



PROVO MUNICIPAL COUNCIL

Redevelopment Agency Governing Board

Stormwater Service District Governing Board

Regular Meeting Agenda

5:30 PM, Tuesday, May 12, 2026

Council Chambers (Room 100)

445 W. Center Street, Provo, UT 84601 or

<https://www.youtube.com/provocitycouncil>

The in-person meeting will be held in the **Council Chambers**. **The meeting will be available to the public for live broadcast and on-demand viewing on YouTube and Facebook at: [youtube.com/provocitycouncil](https://www.youtube.com/provocitycouncil) and [facebook.com/provocouncil](https://www.facebook.com/provocouncil).** If one platform is unavailable, please try the other. If you do not have access to the Internet, you can join via telephone following the instructions below.

TO MAKE A VIRTUAL PUBLIC COMMENT:

To participate in the public comment portion(s) of the meeting, call in as an audience member as the presentation is wrapping up. Be sure to mute/silence any external audio on your end to reduce feedback (if you are viewing the live proceedings on YouTube, mute the YouTube video; you will be able to hear the meeting audio through the phone while you are on the line).

Press *9 from your phone to indicate that you would like to speak. When you are invited to speak, the meeting host will grant you speaking permission, calling on you by the last four digits of your phone number. Please begin by stating your first and last name, and city of residence for the record. After you have shared your comment, hang up. If you wish to comment on a later item, simply re-dial to rejoin the meeting for any subsequent comment period(s).

May 12 Council Meeting: Dial 346 248 7799. Enter Meeting ID 862 8479 1822 and press #. When asked for a participant ID, press #. **To join via computer, visit zoom.us and enter the meeting ID and passcode: 185104.**

Decorum

The Council requests that citizens help maintain the decorum of the meeting by turning off electronic devices, being respectful to the Council and others, and refraining from applauding during the proceedings of the meeting.

Opening Ceremony

Roll Call

Prayer

Pledge of Allegiance

Presentations, Proclamations, and Awards

- 1 A ceremony recognizing the Spring 2026 Provology Graduates (26-007)
- 2 A ceremony recognizing the Provo City Employee of the month: Parks and Recreation (26-007)

Public Comment

Fifteen minutes have been set aside for any person to express ideas, concerns, comments, or issues that are not on the agenda:

Please state your name and city of residence into the microphone.

Please limit your comments to two minutes.

State Law prohibits the Council from acting on items that do not appear on the agenda.

Action Agenda

- 3 A public hearing to solicit input on the 2026-27 Annual Action Plan (26-025)
- 4 A resolution amending the Council Audit Committee Charter and Internal Audit Charter (26-030)
- 5 A resolution appointing public members to a council standing committee. (26-031)
- 6 ***CONTINUED*** Natalie & Douglas Langford request an ordinance text amendment to Provo City code 14.22.020 to add a caretaker dwelling as a permitted accessory use in the CG (General Commercial) zone. citywide application. (PLOTA20260119)
- 7 A resolution tentatively adopting a proposed budget for Provo City for the fiscal year beginning July 1, 2026 and ending June 30, 2027. (26-001)

Stormwater Service District

- 8 A resolution tentatively adopting a proposed budget for the Provo City Stormwater Service District for the Fiscal Year beginning July 1, 2026 and ending June 30, 2027 (26-001)

Redevelopment Agency of Provo

- 9 A resolution tentatively adopting a proposed budget for the Redevelopment Agency of Provo City for the fiscal year beginning July 1, 2026 and ending June 30, 2027 (26-001)

Adjournment

If you have a comment regarding items on the agenda, please contact Councilors at council@provo.gov or using their contact information listed at: provo.gov/434/City-Council.

Materials and Agenda: agendas.provo.org

Council meetings are broadcast live and available later on demand at youtube.com/ProvoCityCouncil.

The next Council Meeting will be held on Tuesday, May 26, 2026. The meeting will be held in the Council Chambers, 445 W. Center Street, Provo, UT 84601 with an online broadcast. Work Meetings generally begin between 12 and 4 PM. Council Meetings begin at 5:30 PM. The start time for additional meetings may vary. All meeting start times are noticed at least 24 hours prior to the meeting.

Notice of Compliance with the Americans with Disabilities Act (ADA)

In compliance with the ADA, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting are invited to notify the Provo Council Office at 445 W. Center, Provo, Utah 84601, phone: (801) 852-6120 or email kmartins@provo.gov at least three working days prior to the meeting. Council meetings are broadcast live and available for on demand viewing at youtube.com/ProvoCityCouncil.

Notice of Telephonic Communications

One or more Council members may participate by telephone or Internet communication in this meeting. Telephone or Internet communications will be amplified as needed so all Council members and others attending the meeting will be able to hear the person(s) participating electronically as well as those participating in person. The meeting will be conducted using the same procedures applicable to regular Municipal Council meetings.

Notice of Compliance with Public Noticing Regulations

This meeting was noticed in compliance with Utah Code 52-4-207(4), which supersedes some requirements listed in Utah Code 52-4-202 and Provo City Code 14.02.010. Agendas and minutes are accessible through the Provo City website at agendas.provo.org. Council meeting agendas are available through the Utah Public Meeting Notice website at utah.gov/pmn, which also offers email subscriptions to notices.

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: SBJORNN
Presenter: Scott Henderson, Chief Administrative Officer
Department: Mayor Office
Meeting Date: 5/12/2026
Requested Duration (Minutes): 10 Minutes minutes
CityView or Issue File Number: 26-007

SUBJECT: 1 A ceremony recognizing the Spring 2026 Provology Graduates (26-007)

ADMINISTRATIVE RECOMMENDATION: Graduation ceremony for Spring 2026 participants. Scott Henderson and the Mayor will recognize the participants for completing the course.

