

*Department of Workforce Services
Housing & Community Development Division*



PERMANENT COMMUNITY IMPACT FUND BOARD

PROGRAM DESCRIPTION

&

APPLICATION FORM

(Revised September 2013)

*Permanent Community Impact Fund Board
1385 South State ~ 4th Floor
Salt Lake City, Utah 84111
Office: 801-468-0043
Fax: 801-468-0211*

PERMANENT COMMUNITY IMPACT FUND BOARD APPLICATION FORM

(Revised September 2013)

PART A. GENERAL INFORMATION

Project Title _____

1. Applicant Agency

Name: _____

Mailing Address: _____

City: _____ County: _____ Zip: _____

Contact Person (*Must be with the applicant agency and registered in WebGrants, see page 6*)

Name: _____

Phone: _____ Fax: _____

Email: _____

Federal Tax Identification Number: _____

2. Presiding Official

Name and Title: _____

Email: _____

3. Clerk/Recorder

Name and Title: _____

Email: _____

4. Engineer/Architect

Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____

5. Bond Counsel

Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____

6. Financial Consultant – (optional)

Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ Fax: _____

Email: _____

PART B. PROPOSED FUNDING – Project Title:

1. Cost Sharing

<u>Funding Source</u>	<u>Cost Share</u>
a. <u>Applicant Cash</u>	_____
b. <u>Applicant In-kind (specify)**</u>	_____
c. <u>Other Local Cash (specify)</u>	_____
d. <u>Other Local In-kind (specify)**</u>	_____
e. <u>Federal Grant (specify)</u>	_____
f. <u>Federal Loan (specify)</u>	_____
g. <u>State Grant (specify)</u>	_____
h. <u>State Loan (specify)</u>	_____
i. <u>Total CIB Funds (total of lines 2a & 2b below)</u>	_____
Total Project Cost	_____

Note: The CIB has limited its total participation in any given project to a maximum of \$5,000,000.00 regardless of grant/loan mix.

2. Type of CIB Funds Requested

a. Loan Amount: \$ _____ % Rate: _____ Years: _____ 1st Payment Due: _____

Security for Loan: (circle one)

1. General Obligation Bond
2. Revenue Bond (specify revenue source): _____
3. Building Authority Lease Revenue Bond (specify lessee): _____
4. Class B & C Road Fund Revenue Bond: _____
5. Other (specify): _____

b. Grant Amount: \$ _____

3. Cost Over-runs

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

****In-kind funds cannot be included as part of the local contribution, unless the in-kind has a demonstrable value, such as real property. Donated labor or staff time cannot be counted as either cash or in-kind contribution.**

PART C. PROJECT BUDGET – Project Title: _____

DATE COST ESTIMATES FOR PROJECT WERE PREPARED _____

INDIVIDUAL OR FIRM RESPONSIBLE FOR COST ESTIMATES _____

1. Construction (specify quantity & unit price)

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____
- 6. _____ \$ _____
- 7. Construction Contingency _____ \$ _____

Construction Sub-Total \$ _____

2. Engineering Services

Basic Engineering Services:

(Preliminary studies, layouts, cost estimates, design drawings, specification & contract documents, basic representation during construction)

\$ _____

Special Engineering Services:

(Soils investigations, land surveys, full time construction inspection, environmental assessments, preparation of O & M manuals, water rights investigations, other special investigations)

\$ _____

Engineering Services Sub-total: \$ _____

3. Planning or Feasibility Studies

Planning or Feasibility Studies Sub-total \$ _____

4. Land/Easements/Water Rights

Land/Easements/Water Rights Sub-total \$ _____

5. Equipment & Facilities

Equipment & Facilities Sub-total \$ _____

6. Administration

Administration: \$ _____

Legal: \$ _____

Financial Consultant: \$ _____

Administration Sub-total \$ _____

TOTAL PROJECT COST \$ _____

PART D. APPLICANT AGENCY FINANCIAL INFORMATION

1. Current Year Total Budget: \$ _____

2. Current Year General Fund Budget \$ _____

3. Current and Prior Four Years Property Tax: \$ _____

Year	Property Tax Rate	\$ Collected
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. General Obligation (G.O.) Debt Structure

- a. Assessed Valuation: \$ _____
- b. G.O. Debt Capacity:* \$ _____
- c. Outstanding G.O. Debt: \$ _____
- d. Remaining G.O. Debt Capacity (b-c=d): \$ _____

*County G.O. debt limit is 2.0% of assessed value. City, town and school district G.O. debt limit is 4.0% of assessed value. Cities of the first and second class may incur an additional 4.0% in G.O. debt for water, artificial lights or sewers. Cities of the third class and towns may incur an additional 8.0% in G.O. debt for water, artificial lights or sewers.

