/sewer)
- Street and Road Addendum – to CIB (roads/streets)
- SHPO – Buildings 50 years old – Road Realign – new site excavation
- AOG – Application for AOG Review – **2 weeks prior to submission**
- Affordable Housing Plan – summary only (**10-9a-403**)
- Public Notice & Public Hearing Minutes

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Submit separate, searchable PDF's.



## WEBGRANTS REGISTRATION

- Registration – in WebGrants3  
Contact Brenda Brown: 801-707-0965  
bpbrown@Utah.gov

*This step is not a rush item for applying,  
BUT is necessary to complete funding.*

<https://webgrants.utah.gov/>

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CIB funding recipients will need to be registered in WebGrants3.  
If already registered, verify the entity's information in WebGrants 3.  
Register only one time .  
Contact information and contact person should be kept current.  
If the entity has questions about WebGrants 3, please contact Brenda Brown.

## PART E - SUBMISSION CHECK LIST: SCOPE OF WORK

- Project Description / Complete Scope of Work  
**Who, What and Where .**

*Describe proposed project including :*

Size, Location, Development Timetable,  
Feet Of Pipe; Road; Building Sq. Feet,  
Diameter Of Water/Sewer Pipe,

**INCLUDE 8½ X 11 MAPS, FLOOR PLANS, SITE PLANS, ETC.  
WORD FORMAT)**

**\*... DISCUSS the DESCRIPTION IN THE PUBLIC HEARING**

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Provide a short description of who the applicant entity is to provide clarity concerning the applicant applying for funds.  
The scope of work is what is to be approved by the Board... and only those items in the approved scope of work will be reimbursable.

# CAPITAL ASSET SELF INVENTORY

- The Capital Asset Self Inventory (CASI) is the documentation of publicly-owned assets.
- In FY2024, the Permanent Community Impact Board (CIB) will require a CASI inventory list prior to listing on the CIB Application List.
- Inventory existing assets, identify current conditions, needed repairs, replacement horizons and locations. Update inventory as changes occur. Refer to this list during each annual Capital Improvement Planning process.
- If you have any questions, please contact **your local Regional Planner (RPP)**
- <https://cdotoolbox.files.wordpress.com/2021/02/capital-asset-inventory-12-8-2020-draft.pdf>

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The CASI is self directed by the Community and is a capital asset LISTING ...required prior to an entity listing a project on the FY2024 CIB application list.

The CASI should include all infrastructure, the approximate age and condition of the asset.

This is a useful tool to provide continuity to elected officials... a journal of the entity's infrastructure!

## PART E - SUBMISSION CHECK LIST: **CIB APPLICATION LIST**

*The CIB Application List is compiled by the AOG Regional Planner ~*

All projects **MUST BE** on the

**ONE YEAR CIB Application List** to be reviewed by the Permanent Community Impact Fund Board.

*The One Year List cannot be amended....*

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Projects not identified on a county's or HCD's one year list, will not be funded by the CIB, unless they address a bona fide public safety or health emergency or for other compelling reasons. (A project spanning multiple AOG's shall require full review from all associated AOG's and included on each associated county's CIB application list.)

The List cannot be amended. Entities should work through the AOG processes to ensure the project is on the list.

## PART E - SUBMISSION CHECK LIST: DEQ Form

- Water & Sewer Supplemental Form – sent to DEQ Required

### Drinking Water Applications

Michael Grange  
Division of Drinking Water  
195 North 1950 West  
Salt Lake City, Utah 84116  
(801) 674-2563  
[mgrange@Utah.gov](mailto:mgrange@Utah.gov)  
<http://www.drinkingwater.Utah.gov/>

### Waste Water Applications

Skyler Davies  
Division of Water Quality  
195 North 1950 West  
Salt Lake City, Utah 84116  
(801) 536-4359  
[sdavies@utah.gov](mailto:sdavies@utah.gov)  
<http://www.waterquality.utah.gov/>

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The Department of Environmental Quality (DEQ) staff act as technical advisors to the CIB on drinking water and waste water projects. Applicants must complete the DEQ Supplemental Form and submit the form to the DEQ.