ADMINISTRATIVE MEMO: Provology is a course to educate Provo residents about how the city runs. The participants are recognized for completing the 11-week course.

FISCAL IMPACT: none

TIME SENSITIVITY:

COUNCIL STAFF MEMO: n/a

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: KMARTINS
Presenter: Brad Raney, Director of Parks and Recreation
Department: Recorder
Meeting Date: 5/12/2026
Requested Duration (Minutes): 5 minutes
CityView or Issue File Number: 26-007

SUBJECT: 2 A ceremony recognizing the Provo City Employee of the month: Parks and Recreation (26-007)

ADMINISTRATIVE RECOMMENDATION: No action requested

ADMINISTRATIVE MEMO: The Council will recognize the Provo City Employee of the Month. This ceremony honors a city employee who has demonstrated exceptional service, dedication, and contributions to the community and organization. The recognition highlights the employee's achievements and expresses the City's appreciation for their work.

FISCAL IMPACT: NA

COUNCIL STAFF MEMO:



YEAR TWO ANNUAL ACTION PLAN

JULY 1, 2026, THROUGH JUNE 30, 2027

YEAR FIVE OF THE CONSOLIDATED PLAN FIVE-YEAR
CONSOLIDATED PLAN



City of Provo (City)
Utah Valley HOME Consortium (UVHC)
Provo City Corporation – Development Services
445 West Center Street
Provo, Utah 84601
<https://www.provo.gov/233/Community-Programs>



AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

Provo City and the Utah Valley HOME Consortium Program Year 2026 Annual Action Plan (2026-AAP) is the Second Year Action Plan of the 2025-2029 Five-Year Consolidated Plan (Consolidated Plan).

The Annual Action Plan includes Provo City's application for the federal grants received from the U.S. Department of Housing and Urban Development (HUD) and administered by the Office of Community Planning and Development (CPD), and division of HUD, through which Provo City receives an annual allocation, or formula grant, from the CPD programs:

- **Community Development Block Grant (CDBG)**
The CDBG program's primary objective is to promote the development of viable urban communities by providing decent housing, suitable living environments, and expanded economic activities to people of low and moderate income. Provo receives CDBG as an entitlement city.
- **Home Investment and Partnerships Program (HOME)**
The HOME Program's primary objective is to create affordable housing for low-income households. Communities often partner with nonprofit and for-profit organizations to fund affordable housing options for low and moderate-income households.

Provo City has designated its Development Services Department to manage and administer all funding received from HUD.

Provo City serves as the Lead Entity and administrator of HOME funds in the Utah Valley HOME Consortium (Consortium, HOME Consortium, UVHC), an inter-jurisdictional partnership between Lehi City, Orem City, Provo City and Utah County. Eagle Mountain joined the Consortium upon its renewal in 2025 for program years 2026-2028. Lehi, Orem, Provo and Eagle Mountain receive their own CDBG entitlement allocations and Utah County is a qualified Urban County also receiving CDBG funding. All jurisdictions within Utah County which have entered an interlocal agreement to receive CDBG funding through Utah County are also eligible to benefit from HOME funds.

2. Summarize the objectives and outcomes identified in the Plan

The 2025-2029 Consolidated Plan was formulated using consultation with service agencies, citizen and City Council input, as well as identified needs in the Housing and Homeless needs assessment. The following goals and strategies are a result of these efforts in identifying priority needs. A

subsequent survey was conducted in the fall of 2025 to determine the top funding priorities for the 2026 Annual Action Plan. Those priority needs are identified below with an asterisk *.

HOUSING – Provide affordable and sustainable housing options for low- and moderate-income households throughout Provo and the Utah Valley HOME Consortium area.

- Support affordable homeowner development that increases the number of units available to eligible households *
- Support homebuyer programs that assist in providing down payment assistance to create homeownership *
- Support programs that develop and maintain affordable rental properties
- Support programs that provide rental assistance subsidies (Tenant-Based Rental Assistance) for low- and very low-income households
- Support programs/organizations that provide homeowner rehabilitation efforts to enable aging in place

PUBLIC SERVICES – Support public service agencies that assist low-and moderate-income persons and vulnerable populations

- Support organizations that provide essential behavioral health services such as counseling, therapy, crisis interventions and support groups *
- Support organizations that provide services and resources for individuals with special needs
- Support organizations that provide youth services such as after-school programs, recreation programs, mentoring programs, etc. *
- Support our local non-profit agencies *
- Support organizations that provide services to seniors
- Support organizations and help provide affordable childcare *

NEIGHBORHOOD NEEDS – Help foster strong, resilient communities by providing neighborhoods with essential services

- Provide assistance and opportunities for citizens to improve their aging homes
- Create and update parks providing safe places to play and open green space
- Offer assistance and resources for neighborhood clean-ups
- Expand and assist community and senior centers

COMMUNITY & PUBLIC FACILITIES – Create a more functional, accessible, and sustainable community

- Expand and improve sidewalk and active transportation infrastructure *
- Expand accessibility to outdoor recreational spaces (e.g. parks)
- Expand and improve streets *
- Address accessibility needs and make improvements where necessary *
- Expand and improve sewer and water systems

ECONOMIC DEVELOPMENT – Support the improvements and opportunities of the business community

- Provide services and support for existing local businesses
- Support new businesses locating to the city *
- Provide apprentice opportunities

3. Evaluation of past performance

The CDBG and HOME Investment Partnership funding have been used to make long-lasting improvements serving low-income residents. Past programs have focused on community needs that continue to exist including affordable housing, neighborhood improvements, and public service support for low-income residents.

At the conclusion of each Program Year, Provo City prepares its Consolidated Annual Performance Evaluation Report (CAPER). The CAPER is then submitted to HUD within 90 days of the end of the Program Year (PY).

