Department of Workforce Services
Housing & Community Development Division

PERMANENT COMMUNITY IMPACT FUND BOARD

PROGRAM DESCRIPTION
&
APPLICATION FORM
(Revised March 2019)

Permanent Community Impact Fund Board
1385 South State ~ 4th Floor
Salt Lake City, Utah 84115
Office: 801-468-0043
Fax: 801-468-0211

PERMANENT COMMUNITY IMPACT FUND BOARD
APPLICATION FORM
(Revised March 2019)

PART A. GENERAL INFORMATION

Project Title Ivins City Transportation Master Plan
Project Location Ivins City *Population* 9,000

Applicant has attended a CIB Tutorial: ☐ *Applicant has provided application to *SHPO:* Y ☐ N ☐ N/A ☐

1. Applicant Agency

Name: Ivins City

Mailing Address: 55 N Main St

City: Ivins County: Washington . Utah Zip: 84738

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

Name: Charles Gillette

Phone: 435-634-0689 Fax: _____

Email: cgillette@ivins.com

Federal Tax Identification Number: **87-0292376**

2. Presiding Official *(this person must sign the application; page 6)*

Name and Title: Mayor Chris Hart

Email: chrisghart@gmail.com

3. Clerk/Recorder

Name and Title: Recorder Kari Jimenez

Email: kjimenez@ivins.com

4. Engineer/Architect

Name: Charles Gillette, City Engineer, Ivins City Department of Public Works

Mailing Address: 55 N Main St

City: Ivins Zip: 84738 Phone: 435-634-0689 Fax: _____

Email: cgillette@ivins.com

5. Bond Counsel

Name: N/A

Mailing Address: _____

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

Email: _____

6. Financial Consultant – (optional)

Name: N/A

Mailing Address: _____

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

Email: _____

**State Historic Preservation Office (SHPO)* https://history.utah.gov/shpo-compliance/

PART B. PROPOSED FUNDING – Project Title: Ivins City Transportation Master Plan

1. Cost Sharing

Funding Source	Cost Share
a. Applicant Cash	50,000
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)	50,000
Total Project Cost	**$100,000**

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

2. Type of CIB Funds Requested - (Loans should be rounded to the nearest $1000)

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: $ 50,000

3. Cost Over-runs

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

Funds requested includes money for contingencies plus city will cover any cost overruns.

****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: Ivins City Transportation Master Plan

DATE COST ESTIMATES FOR PROJECT WERE PREPARED 9/16/2019

INDIVIDUAL OR FIRM RESPONSIBLE FOR COST ESTIMATES Charles Gillette

1. Construction – (This refers to the prepared estimate included with application)

(specify quantity & unit price below or refer to an attached estimate)

1. _____	$_____	
2. _____	$_____	
3. _____	$_____	
4. _____	$_____	
5. _____	$_____	
6. _____	$_____	
7. Construction Contingency _____	$_____	
Construction Sub-Total		**$**N/A

2. Engineering Services

Pre-Construction Engineering: $ n/a
(Preliminary studies, layouts, cost estimates, design drawings, specification & contract documents)

Special Engineering Services: $ n/a
(soil investigations , geotechnical studies, land surveys, environmental evaluations, permitting, water rights and other special investigations)

Construction Engineering Services: $ n/a
(Representation during construction, special inspections, materials testing and construction phase services

Engineering Services Sub-total: $ n/a

ALTERNATE ENGINEERING OPINION _____

3. Planning and Studies (NEPA, EA, EIS, Feasibility)

Planning and Studies Sub-total $ 100,000

4. Land/Easements/Water Rights

Land/Easements/Water Rights Sub-total $ n/a

5. Equipment & Facilities

Equipment & Facilities Sub-total $ n/a

6. Administration

Legal: $ n/a
Financial Consultant: $ n/a

Administration Sub-total **$** 100,000

TOTAL PROJECT COST **$** 100,000

PART D. APPLICANT AGENCY FINANCIAL INFORMATION

1. Current Year Total Budget: **$** 18,661,337

2. Current Year General Fund Budget $ 7,145,898

3. Current and Prior Four Years Property Tax: **$** 6,779,644

Year	Property Tax Rate	$ Collected
FY 2019	.001363	1,503,668
FY 2018	.001527	1,364,043
FY 2017	.001617	1,321,269
FY 2016	.001727	1,321,269
FY 2015	.001783	1,269,395