The CIB will not act on any drinking water or waste water project applications until a review is received from DEQ.

The CIB will not participate in the financing of non-culinary water projects where the primary beneficiaries are individuals, for profit corporations, associations, private non-profit organizations, stock companies, or other entities not specifically defined as eligible applicants.

All CIB funded facilities or services provided must be available to or significantly benefit the general public CIB funding cannot be a pass through of low interest government financing to the private sector.

## PART E - SUBMISSION CHECK LIST: ROAD ADDENDUM

### Street and Road Addendum to CIB (roads/streets)

Must be completed and submitted  
with all road applications:

- <http://housing.utah.gov/cib/cib.html>

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Street and Road funding requests require a completed Street and Road Addendum to be submitted with the application.

B&C road funding may be pledged as a revenue source for a maximum term of 10 years.

## PART E - SUBMISSION CHECK LIST: SHPO

### State Historic Preservation Office (SHPO)

Building, altering or disturbing properties  
**50 years of age or older,**  
or which may include new site excavation  
SUBMIT TO SHPO

*...include photograph, address  
and map of the proposed project.*

*SHPO shall have opportunity to review  
and comment.*

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CIB requires the applicant to submit a copy of any proposed application to the State History Preservation Officer (SHPO) for review and comment regarding the effect of the proposed project will have on any district, site, building structure or specimen that is included in or eligible for inclusion in the National Register of Historic Places or the State Register.

The Utah State Historic Preservation Office provides advice and guidance to all government agencies who undertake projects subject to Utah Code. ( Section 106 of the National Historic Preservation Act of 1966 (NHPA) and Utah's cultural resource law under Utah Code Section 9-8-404.)

Projects include renovation of an existing older building and or excavation of previously undisturbed land such as new water or sewer line or road realignment.

A copy of any comments made by the SHPO will be included in the application file.

Please include maps, photos or other items to identify property associated with the CIB project to SHPO.

(Applications for equipment need not be submitted to SHPO for comment.)

## PART E - SUBMISSION CHECK LIST: AOG Review

AOG Review – The AOG should receive the application

**2 WEEKS PRIOR TO SUBMISSION**

Bear River : Brittany Alfau – 435-713-1423

[brittanya@brag.utah.gov](mailto:brittanya@brag.utah.gov)

Uintah Basin: Kevin Yack– 435-722-4518

[keviny@ubaog.org](mailto:keviny@ubaog.org)

Six County: Tyler Timmons – 435-893-0738

[ttimmons@sixcounty.com](mailto:ttimmons@sixcounty.com)

SEUALG: Tamara Dockstader – 435-650-8550

[tdockstader@seualg.utah.gov](mailto:tdockstader@seualg.utah.gov)

Five County: Gary Zabriskie – 435-673-3548 Ext. 126

[gzabriskie@fivecounty.utah.gov](mailto:gzabriskie@fivecounty.utah.gov)

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The application is to be submitted to the AOG for the required AOG review ... 2 weeks prior to the application deadline....

## PART E - SUBMISSION CHECK LIST: AFFORDABLE HOUSING PLAN

<https://jobs.utah.gov/housing/affordable/moderate/reporting/>

Cities and towns with a population over 5,000 or greater ... in compliance with

UCA Section 10-9a-401 (3a) (municipalities)

or

UCA Section 17-27a-403 (counties)

CIB requires a statement on the status moderate income housing plans. (Not the whole plan)

25

In 1998 the State Legislature established a requirement that each municipality and county in Utah develop and adopt a plan for meeting the housing needs of moderate income persons. Utah State Code. (Section 10-9a-401 UCA (municipalities)

(3)(a)The general plan of a specified municipality, as defined in Section 10-9a-408, shall include a moderate income housing element that meets the requirements of Subsection 10-9a-403(2)(a)(iii). Section 17-27a-403 UCA (counties). [Codification prior to 2012 Legislature] )

The State Legislature modified the requirements in 2019 and in 2022.