5. Bonded Debt Summary

Bonded debt information must be submitted in the format shown on Page 5. 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 on Page 5 to list all bonded debt issues.

Bonded Debt Summary *(attach additional sheets as necessary)*

BOND ISSUE

BOND ISSUE

BOND ISSUE

PURPOSE: _____
 \$ Issued: _____
 Interest Rate: _____
 Date Issued: _____
 Due Date: _____
 Bond Holder: _____

PURPOSE: _____
 \$ Issued: _____
 Interest Rate: _____
 Date Issued: _____
 Due Date: _____
 Bond Holder: _____

PURPOSE: _____
 \$ Issued: _____
 Interest Rate: _____
 Date Issued: _____
 Due Date: _____
 Bond Holder: _____

Annual Debt Service (P+I)

Annual Debt Service (P+I)

Annual Debt Service (P+I)

Year	\$ Amount	Year	\$ Amount	Year	\$ Amount
current	_____	current	_____	current	_____
+1	_____	+1	_____	+1	_____
+2	_____	+2	_____	+2	_____
+3	_____	+3	_____	+3	_____
+4	_____	+4	_____	+4	_____
+5	_____	+5	_____	+5	_____
+6	_____	+6	_____	+6	_____
+7	_____	+7	_____	+7	_____
+8	_____	+8	_____	+8	_____
+9	_____	+9	_____	+9	_____
+10	_____	+10	_____	+10	_____
+11	_____	+11	_____	+11	_____
+12	_____	+12	_____	+12	_____
+13	_____	+13	_____	+13	_____
+14	_____	+14	_____	+14	_____
+15	_____	+15	_____	+15	_____
+16	_____	+16	_____	+16	_____
+17	_____	+17	_____	+17	_____
+18	_____	+18	_____	+18	_____
+19	_____	+19	_____	+19	_____
+20	_____	+20	_____	+20	_____

PART E. PRE-SUBMISSION ATTACHMENT CHECKLIST

All applicants must meet all the requirements of PART E. Incomplete applications will be held pending completion of the PART E. requirements.

1. Registration

To be eligible for funding, the applicant **must** register through WebGrants (<http://webgrants.community.utah.gov>) Once approved, the applicant will receive an email with their login ID and password. **Note: Please register one time only. If you are submitting an application for another project and already have a login and password, you do not need to register again.**

2. Project Description

Attach as Attachment #1. This description should cover the following areas:

WHO – A description of the applicant agency including of the problem, situation, condition or need to be addressed by the proposed project. The description should cover the number of persons, land area, governmental facilities, services or operations impacted by the problem.

WHAT – A description of the proposed project including size, location, development timetable, etc. Include explanation of projected benefits and alternatives considered. **Attach 8½ X 11 maps, floor plans, site plans, etc. as Attachment #2**

WHY – A description of why the applicant agency requires CIB financial assistance and what effect not receiving the requested financial assistance will have on the proposed project.

3. Consolidated Local Capital Improvement List

Attach the current consolidated capital improvement list as **Attachment #3**. Projects not identified on the Capital Improvement List of the Housing & Community Development Division will not be funded by the CIB, unless they address a bona fide public safety or health emergency, or for other compelling reasons.

4. Public Hearing

Attach a copy of the public notice *and* transcript or minutes of the hearing as **Attachment #4**.

5. Association of Governments Notification

Provide a copy application to the AOG & attach required AOG review & comments as **Attachment #5**.

6. Affordable Housing Plan

Attach a brief summary of the applicant's efforts to comply with the requirements of Section 10-9a-403 UCA (municipalities) and Section 17-27a-403 UCA (counties) as **Attachment #6**.

7. Water & Sewer Applications require a Department of Environmental Quality Review

The CIB and the Utah Department of Environmental Quality (DEQ) have entered into an agreement by which DEQ staff act as technical advisors to the CIB on drinking water and waste water projects. Applicants for proposed drinking water and waste water project funding must complete and submit the Drinking Water & Waste Water Project Supplement to DEQ.

8. Street & Road Applications

Street and Road addendum must be completed and submitted to the CIB with all road applications.

9. Construction & Excavation Applications & SHPO

Applications which include building, altering or disturbing properties fifty (50) years of age or older, or which may include new site excavation shall include photograph, address and map of the proposed project.

.PART F. SIGNATURE

I, _____, the _____
(typed name) (typed title)

Of _____
(typed name of applicant agency)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

(signature)

(date)