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

a. Assessed Valuation: **$** 1,165,177,002

b. G.O. Debt Capacity:* **$** 46,607,080

c. Outstanding G.O. Debt: **$** 0

d. Remaining G.O. Debt Capacity (b-c=d): **$** 46,607,080

*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:	Unity Park	PURPOSE:	Road, Curb, & Gutter	PURPOSE:	Storm Drain
$ Issued:	2,287,000	$ Issued:	2,876,000	$ Issued:	3,680,000
Interest Rate:	2.98%	Interest Rate:	1.95%	Interest Rate:	2.23%
Date Issued:	04/01/2009	Date Issued:	12/01/2016	Date Issued:	10/01/2016
Due Date:	04/01/2030	Due Date:	12/01/2030	Due Date:	10/01/2036
Bond Holder:	CIB	Bond Holder:	Zions Bank	Bond Holder:	KeyBanc Capital Markets Inc.

Annual Debt Service (P+I)		**Annual Debt Service (P+I)**		**Annual Debt Service (P+I)**	
Year	**$ Amount**	**Year**	**$ Amount**	**Year**	**$ Amount**
current	143,870	current	223,567	current	342,850
+1	143,840	+1	226,018	+1	345,800
+2	143,720	+2	223,401	+2	342,300
+3	143,510	+3	226,706	+3	337,400
+4	143,210	+4	224,923	+4	342,100
+5	143,820	+5	223,101	+5	341,300
+6	143,310	+6	221,240	+6	345,000
+7	143,710	+7	219,340	+7	343,200
+8	143,990	+8	221,362	+8	336,100
+9	143,150	+9	218,316	+9	83,800
+10	143,220	+10	216,240	+10	81,400
+11	143,170	+11	217,096	+11	83,900
+12		+12		+12	81,300
+13		+13		+13	83,600
+14		+14		+14	80,800
+15		+15		+15	82,900
+16		+16		+16	84,800
+17		+17		+17	81,600
+18		+18		+18	
+19		+19		+19	
+20		+20		+20	

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

	BOND ISSUE	BOND ISSUE	BOND ISSUE
PURPOSE:	Highways	PURPOSE:	PURPOSE:
$ Issued:	2,047,000	$ Issued:	$ Issued:
Interest Rate:	2.70%	Interest Rate:	Interest Rate:
Date Issued:	04/18/2012	Date Issued:	Date Issued:
Due Date:	01/18/2022	Due Date:	Due Date:
Bond Holder:	Wells Fargo	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	231,344	current		current	
+1	232,825	+1		+1	
+2	174,156	+2		+2	
+3		+3		+3	
+4		+4		+4	
+5		+5		+5	
+6		+6		+6	
+7		+7		+7	
+8		+8		+8	
+9		+9		+9	
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+18		+18		+18	
+19		+19		+19	
+20		+20		+20	

PART E. PRE-SUBMISSION ATTACHMENT CHECKLIST

Note: ***Please refer to*** **CIB PROGRAM SUMMARY https://jobs.utah.gov/housing/cib/index.html.**

Applicants must meet ALL of the requirements listed below. Incomplete applications will be held pending completion of the PART E. requirements.

1. Registration (*one time registration only.)

To be eligible for funding, the applicant **must** be registered in WebGrants (http://webgrants.community.utah.gov) For new registration, the applicant will receive an email with their login ID and password. ****Note: Please register one time only. If applicant has submitted an application previously they may already have a login and password. Do NOT register again.***

2. Project Description – (Note: Is the project on the entity's adopted general plan yes ☑ no)

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

***WHO* –** A description of the applicant agency including 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 and prepared estimate etc. as Attachment #2**

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.

3. Consolidated Local Capital Improvement List – Permanent Community Impact Fund Board

Attach the current consolidated capital improvement list as **Attachment #3**. Projects not identified on the CIB 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 – (*Per CIB Program Summary*: Discuss size, scope and nature of any funding request to be submitted to the CIB.) Attach a copy of the public notice *and* a copy of public hearing minutes as **Attachment #4.**

5. Association of Governments Notification

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

6. Affordable Housing Plan – (do not submit the entire 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

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 project funding **MUST COMPLETE AND SUBMIT** the Drinking Water & Waste Water Project Supplement ***to DEQ***. *(DEQ Supplemental form is located on CIB website****: http://jobs.utah.gov/housing/cib/cib.html***

8. Planning Applications ~ Street & Road Applications –*Addendum* required. *(Planning Addendum and Street & Road Addendum - located on CIB website****: http://jobs.utah.gov/housing/cib/cib.html)***

9. CONSTRUCTION & EXCAVATION APPLICATIONS & SHPO

(CHECK IF THIS REQUIREMENT HAS BEEN ACCOMMODATED)

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 photograph, address and map of the proposed project.