CIB is part of the Housing and Community Development Division, and CIB requires all applicants to submit a statement of their efforts to meet the State's affordable housing planning requirements. (Additional information regarding these plans may be obtained from:

Housing and Community Development Division, 140 East Broadway ~ Salt Lake City Utah 84111, Alyssa Gamble 385 249-4808)

## PART E - SUBMISSION CHECK LIST: PUBLIC HEARING

**PUBLIC HEARING Must be held prior to board review.**

• *Can be held within a council meeting*

*Discuss **size, scope and nature** of any funding request **PRIOR** to Board review.*

***Advise the public of all potential financial impact this project may present.***

Include a copy of the **public notice and minutes** of the hearing with the CIB application.

26

Have a vigorous public participation effort.

The public hearing is to solicit comment concerning the size, scope and nature of any funding request to be submitted to the CIB prior to review by the Board.

Advise that CIB may provide financing in the form of a loan, even if the application requests a grant.

The CIB may require further public hearings if it determines the applicant did not adequately disclose to the public the scope of work and the impact of the financial assistance.

Suggestion: Prepare the project description and read it at the public hearing, then make certain that description is represented in the minutes.

The minutes are the permanent record.

## APPLICANT DESCRIPTION AND PROJECT CLARITY

**Provide a bit about WHO** the applicant agency is including the problem, situation, condition or need to be addressed by the proposed project; the number of persons, land area, governmental facilities, services or operations impacted by the problem.

27

Include brief description of the applicant to provide clarity concerning the applicant applying for funds.

## THE SCOPE OF WORK IS CRITICAL!!!

A clear description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits to public infrastructure and alternatives considered and include a detailed construction budget estimate.

Include 8½ X 11 maps, floor plans, site plans, prepared estimates, etc.

Discuss the scope of work in the public hearing and include in the minutes.

*A well defined scope of work determines project expenses, the CIB contract .....and the reimbursements.*

28

The project description allows the applicant to provide clear project details which should include such details as where the project is to occur, size and purpose of building/linear feet and size of pipe in a sewer or water project/size and type of large equipment, etc.

This is the scope of work for which the Board will consider funding and for which CIB will contract and reimburse for project expenses. Attach photos, maps, floor plans etc.

# OTHER FUNDING?

## WHY CIB ...

Describe the investigation of **other sources of funding** for this project and an explanation of why the applicant agency requires financial assistance from CIB?

Specify other sources.



29

After the project description, briefly indicate the reason the funding request is being made to the CIB.

Include a statement of why or why not other funding sources have been pursued for the project and the plan if CIB funding is not received. Discuss possible funding with other funding sources.

If the project received funding from another source, CIB may not consider the application for funding through CIB.

The Board recommends research of other funding sources to determine the source that best fits the project.

If Drinking Water and CIB receive the same application at the same time.... Time is spent to review and prepare for Board review... which is discouraged.

Again, determine the best funding source for the project, then apply.

If an application to DEQ or other source is declined, then an application could and should be submitted to the alternate funding source.

CIB may co-fund a large project with other funding entities.

# SEPARATE SUBMISSION ITEMS

Submit each document included with the CIB application as a separate, SEARCHABLE PDF item – only one each:

- **CIB Funding Application** as a **Searchable PDF**
- CIB Application List page
- **Clear Project Description**
- **Current Project Estimate**
- Street Addendum (streets & roads)
- AOG Review
- Affordable Housing Plan Statement
- Public Hearing Notice
- **Public Hearing Minutes**
- Maps & support material
- SHPO Review (if applicable)
- DEQ Supplemental - send to DEQ w/application... (water & sewer)

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The CIB application package is submitted to the Board through the Granicus Platform which is a digital tool.

All items in the packet are attached as individually labeled documents.

It is preferable that documents are provided separately...NOT as one long scanned document.

REVIEW ALL INFORMATION FOR ACCURACY prior to submission.

CIB staff may not place inaccurate or incomplete requests on an agenda.