While specific accomplishment data for Program Year 2025 (PY2025), first year of the 2025-29 Consolidated Plan, are not yet available, we believe the programs and projects carried out have benefited greatly and assisted in meeting community needs as projects are moving forward to provide more affordable housing choices throughout Utah County as well as funding used this Program Year to help make various public services available to low-income individuals and assist those with disabilities.

4. Summary of Citizen Participation Process and Consultation Process

Citizen participation is a cornerstone of both the Consolidated Plan and Annual Action Plan processes, ensuring that goals and priorities reflect the genuine needs and preferences of the community. The process also serves an important educational function, informing residents about federal grant resources received by the City of Provo and the Utah Valley HOME Consortium.

For the 2025–2029 Consolidated Plan and the 2026 Annual Action Plan, Provo engaged a broad and diverse cross-section of stakeholders and service providers through multiple avenues, including stakeholder meetings, a survey distributed to service providers throughout Utah County, and citizen committee meetings. These efforts were followed by a formal public comment period on the Annual Action Plan.

Through the AAP planning process, citizen advisory committees met several times to hear presentations, discuss the needs of Provo City, and made recommendations for funding. All public notices for the Annual Action Plan were published in the Daily Herald newspaper and Provo City website.

Funding recommendations by citizen committees will be presented to the Municipal Council in two public hearings conducted on April 28 and June 9, 2026, with recommended funding amount available for review by the public, citizens committees and boards, and applicants. Provo City's Municipal Council adopted the final draft of the 2026-AAP at the public hearing held on June 9, 2026.

5. Summary of public comments

*Once received, public comments will be included in this section as well as Action Plan Appendices.

6. Summary of comments or views not accepted and the reasons for not accepting them

*Any public comments received and not accepted are included in the AAP appendices.

7. Summary

The Annual Action Plan provides for the allocation of CDBG and HOME funds for the Program Year 2026 (PY2026) and the reprogramming of existing funds. It also reflects the coordinated efforts of local governments and citizens, as well as the wide networks of housing and human service providers in Utah County.

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	PROVO CITY	DEVELOPMENT SERVICES
CDBG Administrator	PROVO CITY	DEVELOPMENT SERVICES
HOME Administrator	PROVO CITY	DEVELOPMENT SERVICES
CDBG Administrator	OREM CITY	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
CDBG Administrator	LEHI CITY	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS
CDBG Administrator	UTAH COUNTY	UTAH COUNTY
CDBG Administrator	EAGLE MOUNTAIN	MOUNTAINLAND ASSOCIATION OF GOVERNMENTS

Table 1 – Responsible Agencies

Narrative

Provo City is the Lead Agency of Entitlement Programs regulated by the Office of Community Planning and Development (CPD) of the United States Department of Housing and Urban Development (HUD). Provo City's Community Programs Division in the Development Services Department is responsible for the administration of CPD-HUD entitlement grants. These entitlement grants include the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program (HOME). Provo City is also responsible for the preparation of the Consolidated Plan (Consolidated Plan), Annual Action Plans (AAP), and Consolidated Annual Performance and Evaluation Reports (CAPER) for Provo City and the Utah Valley HOME Consortium. Mountainland Association of Governments administers the Cities of Orem, Lehi, and Eagle Mountain. Utah County's CDBG Programs are administered by Utah County Government staff.

Consolidated Plan Public Contact Information

Provo City and its CDBG entitlement partners welcome questions and/or comments regarding this Annual Action Plan update. Please contact the following:

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Provo City CDBG & Utah Valley HOME Consortium

Melissa McNalley, Community Grants Administrator
 Development Services, Provo City
 445 West Center Street
 Provo, UT 84601
 801-852-6164

mmcnalley@provo.org

Cities of Orem, Lehi and Eagle Mountain

Taylor Draney
Community and Economic Development Program Manager, Mountainland Association of
Governments
586 E 800 N
Orem, UT 84057
801-319-8655
tdraney@mountainland.org

Utah County CDBG
CDBG@utahcounty.gov
Utah County Auditor's Office
100 E Center Street
Provo, UT 84606

DRAFT

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

Introduction

Provo City, along with the Mountainland Association of Governments, engaged in a collaborative effort to consult with City departments, representatives of low-income neighborhoods, non-profit and for-profit housing developers, service providers, lenders, public service agencies, homeless service providers, community stakeholders, community partners, and beneficiaries of entitlement programs to inform and develop the priorities and strategies contained within the Consolidated Plan and subsequent annual action plans.

1. Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health, and service agencies (91.215(l)).

In preparing the Program Year 2026 Annual Action Plan, Provo City held consultations with various organizations that provide services throughout Utah County, including local leaders, housing providers, and service providers.

Provo City also participates in regular meetings with other CDBG grantees in Utah County to streamline and simplify the process for new and renewing applicants.

2. Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The vision of the Mountainland Region Continuum of Care (CoC) is to provide decent, safe, and affordable housing and effective support services to homeless, chronic homeless families and individuals including: Initial stabilization, transitional housing, permanent housing, access to mainstream resources and independence from governmental assistance. United Way of Utah County (United Way) leads the CoC, of which Provo City is a member, represented by several City departments including Fire, Police, and Development Services among them. The CoC is an organized body of local jurisdictions, government agencies, local nonprofit organizations, faith-based service and housing organizations, and other agencies and partners seeking to maximize resources and avoid duplication of services while providing consistent and unified planning in Utah County. As it does annually, the CoC led the efforts for the point in time count, in which volunteers participated in an outreach to find homeless individuals.

In coordination with the Mountainland CoC and its member agencies, Utah County operated a Winter Warming Center for the 2025-2026 season from November 17, 2025 through March 2026 at the Utah County Public Works Warehouse (the "Red Building")

Annual Action Plan

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located at 2855 S. State Street near the Provo/Springville border, open nightly from 8:00 p.m. to 8:00 a.m., serving unhoused single adults age 18 and older.