.PART F. PRESIDING OFFICIAL SIGNATURE

I, Chris Hart , the Mayor

(typed name) *(typed title)*

Of Ivins City

(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*

ATTACHMENT #1: PROJECT DESCRIPTION

Applicant: Ivins City

Project: Ivins City Transportation Master Plan

Project Need: Ivins City is a growing city that adds between 100 to 200 new residences per year. This represents a growth of three to six percent. This high level of growth requires that the city update master plans and impact fee studies every five years to meet the requirements of the state's codes. The master plans identify the capital facilities that are needed and the funding that is required to provide these capital facilities.

Project Goals:

- Update the Transportation Master Plan with consideration given to revised traffic projections, population growth, projections, and forecast land use changes.
- Review and update the bicycle and pedestrian network plans.
- Review standard cross-sections and make recommendations based upon current engineering standards and projected usage.
- Update traffic counts as necessary and forecast traffic for the years 2020 thru 2045 year. Provide a list of recommended projects to meet the needs of the projected demand. Include with the list recommended phasing of short, medium and long term to correspond with MPO phasing dates
- Provide cost estimates for each project using a "Net Present Value" standard.
- Consider a preference for solutions and alternatives for high traffic intersections and evaluate whether a roundabout or traffic signal would be appropriate to control intersection movements.
- Consider City plans for a future growth
- Consider developer plans for future growth
- Further evaluate the "Western Corridor" and how it integrates with the existing and proposed road plans and developer proposals.
- Develop an Intelligent Transportation System (ITS) plan including standards for conduit installations and a map of locations conduit is needed.
- Analyze Impact Fees and prepare necessary impact fee facility plans and impact fee analyses.
- Analyze and score the maintenance condition of all existing streets.
- Identify a recommended pavement maintenance plan and required funding levels to keep roads in a serviceable condition in the most economical manner.

Project Scope of Work

Capital Facilities Planning

1. Analysis of Existing Conditions to refine traffic model.
    a. Collect traffic necessary traffic data to update the Travel Demand Model to help correlate the MPO traffic model to counts currently experienced on the City's roadways.

b. Compare the current MPO Cube model to current Ivins land use data to refine forecasted traffic. The Consultant will need to collect traffic counts to compare results of the current Cube model and help with fine adjustments in the model.
c. Update accident history in a GIS format and provide a map showing current accident history. Analyze the history and if necessary identify possible transportation system enhancements to reduce accidents and increase safety.
d. Update Intersection Level of Service Analysis.
e. Update Roadway Level of Service Analysis.
f. Update Trail Network Map per most recent Trail Master Plan.

2. Analysis of Future Conditions and identification of deficiencies to address city-wide transportation issues.
    a. Traffic Forecasting – The update of the master plan will require that all previous forecasting be updated based on new and forecasted data for the years 2015 thru 2040. Traffic Forecasting will include looking at traffic data compared with population data and determining relationships for expected growth.
    b. Review traffic modeling efforts
        i. Review, update, and calibrate the Travel Demand Model (TDM), CUBE, prepared by the Dixie Metropolitan Planning Organization in the CUBE Modeling Platform.
        ii. Review current and planned land uses and update TDM accordingly.
        iii. Utilize the latest DMPO model and traffic volumes to develop calibrated and validated traffic projections for the current MPO model planning years for 10-year, 20-year, and 25-year scenarios.
    c. Road Classification Review – Review existing functional classifications map and provide recommendations of any changes to add or remove collector or arterial roads.
        i. Review current developer plans, as provided by the City, and make recommendations of any needed changes to the transportation system as a result of this evaluation.
    d. Road Cross-Section Review and Recommendations
        i. Review the use of current cross-sections used throughout the city.
        ii. Identify issues and problems that have developed with the use of the current cross-sections.
        iii. Develop recommendations to address items identified. Update the major collector road cross section to meet current fire code and engineering standards.
        iv. City staff, developers, planning commission and City Council may need to be involved in any cross-section modifications recommended through the use of work meetings.
        v. Consider “complete streets” concepts to account for pedestrian, bicyclist, and vehicle traffic and address the level of success by the City since the last Master Plan revision.
3. Special Considerations
    a. Review planned intersection traffic control locations and provide recommendations on where roundabouts might be successfully used in place of traffic signals. Update cost differences between roundabout and traffic signals for Capital Facilities Plan.
4. Develop Intelligent Transportation System (ITS) Plan
    a. Review regional ITS plans for UDOT, Washington County, City of St George and Santa Clara City.
    b. Identify vision, key goals and benefits of a coordinated ITS network.
    c. Identify strategies and tasks needed to reach goals.
    d. Identify and prepare map of corridors that require communication conduits.