# FUNDING CYCLES

Trimester	Application Deadline	Possible Review Meetings (except planning under 50k)	Funding Meetings (except planning under 50k)
First	June 1 <i>By close of business</i>	July, August, September	October
Second	October 1 <i>By close of business</i>	November, December, January	February
Third	February 1 <i>By close of business</i>	March, April, May	June

*When your application is on the agenda, you will be notified by email*

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**DON'T MISS THE DEADLINE!**

The CIB reviews applications and authorizes funding assistance on a Trimester basis and follows the State fiscal year (July 1st – June 30th). Applications received AFTER any cycle deadline will be declined for the current trimester and may be held until the following application deadline. Delays may affect the estimates; current estimates ensure adequate funding. Applications are to be emailed to Brenda Brown... [bpbrown@utah.gov](mailto:bpbrown@utah.gov) or Candace Powers ....[cpowers@utah.gov](mailto:cpowers@utah.gov).

# PLANNING FUNDING UNDER \$50,000

Expedited process for “small” planning grants ~ **up to \$50,000**

- Reviewed the month of submission by CIB Staff
- 50% match requirement
- Submit application to Brenda Brown [bpbrown@Utah.gov](mailto:bpbrown@Utah.gov)
- For Information contact Zach Leavitt at [zleavitt@utah.gov](mailto:zleavitt@utah.gov)

June 1, October 1 or February 1  
Application/Funding Cycle for Planning Grants < \$50,000

Trimester	Application Deadline	Review Meetings
First	June 1	June-July
Second	October 1	October-November
Third	February 1	February-March

32

The Board has authorized an expedited review of applications for municipal planning and studies under \$50,000

All planning applications require a fifty percent cash match contribution from the applicant. For more information on this expedited process, contact [zleavitt@Utah.gov](mailto:zleavitt@Utah.gov)  
 ALL applications are EMAILED to Brenda Brown [bpbrown@utah.gov](mailto:bpbrown@utah.gov)  
 Applicants cannot count the use of in-kind funds as local matching funds.  
 Donated labor or staff time cannot be counted as local matching funds.



## BOARD REVIEW MEETING

The CIB will not act on an application without representation. Following the applicant's presentation the CIB may:

-  DENY
-  Place on the PENDING LIST  
for consideration at a future Project Review Meeting
-  Place on the PRIORITY LIST
-  SUSPEND & FUND

\*Bona fide public health or safety emergencies or other **compelling** reasons funding approval may be considered

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Applicants will be notified when their project is on the Project Review Meeting Agenda for funding consideration.

Applicants shall make formal presentations to the CIB and respond to the CIB's questions. The CIB funding will be discussed. The applicant's funding request will be noted.

The Board will discuss funding within the parameters determined by the funding tool which will be strongly considered. Funding outside the parameters of the funding tool requires an exemption for funding scenarios outside the funding tool recommendation.

No funds shall be committed by the CIB at Project Review Meetings, unless there is a bona fide public health or safety emergency or compelling reason.

## PROJECT FUNDING MEETING

-  DENY
-  PENDING LIST...again  
Still questions...consideration at a future meeting.
-  AUTHORIZE FUNDING for projects in the amount and terms as the Board determines. The project has life!

34

No formal presentations to the CIB are required at the funding meeting –

If the applicant requests reconsideration, then further discussion of the project is required ...

Applicants should be present at the funding meeting for possible Board questions, but if the applicant cannot attend, let the CIB staff know wherein the staff may notify the Board.

All expenses within the scope of the project are eligible for reimbursement from date of authorization.

Reimbursements may only occur after the grant contract is completed and the loan closing has occurred wherein all funds are placed in the construction escrow.

The entity pays the contractor; CIB reimburses the entity.

## SPECIAL CONSIDERATION

“In instances of bona fide public safety or health emergencies or for other compelling reasons, the Board may suspend the rules and accept, process, review and authorize funding of an application on an expedited basis.”

35

The Board has established Special Consideration to accommodate emergency situations...which is an adjustment made to the Board's normal protocol and requirements.

The Board must vote to consider the application wherein they will review for funding and fund to expedite an emergency project.