In contrast to the prior year's approach of three rotating warming center facilities, the 2025-2026 winter response consolidated services at a single central location to improve operational consistency and staffing stability. Utah County Commission signed a Memorandum of Understanding with Community Action Services and Food Bank for the operation and funding of the center, with Community Action taking over the lease of the building for the duration of the winter.

Services extended beyond overnight shelter. A one-day bus pass was provided each morning, and the Food and Care Coalition provided breakfast Monday through Saturday. Staff worked to connect guests to resources including substance abuse services, with the goal of triaging individuals toward long-term stabilization. Enhanced security measures were implemented this season, including bag screening, to promote safety for both guests and staff.

The need for these services is reflected in the most recent Point-in-Time Count data. The 2025 count showed a 34% rise in Utah County homelessness, with particularly concerning increases among vulnerable subpopulations: the number of families with minor children experiencing homelessness rose from 37 to 61, the number of unhoused children increased by 12%, and the number of unhoused adults over age 64 rose by 42%. These trends underscore the importance of coordinated emergency response efforts like the Winter Warming Center and reinforce Provo City's commitment to supporting the CoC's collective work on behalf of the most vulnerable members of the community.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS.

Neither Provo City, nor any other jurisdiction with membership in the HOME Consortium receives ESG funding.

3. Agencies, groups, organizations and others who participated in the process and consultations

Agency/Group / Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?
1			

Rocky Mountain University of Health Professionals	Health Agency	Non-Homeless Special Needs	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
2			
The Refuge	Housing Services – Children Services – Victims of Domestic Violence Services – Homeless Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
3			
Community Action Services & Food Bank	Services – Housing Services – Children Services – Homeless Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization participated in 2026 AAP meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
4			
Division of Aging and Adult Services	Services – Health Services - Senior	Housing Needs Assessment Public Housing Needs Homeless Needs (all) Non-Homeless special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings. Considered for funding opportunities.
5			

Family Support & Treatment Center	Services – Children Services – Education Services – Victims	Housing Needs Assessment Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization participated in 2026 AAP meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
6			
Food & Care Coalition	Services – Housing Services – Persons with Disabilities Services – Health Services – Homeless Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (all) Non-Homeless Special Needs Market Analysis	The organization p[articipated in 2026 AAP meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
7			
Friends of the UT County Children’s Justice Center	Services – Children Services – Victims	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
8			
Big Brothers Big Sisters of Utah	Services – Children Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
9			

Elevate Utah	Services – Health Services – Education Services – Employment	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization participated in 2026 AAP meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
10			
Housing Authority of Utah County	Public Housing Authority	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
11			
Neighborworks Mountain Country Home Solutions	Housing Services – Education	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
12			
Mountainlands Community Health Center	Health Agency	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
13			

Mountainlands Continuum of Care	Services – Homeless	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to surveys as well as participating in the 2025-29 Consolidated Plan discussion. Continue to support through meeting participation and collaboration.
14			
Project Read	Services – Elderly Persons Services – Education Services-Employment	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
15			
Provo City Housing Authority	Public Housing Authority	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
16			
Self-Help Homes	Housing	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
17			

House of Hope	Services – Persons with Disabilities Services – Homeless Services – Education Services- Housing	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
18			
Timpanogos Legal Senter	Services - Legal	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.
19			
Tabitha's Way Food Pantry	Services - Food	Housing Needs Assessment Public Housing Needs Homeless Needs (All) Non-Homeless Special Needs Market Analysis	The organization responded to the 2026 AAP survey and meetings as well as participating in the 2025-29 Consolidated Plan discussion. Continue to make available financial support to provide services.

Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

The Action Plan process provided opportunity and encouraged participation and comments from all relevant organizations and agencies.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care Plan	United Way of Utah County	Assist Persons who are Homeless and at risk of homelessness.
Housing Market Analysis – 2024 Utah Valley	Provo City Corporation	Assessment of the housing market throughout Utah County
Housing Needs Assessment – 2024 Utah Valley	Provo City Corporation	Housing Needs
Moderate Income Housing Plan	Provo City Corporation	Housing Needs
Provo City General Plan	Provo Planning Division	Assists with priority development areas within Provo City and align goals with future funding decisions.
Utah Valley HOME Consortium HOME-ARP Allocation Plan	Provo City Corporation	Assist persons who are homeless or at risk of homelessness

Table 3 – Other local / regional / federal planning efforts

Narrative

As Lead Entity of the Utah Valley HOME Consortium, Provo City plays an active role in regional collaboration to address community housing needs and advance long-term affordable housing strategies. Provo City is also a participating member of the Mountainland Continuum of Care and the Utah County Council of Governments, further strengthening its regional partnerships.

In preparing the 2026 Annual Action Plan, Provo City engaged in a structured citizen participation process at both the regional and local levels. Two regional meetings were held in collaboration with the Mountainland Association of Governments (MAG), which administers the CDBG programs for Orem City, Lehi City, and Eagle Mountain City, to gather input on community needs and funding priorities across the region. Two additional meetings were held at the local level to engage Provo City residents and stakeholders in review of the proposed plan. HOME funding presentations and priorities were brought before the Utah Valley HOME Consortium Board in a fifth and final meeting, ensuring member jurisdictions had meaningful opportunity for input prior to plan adoption. All five meetings were conducted specifically in support of the 2026 Annual Action Plan.

These collaborative efforts create a unified application process that reduces duplicative work for both CDBG entitlements and Subrecipients, enabling a more immediate and complete impact for public services, capital improvement projects, and affordable housing initiatives. Joining efforts across entitlements also supports a shared application, reporting, and monitoring system and

allows for the collection of regional data to support holistic analysis of housing needs, housing market conditions, and barriers to affordable housing throughout the region.