e. Prepare the necessary construction details to be added to the Ivins City Standard Specifications to implement the plan.
f. Prepare written plan including all necessary text, maps, and details to be included as an appendix to the Transportation Master Plan.

5. Review and update previous Capital Facilities Plan
    a. Review existing plan. Verify existing proposed projects and identify additional projects if needed.
    b. Review cost estimates. Verify quantities and update construction costs estimates. Add costs to include ITS elements.
    c. Prepare prioritized list of improvements for each planning year with associated costs & funding opportunities. Identify projects that could be candidates for federal, state or other funding programs.
    d. Prepare an impact fee facilities plan by identifying the projects in the capital facilities plan that can be legally funded with impact fees. Make sure that this plan meets all the requirements of state laws on impact fees.
    e. Prepare an impact fee analysis that meets all state requirements and identifies the maximum impact fee that can be charged based on the impact fee facilities plan.
6. Project Coordination, Schedule and Deliverables
    a. Facilitate the agenda (except for standard City Council and Planning Commission Meetings) and coordinate with City Staff and MPO Staff to hold and present master plan information for the following minimum meetings:
        i. Project Kickoff Meeting (present a report outline)
        ii. Meetings with City identified Developers
        iii. Meeting with Santa Clara and St. George officials for coordination between City borders. (May include County officials as well)
        iv. Monthly Team Meetings
        v. Work Meeting with City Council and Planning Commission to discuss needed changes (plan for 2)
        vi. Public Open House
        vii. Public Hearing at Planning Commission Meeting
        viii. Public Hearing at City Council Meeting
    b. Provide a proposed schedule to complete the update. Provide a GANTT chart, or other acceptable scheduling chart, to identify all necessary tasks including start date, finish date, task durations and time line.
    c. Deliverables: The City claims all rights to reuse text and figures from the prior version of the Master Plan. The intent of the update is to only update those sections and figures that become outdated based on the new data and analysis that is collected and prepared.
        i. Traffic Count Data
        ii. Road Cross Section evaluations
        iii. 95% Draft Report –Commentary (4 bound copies)
        iv. 100% Draft Report – Due prior to Public Openhouse – 4 bound copies.
        v. Final Draft Report – Due prior to Public Hearing – 1 electronic (pdf format, not scanned) copy, 4 bound copies, 1 unbound copy
        vi. Final Adopted Report – Due within two weeks of adoption by Council – 10 bound copies, 1 unbound copy, 1 electronic (pdf format, not scanned) copy.

vii. Official Adopted Road Master Plan Map showing all collectors and arterials with classification – Due at 95% Draft Report and resubmitted if changed prior to adoption – 1 full size map, electronic files (pdf format, dwg format, and GIS shape file)
viii. Other Electronic Files all Word, pdf, dwg and GIS formatted data used in the preparation of this master plan should be provided to the City on CD with the submittal of the Final Adopted Report. All data and materials prepared in the process of completing this project shall become property of Ivins City.
ix. Provide a copy of the updated TDM (in CUBE format) delivered to MPO