## FUNDING & REIMBURSEMENT

Community Impact Board  
140 East Broadway • Suite 100  
Salt Lake City, Utah 84111

Funding: Candace Powers  
385-341-0199 [cpowers@Utah.gov](mailto:cpowers@Utah.gov)

Reimbursements: Brenda Brown  
801-707-0965 • [bpbrown@utah.gov](mailto:bpbrown@utah.gov)

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# GRANT FUNDING

## A GRANT contract is routed through AdobeSign to the Presiding Official.

The COMPLETED contract will be provided to the entity. If the funding is grant only, reimbursement may commence. If the funding is grant/loan, the loan closing must occur prior to reimbursement.

- The Entity should contact CIB if the project is delayed and/or requires additional time.

37

Grant funding either as all or part of the funding package will be through a contract.

The Grant contract shows all funding but is for the grant funding only...

The contract is routed through Adobe Sign and requires a signature by the Presiding Official.

The contract term is designed to provide sufficient time to complete most projects...but if more time is required for the project than the contracted time period, a request for a contract extension may be provided for a JUSTIFIABLE reason.

Please notify CIB PRIOR to contract expiration.

The situation will be assessed and the contract may be extended.

## PROJECT FUNDING FROM APPLICATION TO CONTRACT

### Attachment C: Budget

Project Budget		Total
<b>Construction Estimates</b>		
Construction		\$0.00
Construction Contingency		\$0.00
Engineering		\$0.00
Special Studies		\$0.00
Land/Rights-of-Way/Water Rights		\$0.00
Equipment		\$0.00
Administration/Legal (Bonding only)		\$0.00
Administration/Financial Advisor		\$0.00
Administration		\$0.00
<b>Totals</b>		<b>\$0.00</b>
<b>Budget Total</b>		
Loan 1 Amount	\$0.00	
Grant Amount	\$0.00	
Loan 2 Amount	\$0.00	
Total CIB Funds	\$0.00	
<b>Cost Sharing</b>		
<b>Funding Source</b>	<b>Source</b>	<b>Description</b>
Applicant Cash		
Applicant In-kind		
Other Local Cash	Duchess	County
Other Local In-kind		
Federal Grant		
Federal Loan		
State Grant		
State Loan		
<b>Totals</b>		<b>\$0.00</b>
<b>Totals</b>		
Total CIB Funds	<b>\$0.00</b>	
Cost Sharing Total	<b>\$0.00</b>	
Grand Total	<b>\$0.00</b>	

All funding indicated on the application is transferred to the contract.

The Contract Budget mirrors the funding provided on the Application Budget Page.

Verified funding indicated on the application and approved by the Board must be accounted for as it is deemed part of the funding package.

**SIGNATURE AND ACKNOWLEDGEMENT**  
 By signing below, the following officials acknowledge that they understand and agree to all of the terms and responsibilities set forth herein and cause this Agreement to be executed.

**ATTEST: FUNDING RECIPIENT** *Contract is signed by Presiding Official*

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Print Name and Title

**ATTEST: UTAH DEPARTMENT OF WORKFORCE SERVICES**

\_\_\_\_\_  
 Executive Director Date

This is the CIB Grant contract Signature Page.  
 The Attest signature is for the funding recipient's presiding official...  
 The Contract is sent to the Funding Recipient through AdobeSign ...  
 Upon signing, the contract is then signed by the DEPARTMENT OF WORKFORCE SERVICES.

## CIB LOANS ARE THROUGH THE ISSUANCE OF BONDS

*A Loan Authorization Letter will be provided with an amortization schedule.*

The Loan Authorization Letter includes:

- Terms and conditions
- Commencement of principle payments
- Years to maturity date

CIB staff and bond counsel will coordinate timing to facilitate the BONDING process.

40

The loan authorization letter is provided to each recipient of a CIB loan shortly after the CIB meeting ...after the requirements set by the Board as the funding was approved.

An authorization may be provided after all issues are settled regarding the funding.  
 The loan authorization will be specific to the revenue source as there are different requirements.

The recipient will review the process with their selected bond counsel.  
 A list of authorized bond counsel is available if bond counsel has not been selected.

Please notify CIB if there are delays in commencing the project with an update as the loan authorization may expire after 6 months.