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

Provo City sought public participation in the development of this plan from citizens at large, non-profit organizations, elected officials and other interested parties through public meetings, public hearings, social media, and website posting. Citizen Advisory Committees and Boards met to evaluate applications and listen to presentations from agencies seeking funding from both CDBG and HOME programs. Residents were invited to participate in the Public Hearings where the projects and/or programs for the second-year Action Plan were presented and provide input in its drafting and adoption.

The public comment period for this plan will run from April 14, 2026 to June 9, 2026. Comments are solicited in person during the Provo City Council Public Hearings on April 28, and June 9, 2026. Comments will also be accepted through the website:

<https://www.provo.gov/233/Community-Programs>



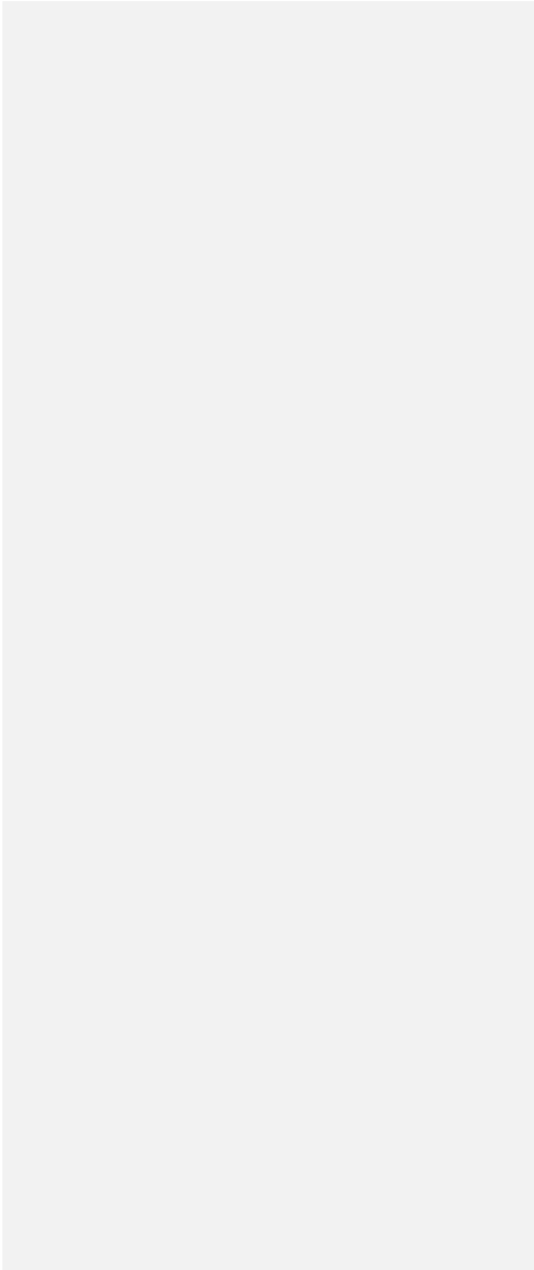
Interested parties may also provide input via email to the Community Grants Administrator for Provo City: mmcnalley@provo.org; by phone: (801) 850-6164; and by mail to Provo City Corporation, ATTN: PY-2024 Annual Action Plan, Development Services 445 West Center STE 200, Provo, UT 84601.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of Response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
Website	Non-Targeted/Broad Community	See Appendix			https://www.provo.org/departments/development/cdbg-home
Public Council Work Session	City Officials	See Appendix			
Public Hearing	City Officials Non-targeted/Broad Community	See Appendix			
Public Hearing	City Officials Non-targeted/Broad Community	See Appendix			
Social Media	Non-targeted/Broad Community	See Appendix			FB/Insta Council FB page and Development Services FB page

Table 4 – Citizen Participation Outreach

Expected Resources



AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Table 5 summarizes the anticipated resources for the second year of the 2025-29 Consolidated Plan

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 5				Expected Amount Available Remainder of Consolidated Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public Federal	Admin and Planning Economic Development Housing Land Acquisition Public Improvements Public Services	\$1,130,200	\$44,644	\$68,453	\$1,243,297	\$3,390,600	Year 2 of the 2025-29 Consolidated Plan, Program Income is generated from housing loan repayment.
HOME	Public Federal	Acquisition Homebuyer Assistance Homeowner Rehab Multifamily Rental new construction New construction for ownership TBRA	\$1,428,425.34	\$620,588	\$633,351	\$2,682,363.82	\$4,285,276	Year 2 of the 2025-29 Consolidated Plan, Program Income is generated from housing loan repayment.

Table 5 - Expected Resources - Priority Table

1. Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied.

Provo City strategically deploys both CDBG and HOME funding to maximize the impact of federal dollars by attracting and leveraging additional private, state, and local resources.

CDBG funds are used primarily as gap financing for Public Facilities and infrastructure projects, filling the funding gap that makes projects financially viable and enabling investment that would not otherwise move forward. By positioning CDBG as a catalyst rather than a sole funding source, Provo City is able to attract and coordinate other public and private resources, multiplying the community impact of each federal dollar invested.

HOME funds are similarly structured to leverage private financing and other resources well beyond the minimum required by the program. The HOME program requires a 25 percent non-federal match, which the Utah Valley HOME Consortium satisfies through a combination of sources including private financing, cash contributions, donated materials, and donated services and labor, consistent with 24 CFR §92.218-92.222. In practice, leveraging frequently exceeds this minimum threshold as project financing structures bring in additional private capital. In the Down Payment Assistance program, borrower equity is also a component of the funding structure, as all first-time homebuyer participants are required to contribute a minimum of \$1,000 of their own funds toward the purchase, reinforcing personal investment and long-term housing stability.

Together, these leveraging strategies ensure that federal funds serve as a foundation for broader community investment rather than a standalone funding mechanism, extending the reach and sustainability of Provo City's housing and community development programs.