Pavement Management Plan

1. Data collection
    a. Collect pavement assessment data using laser camera array equipment mounted on a vehicle and driving all City maintained streets.
        i. Record in 100-foot intervals
        ii. Associate with GPS coordinates
        iii. Verified with Distance Measuring Instruments
        iv. Detect roughness, rutting, cracking, faulting, texture, distortions, raveling, potholes, scaling, spalling, and other distresses.
    b. Collect HD digital imagery of all City maintained streets
        i. Record at 10-25' intervals
    c. Deflection Testing
        i. Test subgrade pavement performance with a dynaflect or FWD Device
        ii. City will provide traffic controls
    d. Optional database development (if budget allows)
        i. Nighttime retro-reflectivity of signage
        ii. Sidewalks
        iii. ADA Ramp Compliance
        iv. Curb & Gutter
        v. Street Lights
        vi. Markings and Stripings
2. Data analysis and processing
    a. Process, format and QA/QC data
    b. Analyze data to provide
        i. Surface Distress Index
        ii. Roughness Index
        iii. Pavement Condition Index
        iv. Strength Ratings
        v. Condition Ratings
        vi. Load Associated Deducts
        vii. Non-Load Associated Deducts
    c. Optional (if Budget allows):
        i. Use computer algorithms and artificial intelligence to evaluate HD photography data to provide an independent, objective, simple indexing of all City Streets.
3. Provide GIS mapping and data

a. Provide GIS database spatially linked files compatible with City's GIS software (ESRI) of all assessment data
b. Provide GIS database spatially linked files of all HD digital imagery
c. Provide optional databases (if budget allows)

4. Multi-year maintenance and rehabilitation plan
    a. Provide all data in editable and all-accessible Excel spreadsheet
    b. Provide roughness, structural integrity, logical projects, priority weighting factors, and cost-benefit techniques to program a multi-year maintenance and rehabilitation plan.

Proposed Schedule

October-November 2019 – Request funding from CIB

November 2019 – Consultant Selection through RFP

December 2019 – Project Kickoff, Request for Public Comments

January - March 2020 – Collect Traffic Data

February 2020 – Transportation Expo at Dixie Expo Center

April – July 2020 – Analyze Data, Update Modeling, Mapping, Text and Figures

August 2020 – Present Analyzed Data to Planning Commission and City Council, discuss potential pivots and needed projects.

September - October 2020 – Prepare Final Draft

October 2020 – Public Open House to Receive Comments of Final Draft

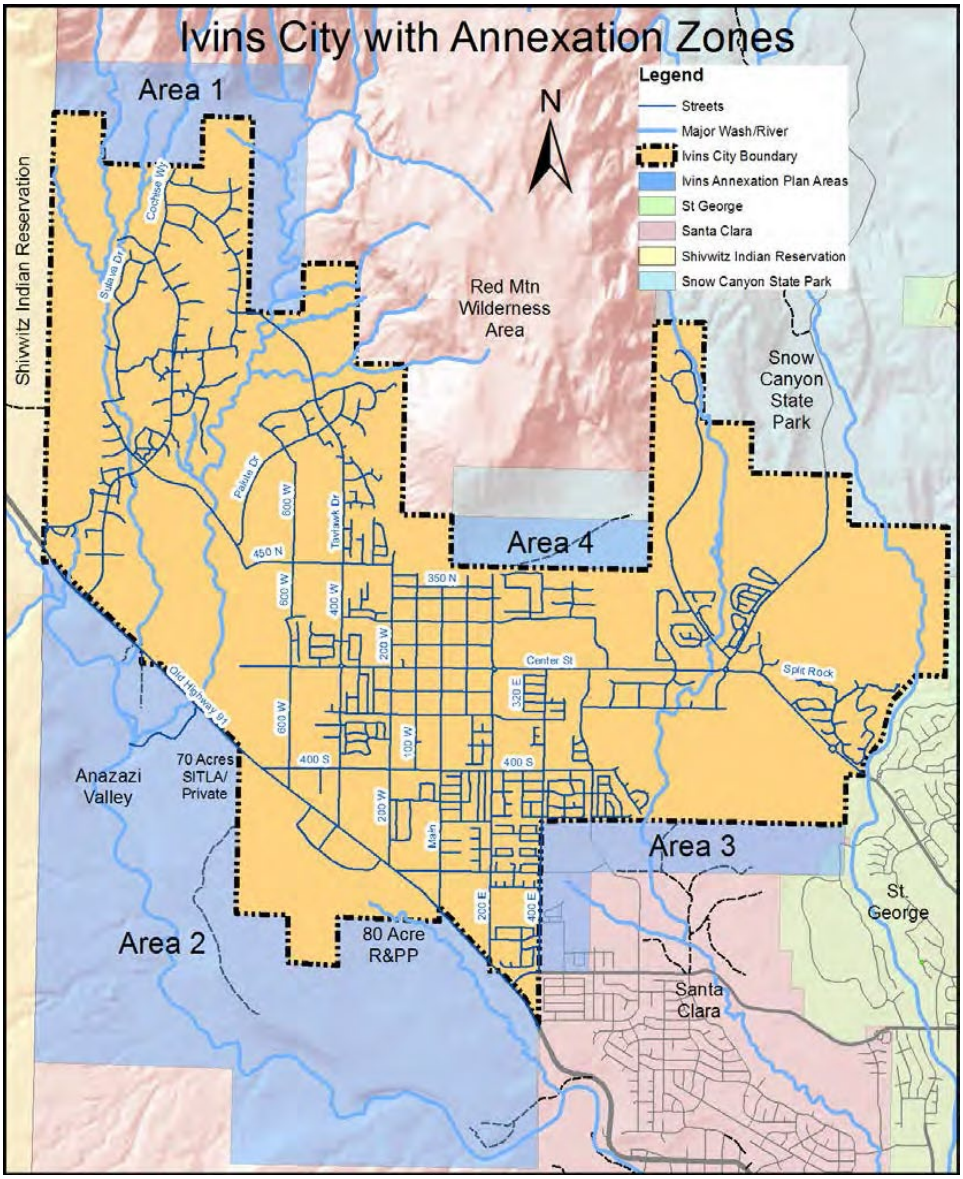
November – December 2020 – Public Hearings, Discussions, Final Approval and Adoption

