



PERMANENT COMMUNITY IMPACT FUND NEW APPLICATION

Revised January 2026

PERMANENT COMMUNITY IMPACT
FUND

140 East 300 South ~ 1st Floor
SALT LAKE CITY, UTAH 84111
C: 435-253-4028

EMAIL COMPLETE APPLICATIONS TO:
cib@utah.gov



**WORKFORCE
SERVICES**
HOUSING & COMMUNITY
DEVELOPMENT

APPLICATION DEADLINES

JUNE 1; OCTOBER 1; FEBRUARY 1; (5:00 PM)

PERMANENT COMMUNITY IMPACT FUND BOARD APPLICATION

PART A. GENERAL INFORMATION

PROJECT TITLE:

PROJECT LOCATION:

APPLICANT ATTENDED TUTORIAL: Y ☐ N ☐

POPULATION:

APPLICATION PROVIDED TO SHPO: Y ☐ N ☐ N/A ☐

APPLICANT AGENCY:

NAME:

FEDERAL TAX ID NUMBER:

ADDRESS:

CITY:

COUNTY:

ZIP:

CONTACT NAME:

Must be with the applicant agency and registered in webgrants

PHONE:

EMAIL:

CELL:

PRESIDING OFFICIAL // NAME:

This person shall sign application

TITLE:

PHONE:

EMAIL:

CLERK / RECORDER // NAME:

PHONE:

EMAIL:

APPLICANT SUPPORT:

ENGINEER / ARCHITECT // NAME:

COMPANY:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

CELL:

BOND COUNSEL // NAME:

COMPANY:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

CELL:

FINANCIAL CONSULTANT // NAME:

(OPTIONAL)

COMPANY:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

CELL:

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

One Lump Sum - Round to the nearest \$1000

APPLICANT'S GRANT/LOAN PACKAGE REQUEST

\$ total request to CIB

Grant \$ amount

Loan \$ amount

@ % 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

MUST MATCH PROJECT TOTAL (PG. 3)

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

ADDITIONAL QUESTIONS

How will you 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.)

Describe mineral revenue development impacts that affect *public infrastructure, public finance, federal land, employment and safety*?

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?

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

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

PRE-CONSTRUCTION ENGINEERING

Preliminary studies, layouts, cost estimates, design drawings, specification & contract documents

SPECIAL ENGINEERING SERVICES

Soil investigations, geotechnical studies, land surveys, environmental evaluations, permitting, water rights and other special investigations

CONSTRUCTION ENGINEERING SERVICES

Representation during construction, special inspections, materials testing and construction phase services

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

PLANNING AND STUDIES SUBTOTAL

NEPA, EA, EIS, FEASIBILITY

LAND/EASEMENTS/WATER RIGHT SUBTOTAL

EQUIPMENT & FACILITIES SUBTOTAL

ADMIN // LEGAL / BONDING ONLY

ADMIN // FINANCIAL CONSULTANT

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

PROJECT TOTAL - *MUST* MATCH TOTAL PROJECT COST (PG.2) =

THIS SHOULD BE \$0 IF PAGE 2=PAGE 3)

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

ANNUAL PLANNED BUDGET FOR
COMPLETED PROJECT

ESTIMATED START DATE

OPERATIONS & MAINTENANCE

REPLACEMENT FUND

PART D. APPLICANT AGENCY FINANCIAL INFORMATION

CURRENT YEAR 2025
ANNUAL BUDGET

GENERAL FUND BUDGET

PROPERTY TAX

YEAR (LAST 5 YRS)	TAX RATE	TAX COLLECTED
2025		
2024		
2023		
2022		
2021		

CURRENT DEBT STRUCTURE

ASSESSED VALUATION

G.O. DEBT CAPACITY*

OUTSTANDING G.O. DEBT

REMAINING G.O. DEBT CAPACITY

(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) +4% for water, lights, sewers OF ASSESSED VALUE

CITIES (3rd class) & TOWNS +8% 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)