2. If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan.

N/A

ANNUAL GOALS AND OBJECTIVES

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Homeowner/Homebuyer	2025	2029	Affordable Housing	City/Consortium Wide	Affordable Housing	CDBG:\$25,000 HOME:\$2,299,654	Homeowner Housing Constructed: 2 Homeowner Housing Rehabilitated: 3 Direct Financial Assistance to Homebuyers: 46
2	Tenant Based Rental Assistance	2025	2029	Affordable Housing	Consortium Wide	Affordable Housing	HOME: \$215,756	Rental Assistance Provided to individuals:40
3	Public Facilities	2025	2029	Non-Housing Community Development	City/Consortium Wide	Suitable Living Environments	CDBG: \$405,727 =	Public Facility of Infrastructure Activities other than Low/Moderate Income Housing Benefit: PF for Low/Mod: 13431
4	Public Facilities	2025	2029	Housing related Community Needs	City	Suitable Living Environments	CDBG: \$110,000	Public Facility Housing needs for supportive housing: 26 units
5	Public Services	2025	2029	Homelessness Non-Homeless Special Needs	City/Consortium Wide	Suitable Living Environments	CDBG: \$169,530	Public Service Activities other than Low/Moderate Income Housing Benefit: 5100
6	Stimulate Economic Growth	2025	2029	Non-Housing Community Development	City Wide	Economic Development	CDBG: \$307,000	Principal and Interest repayment of Section 108 loan.
7	Administration	2025	2029	Non-Housing Community Development	City Wide	All	CDBG: \$226,040 HOME: \$166,954	

Table 6 - Goals Summary

Goal Descriptions

	Goal Name	Goal Description
1	Housing	<p>Provide expanded opportunities for affordable housing through:</p> <ul style="list-style-type: none"> • Affordable Homeowner Development • Affordable Homebuyer Programs • Construction of Rental Properties • Purchase and Rehabilitation of Rental Properties • Affordable Rental Programs (TBRA) • Development and Funding of Aging in Place Programs
2	Public Services	<ul style="list-style-type: none"> • Support organizations providing behavioral health services • Support organizations serving special needs communities • Support organizations providing youth services • Support organizations providing senior services • Support organizations providing affordable childcare
3	Neighborhood Needs	<ul style="list-style-type: none"> • Fund programs to aid rehabilitation to older homes • Support neighborhood revitalization and clean-up efforts • Provide support to neighborhood community centers and senior centers
4	Community and Public Facilities	<ul style="list-style-type: none"> • Provide funding for sidewalk/active transportation improvements • Expand accessibility to outdoor recreational spaces (e.g. parks) • Provide funding for street safety improvements • Provide funding for accessibility improvements • Provide funding for sewer/water improvements

5	Economic Development	<ul style="list-style-type: none"> • Provide funding for programs assisting local businesses • Provide funding to support new local businesses • Provide funding for programs providing apprenticeship opportunities • Section 108 loan financing
6	Administration	Support the administration, management and reporting for the CDBG and HOME funding for Provo City and the Utah Valley HOME Consortium.

Table 7 – Goal Descriptions

P-35 Projects - 91.420, 91.220(d)

Introduction

Five different entitlement allocations from HUD for the PY2026 come to Consortium members. For CDBG programs Provo City will receive \$1,130,200, Utah County’s allocation is \$1,599,152, City of Orem with receive \$563,721, Lehi’s allocation is \$342,424 and Eagle Mountain will receive \$246,979. Additionally, the HOME Consortium will receive \$1,428,425.34 in HOME funds. To those amounts Provo City Adds \$665,232 in Program Income and \$701,803 reprogrammed funding from previous years. Provo City’s total amount available for funding is \$3,925,661 (CDBG \$1,243,297; HOME \$2,682,364).

#	Project Name
1	CDBG: Administration
2	CDBG: 108 Loan Repayment
3	CDBG: Rocky Mountain University
4	CDBG: Mountainland Community Health Center
5	CDBG: My Story Matters
6	CDBG: Elevate Utah
7	CDBG: The Refuge
8	CDBG: RAH
9	CDBG: Project Read
10	CDBG: Family Haven
11	CDBG: Provo Police Victim’s Services
12	CDBG: Community Action Services and Foodbank – Community Garden
13	CDBG: Utah Regional Housing – Capital Improvements
14	CDBG: Provo Public Works –Timp Neighborhood Improvements
15	CDBG: Provo Public Works – Dixon Neighborhood Improvements
16	CDBG: Egress Window Program
17	CDBG: United Way – CASFB Capital Improvements
18	HOME: Administration
19	HOME: RHDC CHDO
20	HOME: Building Beginnings –TBRA
21	HOME: Home Purchase Plus Down Payment Assistance
22	HOME: Loan to Own Down Payment Assistance

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Provo City, as Lead Entity of the Utah Valley HOME Consortium, is taking a strategic and targeted approach to directing federal resources toward the community's most pressing housing and service needs. For Program Year 2026, priorities reflect a commitment to expanding affordable housing access, addressing the growing housing instability crisis documented in the region, and strengthening community conditions in areas of concentrated need.

In the area of affordable housing, the Consortium has directed the majority of HOME funding toward two primary programs: Providing homeownership access through the Loan to Own program (\$1,300,000) and the Home Purchase Plus Down Payment Assistance program (\$700,000). An additional \$197,186 has been reserved as a CHDO set-aside to support nonprofit affordable housing developers. These investments are intended to create and preserve housing units accessible to low- and moderate-income households across the Consortium's member jurisdictions.

CDBG capital improvement funding (\$594,923) is targeted to the Timp and Dixon neighborhoods and includes support for the Egress Window program and building improvements in areas of concentrated poverty. These investments directly address substandard housing conditions and improve health, safety, and livability for low-income residents.