# ISSUANCE OF BONDS - PROCESS

- A Conference call with the entity, CIB staff and Bond counsel may be scheduled to answer any questions
- Bond closing date is established
- All documents are completed and signed
- Most all funding, including applicant cash, CIB Grant, CIB loan, etc. is placed in a construction escrow
- The bond is issued
- Reimbursement may now occur

41

If a call is necessary, it may be set up by the entity or their bond counsel.

Requirements will be discussed, a timeline established to complete the processes required and a possible closing date may be established.

All applicant cash, CIB grant and loan and other funding is to be placed in the construction escrow at time of closing.

If funding sources indicated on the application do not place their funds in the construction escrow, those funds must be accounted.

Reimbursements may be allocated on a percentage basis.

A construction escrow account - PTIF number will be provided.

Reimbursements may only commence after the loan is closed for expenses incurred within the scope of work AFTER funding authorization.

Expenses incurred prior to funding authorization are not eligible for reimbursement.

A Utah State Treasurer PTIF account is cost effective, but it is the entity's choice

SAMPLE A  
Grant  
Reimbursement  
Form

Funding  
Not in Escrow

**DIVISION OF HOUSING & COMMUNITY DEVELOPMENT**  
Permanent Community Impact Fund  
WEBGRANTS 3 REQUEST FOR FUNDS

CONTRACT NUMBER: \_\_\_\_\_

CONTRACTOR NAME AND ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

REQUEST # \_\_\_\_\_

a. CONTRACT AMOUNT: \$ \_\_\_\_\_

b. PRIOR REQUESTS: \_\_\_\_\_

c. THIS REQUEST: \_\_\_\_\_

d. REMAINING FUND BALANCE: (a-b-c=d) \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Grantee must attach supporting documentation behind this cover sheet, which includes itemized billings and a copy of the check paying for such billings, for carrying out the approved scope of work for this contract. Please upload this document in Webgrants 3 ([webgrants.utah.gov](http://webgrants.utah.gov)) as an "attachment" and create a claim for reimbursement.**

.....

*(DCD Use Only)*

Approvals:

Program Manager \_\_\_\_\_ Vendor # \_\_\_\_\_

DCD Accounting \_\_\_\_\_ Org Code 1000-600-7502-NTE-KIBG

42

A ONE PAGE reimbursement form is utilized for GRANT funds NOT placed in a construction escrow account.

The required reimbursement documentation must be included :

Required for reimbursement:

A completed copy of the reimbursement form,

A copy of invoice to be paid,

A copy of check paying the invoice.

The Entity pays the contractor; CIB reimburses the entity.

EXHIBIT B-1  
WRITTEN AUTHORIZATION AND REQUEST FOR REIMBURSEMENT  
FROM ESCROW FUND

SAMPLE B

Grant and loan award funding in escrow.

Funds are reimbursed by WIRE TRANSFER

TO: The Utah State Treasurer, as Escrow Agent (the "Treasurer").

DATE: \_\_\_\_\_

WRITTEN REQUEST NO.: \_\_\_\_\_ (Please number your requests)

I, the undersigned authorized officer of \_\_\_\_\_ [ Name of Agency ] (the "Entity"), do hereby certify and request to the Treasurer as follows:

- Pursuant to the provisions of the Escrow Agreement by and between the Entity, the State and the Treasurer dated \_\_\_\_\_ (the "Escrow Agreement"), the undersigned hereby authorizes and requests a reimbursement from the Escrow Account to pay the amounts shown on the attached Payment Schedule.
- Each payment proposed to be made as set forth on the Payment Schedule has been incurred and is a proper charge against the Escrow Account.
- To the extent that the payment of any item set forth on the Payment Schedule is for other than work, materials, equipment or supplies, in connection with this authorization and request, the undersigned certifies that each payment proposed to be made on the Payment Schedule is a proper charge against the Escrow Account, is a reasonable amount and has not been heretofore included in a prior Written Authorization and Request for Reimbursement from the Escrow Account.
- This Written Authorization and Request, including the Payment Schedule attached hereto, shall be conclusive evidence of the facts and statements set forth herein.
- A copy of this Written Authorization and Request is being kept on file in the official records of the Entity. The terms used herein which are defined in the Escrow Agreement shall have the respective meanings therein assigned to them.