Cost Estimate:

- Update Maps, Text, Figures: $50,000
- Incorporate ITS Plan: $10,000
- Incorporate Pavement Management Plan: $40,000
- Total: $100,000

ATTACHMENT #2: MAP

Ivins City Study Area



ATTACHMENT #3: CONSOLIDATED LOCAL CAPITAL IMPROVEMENT LIST

ATTACHMENT #4: PUBLIC HEARING

The public hearing will be held on Ocober 3rd. The notice is included on the following page. Minutes of the meeting will be provided at a later date.

Text of Ad: 09/25/2019

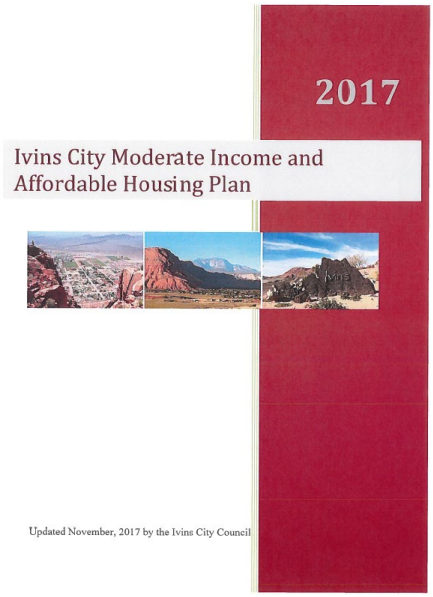
IVINS CITY OFFICIAL NOTICE OF PUBLIC HEARING

Meeting Date: City Council, Thursday, October 3, 2019
Meeting Time: 5:30 P.M.
Meeting Place: Ivins City Hall, 55 N. Main St., Ivins, UT, 84738
Purpose: Public Hearing on a Community Impact Fund Board (CIB) application made by Ivins City for grant funding to update the Transportation Master Plan. The public is invited to attend and provide comments on the scope of the CIB application
Applicants: Ivins City
Contact: Public Works Director, Chuck Gillette, 435-634-0689
All persons interested will be heard at the above time and place or may submit their views in writing to the City Council. In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during these hearings should notify City Recorder Kari Jimenez at Ivins City Hall, 55 N. Main St., Ivins, UT, 84738 or by calling 435-628-0606, at least three days prior to the hearing to be attended.
Kari Jimenez, MMC
City Recorder

Pub#3810779
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The Spectrum
UPAXLP

ATTACHMENT #5: ASSOCIATION OF GOVERNMENTS NOTIFICATION

ATTACHMENT #6: AFFORDABLE HOUSING PLAN



Summary of affordable housing plan:

Ivins City currently has an affordable housing plan which is a component of the city's general plan adopted in 2017. The plan is currently being updated with a plan to have a new plan adopted by the end of 2019. A copy of the current plan is available on the Ivins City website.

The plan has established goals to encourage opportunities to purchase affordable housing and encourage affordable rental opportunities. The City is employing strategies of encouraging USDA Rural Development loans and mutual self help programs.

Recently the City has approved some new larger developments of higher density multi-family that is hoped to help with the affordable housing problems in Ivins City.