Public service funding (\$179,681) supports a range of providers addressing critical needs including health care access, economic self-sufficiency, literacy, domestic violence services, and support for victims of crime. Grantees serving Provo and the broader region include Mountainland Community Health Center, RAH Services, Elevate Utah, My Story Matters, the Community Action Learning Center, Family Haven, Project Read, Rocky Mountain University, and the Provo Police Department Victim Services program, among others.

The urgency of these investments is reinforced by recent data. The 2025 Point-in-Time Count documented a 34 percent rise in homelessness across Utah County, with particularly acute increases among families with minor children (rising from 37 to 61 households), unhoused children (up 12 percent), and adults age 64 and older (up 42 percent). These trends reflect growing instability in the region's housing market and the increasing pressure on service systems.

High land and construction costs remain the most significant structural obstacle to affordable housing production throughout the Consortium. These costs continue to outpace available subsidy levels, limiting the number of units that can be developed or preserved within program funding constraints. Elevated interest rates relative to prior years have further compressed project feasibility, increasing financing gaps in both rental and homeownership development. Provo City and Consortium members continue to pursue complementary strategies to address these challenges, including layering federal entitlement funds with state programs and tax increment financing tools available through the Provo Redevelopment Agency.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG: Administration		
	Target Area	Serving Provo Residents		
	Goals Supported	Homeownership Rental Housing Public Facilities Public Services Economic Development		
	Needs Addressed	Housing Public Facilities Public Services Economic Development		
	Funding	CDBG: \$226,040		
	Description	CDBG Administration budgets are determined by 20% of the Entitlement. Development Services staff personnel and overhead costs to administer the CDBG and HOME programs.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities			
	Location Description	445 West Center, Provo, UT 84601		
	Planned Activities	Manage and Monitor CDBG and HOME Programs		
	Matrix Code	21A General Program Administration		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
	2	Project Name	CDBG: Section 108 Loan Repayment	
Target Area		Provo City		
Goals		Economic Development		

	Supported			
	Needs Addressed	Economic Development		
	Funding	CDBG: \$307,000		
	Description	Funds will be used to repay the Section 108 loan that was used to cover costs associated with building/updating infrastructure at the Provo City Airport.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities			
	Location Description	3421 Mike Jensen Parkway, Provo, UT 84601		
	Planned Activities	Payment of Principal and Interest		
	Matrix Code	19F Planned Repayment of Section 108 Loans 24A Payment of Interest on Section 108 Loans		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity X
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X	
3	Project Name	CDBG: Rocky Mountain University		
	Target Area	Serving residents of Provo and Utah County		
	Goals Supported	Public Services		
	Needs Addressed	Health Services		
	Funding	CDBG: \$30,000		
	Description	Provide physical therapy services to low-and moderate-income individuals in Utah County.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed	Program will serve approximately 1,010 LMI beneficiaries, of which, about 300 will be Provo residents.		

	activities			
	Location Description	587 South State Street, Provo, UT 84606		
	Planned Activities	Physical Therapy		
	Matrix Code	05M Health Services		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
4	Project Name	CDBG: Mountainland Community Health Center		
	Target Area	Serving Residents throughout Utah County		
	Goals Supported	Public Services		
	Needs Addressed	Public Services/Health Services		
	Funding	\$11,624		
	Description	Funding will provide funding for health services to low-income residents of Provo City.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that funding will benefit approximately 150 individuals from Provo.		
	Location Description	589 S State Street Provo, UT 84606		
	Planned Activities	Provide Health related services to low-income residents in Provo City.		
	Matrix Code	05M Health Services		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
5	Project Name	CDBG: My Story Matters		
	Target Area	Provo City		
	Goals Supported	Public Services – Homeless Services		
	Needs	Public Services/Homeless Services		

	Addressed			
	Funding	CDBG: \$10,000		
	Description	Provide case management for education and self-sufficiency.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will benefit approximately 25 Extremely low-income individuals from Provo City.		
	Location Description	299 East 900 South Provo, UT 84606		
	Planned Activities	Funds will be used for case management serving individuals who are homeless and at risk of homelessness with employment readiness counseling and self-sufficiency counseling.		
	Matrix Code	05H Employment Training		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
6	Project Name	CDBG: Elevate Utah		
	Target Area	Provo City		
	Goals Supported	Public Services		
	Needs Addressed	Public Services/Legal Services		
	Funding	CDBG: \$20,000		
	Description	Funding will be used to provide civil legal services to low- and moderate-income individuals, including assistance with lawful immigration status processes.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed	Funding will be used to assist approximately 66 low-income individuals, 75 very low-income individuals, and 129 extremely low-income individuals. Of those, about 80 will be from Provo City.		

	activities			
	Location Description	650 W 100 N Ste 100, Provo, UT 84601		
	Planned Activities	Funds will be used to provide civil legal services to income-qualifying individuals including assistance with naturalization, family petitions, VAWA, UVISA, waivers and adjustment of status applications.		
	Matrix Code	05C Legal Services		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
7	Project Name	CDBG: The Refuge		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$10,000		
	Description	Funds will be used for costs associated with providing services to victims of abuse and domestic violence.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 570 very low-income beneficiaries will be served with this funding. Of which, 200 will be residents of Provo City.		
	Location Description	1433 East 840 North, Orem, UT 84097		
	Planned Activities	Provide financial assistance to sustain facilities, maintain equipment, and support overall operating costs.		
	Matrix Code	05G Services for abused spouses and their families.		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
8	Project Name	CDBG: RAH		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs	Public Services		