\_\_\_\_\_ NAME OF AGENCY \_\_\_\_\_

By: \_\_\_\_\_ (Original Agency Signature) \_\_\_\_\_

Title: \_\_\_\_\_ (Print title) \_\_\_\_\_

43

This is a sample of the reimbursement form utilized for funds which are placed in a construction escrow. The required reimbursement documentation must be included for funds in a construction escrow:

- A completed copy of the reimbursement form,
- A copy of invoice to be paid,
- A copy of check paying the invoice.

Reminder: The Entity pays the contractor; CIB reimburses the entity.

EXHIBIT B-2

FORM EXHIBIT B  
PAGE 2  
(CIB SIGNATURE PAGE)

I, the undersigned authorized officer of the State, do hereby certify and request to the Treasurer as follows:

- I have reviewed the foregoing statements of the authorized officer to the Entity attached hereto, and on behalf of the State approve the request for reimbursement from the Escrow Account made therein; provided that the State has not independently verified the statements of such authorized officer of the Entity attached hereto and makes no representations or certifications with respect thereto.
- A copy of this Written Authorization and Request is being kept on file in the official records of the State.

The terms used herein shall have the same meanings assigned to them in the attached statements of the authorized officer of the Entity.

Dated the date appearing at the top of the attached statements of the authorized officer of the Entity.

THE COMMUNITY IMPACT FUND BOARD

By: \_\_\_\_\_ (Original signature of CIB staff) \_\_\_\_\_

Title: \_\_\_\_\_

44

Page number 2 of the THREE PAGE reimbursement form for funds in a construction escrow is for the CIB to sign.

REIMBURSEMENT SCHEDULE

Check No.	Person or Firm	Amount	Purpose
000 0001	Awesome Builders	\$ 227,724.00	Bricks & Mortar
000 0002	Woodnt You LLC	\$ 7,000.00	Legal
			Total <u>234,724.00</u>

Reimbursement for the above listed payments totaling \$ 234,724.00 is to be made to ("Entity") by trans of funds from the Escrow Account PTIF # 7777 to (CHECK ONE):

\_\_\_\_\_ Entity's general account in the Public Treasurers' Investment Fund (PTIF # \_\_\_\_\_); or to

\* \_\_\_\_\_ Entity's checking account at Piggy Bank ("Bank").

Account number 000 987654321

RETAINAGE REQUEST

In addition to the above listed reimbursement, transfer the following retainage amounts:

From Escrow Acct. #	To Retainage Acct. #	For Contractor (name)	Amount
<u>7777</u>	<u>7778</u>	<u>Acme Builders</u>	<u>\$10,000</u>

Contact Person at time of Wire Transfer \_\_\_\_\_ (name) \_\_\_\_\_ (phone #)

45

Page Three of the construction escrow reimbursement form, please list the invoices as illustrated on the sample form. If all invoices do not fit in the box, the entity may attach an itemized list or spreadsheet. The line in this example which has '7777' is where the entity will put the State Treasurer PTIF # PTIF # PROVIDED AT THE LOAN CLOSING for each project. The 'Entity's' general account or checking account is the entity's 'checking account' utilized by the entity to pay the contractors for project expenses and is where the funds from the construction escrow PTIF will be wire transferred upon approval of each reimbursement.

## REIMBURSEMENT DOCUMENTATION:

1. Completed/Signed REIMBURSEMENT REQUEST
2. A copy of project INVOICES (not a statement; you keep the originals)
3. A copy of the CHECK paying the invoices (does not have to be canceled)
4. EMAIL the signed request, copy of invoice and copy of check to CIB Staff.

46

Three items that must be included in every request for reimbursement.  
 The signed CIB Reimbursement form,  
 a copy of the invoices .. (not a statement) to be paid and  
 a copy of the check paying the invoice.

Incomplete reimbursement requests will be held pending complete documentation.

## SCOPE OF WORK REIMBURSEMENT

- Expenses outside authorized SCOPE OF WORK are considered a separate project and will require a new application (unless otherwise approved.)

