Print Form

Utah Department of Community & Culture
Division of Housing & Community Development

PERMANENT COMMUNITY IMPACT FUND BOARD

PROGRAM DESCRIPTION
&
APPLICATION FORM
(revised January 2008)

Permanent Community Impact Fund Board
324 South State, Suite 500
Salt Lake City, Utah 84111
(801) 538-8627

PERMANENT COMMUNITY IMPACT FUND BOARD

APPLICATION FORM

(Revised January 2008)

PART A. GENERAL INFORMATION

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: _____

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: _____

Address: _____

City: _____ Zip: _____ Phone: _____ FAX: _____

Email: _____

PART B. PROPOSED FUNDING

1. Cost Sharing.

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

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, specifications & 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 a Page 5 to list all bonded debt issues.

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

BOND ISSUE		BOND ISSUE		BOND ISSUE	
PURPOSE:		PURPOSE:		PURPOSE:	
$ Issued:		$ Issued:		$ Issued:	
Interest Rate:		Interest Rate:		Interest Rate:	
Date Issued:		Date Issued:		Date Issued:	
Due Date:		Due Date:		Due Date:	
Bond Holder:		Bond Holder:		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	

(*attach additional sheets as necessary)*

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 a county's or Department of Community and Culture's list, 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.

Attach a copy of required AOG review & comments as **Attachment #5**.

6. Division of State History Notification.

Attach a copy of required State Historic Preservation Office review & comments as **Attachment #6**.

7. 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 #7**.

8. 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. All applicants for proposed drinking water and waste water projects must provide sufficient technical information to DEQ to permit detailed technical review of the project. Please refer to the Drinking Water & Waste Water Project Supplement to this application form.

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 best knowledge and this application has been authorized by the applicant agency.

_____ _____
(signature) *(date)*