Bonded Debt Summary

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							
\$ ISSUED							
INTEREST RATE							
DATE ISSUED							
DATE DUE							
BOND HOLDER							
ANNUAL DEBT SERVICE							
2025							
2026							
2027							
2028							
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2030							
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PART E. PRE-SUBMISSION ATTACHMENT CHECKLIST

*Note: Please refer to CIB PROGRAM SUMMARY (jobs.utah.gov/housing/cib/index.html). **Incomplete applications will be held pending completion of all requirements.***

☐ REGISTRATION (*one time only)

To be eligible for funding, the applicant must be registered in **WebGrants 3** (<https://webgrants.utah.gov/home.do>). The applicant will receive an email with their login ID and password. If applicant has submitted an application previously, they should already have a login and password. **DO NOT REGISTER AGAIN.** Contact Heather Poulsen [435-253-4028](tel:435-253-4028).

☐ PROJECT DESCRIPTION

WHO - the applicant agency including the problem, situation, condition or need to be addressed by the proposed project and the number of persons, land area, governmental facilities, services or operations impacted by the problem.

SCOPE OF WORK- a 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.

WHY – has the applicant investigated other sources of funding for this project and an explanation of why the applicant agency requires financial assistance from CIB? Specify.

☐ CIB APPLICATION LIST

The 'Project' must be on the current consolidated county CIB APPLICATION LIST of the Housing & Community Development Division. CIB WILL NOT consider projects not identified on the current list, except in the case of a bona fide public safety or health emergency, or other compelling reason.

☐ WATER & SEWER APPLICATIONS

ALL WATER AND SEWER APPLICATIONS REQUIRE A DEPARTMENT OF ENVIRONMENTAL QUALITY REVIEW
Utah Department of Environmental Quality (DEQ) staff act as technical advisors to the CIB on drinking water and waste water projects. Applicants for proposed drinking water and waste water funding **MUST COMPLETE AND SUBMIT** the Drinking Water & Waste Water Project Supplement to DEQ with the CIB application. DEQ Supplemental form is located on CIB website: <https://jobs.utah.gov/housing/community/cib/index.html>

☐ STREET AND ROAD APPLICATIONS

Requires a completed street and road addendum, located on: jobs.utah.gov/housing/community/cib/documents/streetsandroadsaddendum.doc

☐ PLANNING APPLICATIONS

Small Planning grant applications (under \$50,000) are processed separately from other CIB funding. For more information on planning requirements: <https://jobs.utah.gov/housing/community/cib/index.html>

☐ CONSTRUCTION APPLICATIONS // STATE HISTORIC PRESERVATION OFFICE (SHPO) REVIEW

Applications which include building, altering or disturbing properties fifty (50) years of age or older, or which may include new site excavation to include road realignments shall be submitted to SHPO and include photographs, map and address of the proposed project for review and comment by SHPO.

☐ ASSOCIATION OF GOVERNMENTS NOTIFICATION

Provide a copy of current application to the applicable AOG preferably two (2) weeks prior to submission. AOG review required for project consideration.

☐ AFFORDABLE HOUSING PLAN

Attach a brief summary (and date of adoption if applicable) of the applicant's efforts to comply with the requirements of Section 10-9a-403 UCA (municipalities) and Section 17-27a-403 UCA (counties). **DO NOT SUBMIT THE ENTIRE HOUSING PLAN.**

☐ PUBLIC NOTICE AND PARTICIPATION

The CIB requires a vigorous public participation effort. Applicants shall hold AT LEAST one formal public hearing to solicit comments concerning the size, scope, nature of any funding request PRIOR to its submission to the board. The minutes must reflect a discussion of all financing scenarios including the possibility of loan funding. Complete and detailed information regarding the project scope and it's financing, including expected financial impact, potential repayment terms, potential costs to the public as user fees, special assessments, or property taxes shall be discussed. A copy of the public notice for any public hearings and the official transcript / minutes from the hearing must be attached. (NOTE: The board may require additional public hearings if it determines the applicant did not adequately disclose the impact to the public, or if it offers a substantially different financial package than from what was originally proposed.)

☐ CURRENT AUDITED FINANCIAL REPORT

Provide a copy of most recent audited financial report.

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