### SCOPE OF WORK:

*“The work involved in the definition, design, and production of the components of a project’s deliverables and their assembly into a satisfactory working whole”*

*‘PROJECT A’ funding cannot be utilized for ‘PROJECT B.’*

47

The Permanent Community Impact Board authorizes funding for a project to be allocated through reimbursement. Funds are not given to an entity.

The scope of work for any project is culled from the application wherein the applicant has described the project. Expenses outside the contracted scope of work are not eligible for reimbursement.

When the project is complete, the entity notifies CIB and the construction escrow is closed.

## ALLOWABLE COSTS

- **Within the scope of work**
- Necessary and part of the described project
- Authorized (not prohibited) under state or local law
- Conforms to any limitations or exclusions in state and federal laws and regulations
- Costs of the bond attorneys

CIB does NOT fund maintenance of projects, cab fare, costs related to implementing the request for funding (travel or salary for time spent on applying for CIB funding), food or supplies

48

The Permanent Community Impact Board funding was authorized to complete a scope of work for a given project. The scope of work is culled from the application description – as the applicant has clearly described the project. Expenses outside the contracted scope of work are not eligible for reimbursement.

Travel to the CIB review meeting or CIB funding meeting has been deemed as not an allowable expense.

Consumable items such as food, office supplies etc. are also not capital costs and therefore not reimbursable.



## FUNDS & ALLOCATION

### CIB Combination Funds - Grant/Loan

Loan is utilized first ~

Remaining funds are deemed to be Grant funds & returned to the Mineral Lease Fund.

### Multiple source funds –

Applicant Funding utilized for applicants project first.

- Other Funding = Returned on a \*pro rata basis.

When project funding is 100% CIB Loan, any remaining balance will be applied to the end of the loan.

49

Mineral Lease Funding has been authorized by the Permanent Community Impact Board for a specific project. The remaining balance cannot be allocated to another project.

Applicant Cash for the project shall be spent first, then CIB LOAN FUNDING is allocated before grant funds.

Any Remaining grant funds are recaptured to the mineral lease fund upon completion of the project.

If the funding was 100% loan, the remaining fund balance will be applied to the end of the entity's loan.

## REVIEW ON REIMBURSEMENT FORM

### **MUST HAVE:**

- ✓ Project request number; 1, 2, 3, etc.
- ✓ Contract #
- ✓ Name of Entity
- ✓ Entity Signature – must be with the entity
- ✓ List checks and invoices (may be on reimbursement form)
- ✓ **COPIES of listed checks and invoices**
- ✓ PTIF # (Construction Escrow = PTIF #)
- ✓ Bank Name and Account# or PTIF# where Funds are to be wired

50

Make certain all required components are attached to expedite reimbursements.

When there are missing components, the reimbursement will be delayed or withheld.

## PROCUREMENT

Funded entities shall **follow the Utah Procurement Code and established procurement policies and practices** shall be consistent with Utah Code 63G-6a-401

Interlocal entities may adopt rules or policies for the competitive public procurement of goods and services required for the operation of the Interlocal entity. (Utah Code 11-13-226).

**Projects over \$1,000,000 require the use of State Purchasing**  
<https://purchasing.utah.gov/for-agencies/>

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As of 2020, the State of Utah Procurement Code is a requirement to receive CIB funding and shall be followed. Also, projects over \$1,000,000 are required to use State Purchasing for procurements. Entity may utilize additional procurement methods.

## REMINDERS

- The first application deadline for any fiscal year = June 1
- The reimbursement requests should be emailed with all attachment
- The entity pays the contractor, CIB reimburses the entity

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## NOTES



The Permanent Community Impact Fund Board (CIB) allocates funding in specificity according to the applicant's request and scope of work.

**Funding is allocated for that scope of work.**

Reimbursements shall be for expenses within the scope of work.

Completion of contracted scope of work; Grant funds are recaptured into the Mineral Lease account.

100% loan funding; the remaining funds are allocated to the end of the loan.

**All projects must proceed within a reasonable time.**

**NOTIFY CIB staff of project delay as the project may be perceived as abandoned wherein funding may be returned to the Mineral Lease accounts.**

53