	Addressed	
	Funding	CDBG: \$29,000
	Description	Funds will be used to provide educational and recreational opportunities to persons with disabilities to improve their lives through the ABLE project.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 low-income people will be served, 5 very low-income people will be served, and 114 extremely low-income people will be served, of which, about 31 will be Provo residents.
	Location Description	815 N 800 W, Provo, UT 84604
	Planned Activities	Educational and Recreational activities for LMI individuals with physical and mental disabilities.
	Matrix Code	05B Services for Persons with Disabilities.
	Objective	Decent Housing <input type="checkbox"/> Suitable Living Environment X Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X Affordability <input type="checkbox"/> Sustainability <input type="checkbox"/>
9	Project Name	CDBG: Project Read
	Target Area	Serving Provo Residents
	Goals Supported	Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$10,000
	Description	Help adults achieve self-sufficiency by helping them acquire literacy and life skills.
	Target Date	6/30/2027
	Estimate the number and type of families that will benefit from the proposed activities	Illiterate adults are identified as presumed eligible, however, Project Read will serve approximately 29 low-income people and 31 very low-income people, of which, about 30 will be Provo Residents.
	Location Description	550 North University Ave #215, Provo, UT 84601

	Planned Activities	Literacy lab, digital literacy/technology, health literacy and education, writing labs.		
	Matrix Code	05H Employment Training		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
10	Project Name	CDBG: Family Haven		
	Target Area	Serving Residents throughout Utah County		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$5,000		
	Description	Therapy will be provided to children who have experienced child abuse, neglect, or other traumatic situations to low and moderate-income individuals.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funds will benefit approximately 22 low-income individuals, 8 very low-income individuals, and 6 extremely low-income individuals. Of those served, about 9 will be Provo City residents.		
	Location Description	1255 N 1200 E, Orem, UT 84057		
	Planned Activities	Funding will provide individual and family therapy to low-income children who have experienced child abuse, neglect, or other traumatic situations.		
	Matrix Code	05N Services for Abused and Neglected Children		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
11	Project Name	CDBG: Provo Police Victim's Services		
	Target Area	Serving Provo Residents		
	Goals Supported	Public Services		
	Needs Addressed	Public Services		
	Funding	CDBG: \$28,837		
	Description	Funds will be used for program delivery of services offered to		

	victims of domestic violence and/or abuse.		
Target Date	6/30/2027		
Estimate the number and type of families that will benefit from the proposed activities	Provo Police Department Victim's Services will provide services to approximately 2,000 persons. Of those served, about 500 will be low-income people.		
Location Description	445 West Center Street, Provo, UT 84601		
Planned Activities	Referrals to resources, court counseling, assistance in interviews with responding officers, emergency sheltering placement.		
Matrix Code	05G Services for victims of domestic violence, dating violence, sexual assault, or stalking.		
Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
12	Project Name CDBG: Community Action Services and Food Bank – Community Garden		
	Target Area Provo City		
	Goals Supported Public Services/Access to Food		
	Needs Addressed Education/Food Resources		
	Funding CDBG: \$5,069		
	Description Support self-sufficiency to low-income individuals through education and production of food in community gardens.		
	Target Date 06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities Funding will benefit approximately 7 very low-income residents of Provo City.		
	Location Description		
	Planned Funds will be used to replace flooring in the supportive housing		

	Activities	units in the Food and Care Coalition.		
	Matrix Code			
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability X
13	Project Name	CDBG: URH – Capital Improvements		
	Target Area	Provo City		
	Goals Supported	Public Services/Facilities		
	Needs Addressed	Supportive Housing		
	Funding	CDBG: \$110,000		
	Description	Funds will be used to upgrade fire suppression system in supportive housing.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 26 very low-income residents will benefit from this funding. All residents are from Provo.		
	Location Description	688 West 100 North Provo, UT 84601		
	Planned Activities	Upgrade of the fire suppression system within supportive housing units.		
	Matrix Code	14B Rehabilitation: Multi-Unit Residential		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
14	Project Name	CDBG: Public Works – Timp Neighborhood		
	Target Area	Provo Timp Neighborhood		
	Goals Supported	Public Facilities		
	Needs Addressed	Public Facilities Improvements		
	Funding	CDBG: \$250,000		
	Description	Funds will be used to make improvements to widen sidewalks for ADA compliance and drive approaches within the Timp neighborhood.		

	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 5,100 LMI people will benefit from these neighborhood improvements in the Timp neighborhood in Provo.		
	Location Description	Timp Neighborhood		
	Planned Activities	Funds will be used to replace deteriorated sidewalks with wider ADA compliant Sidewalks as well as drive approaches.		
	Matrix Code	03L – Sidewalks (People)		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X
15	Project Name	CDBG: Dixon Neighborhood		
	Target Area	Provo Dixon Neighborhood		
	Goals Supported	Public Facilities		
	Needs Addressed	Public Facilities Improvements		
	Funding	CDBG: \$150,000		
	Description	Address several corners within the Dixon neighborhood that are inaccessible and not ADA compliant.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funding is expected to replace about 20 sidewalk and curb corners to accommodate ADA compliant curbs.		
	Location Description	Dixon Neighborhood		
	Planned Activities	Replacement of several corners within the Dixon neighborhood so they are ADA compliant and wheelchair accessible.		
	Matrix Code	03L – Sidewalks (People)		

	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability X
16	Project Name	CDBG: Egress Window Program		
	Target Area	Provo City		
	Goals Supported	Homeowner Rehabilitation		
	Needs Addressed	Suitable living environment		
	Funding	CDBG: \$25,000		
	Description	Funds will be used to provide egress windows to 2-3 Provo homeowners.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that funding will assist 2-3 low to moderate income homeowners with egress window installation.		
	Location Description	445 West Center		
	Planned Activities	Install egress windows to create safe, habitable spaces and enable homeowners to grow in place.		
	Matrix Code	14E Rehabilitation; Homeowner		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability X
17	Project Name	CDBG: United Way - Capital Improvements		
	Target Area	Provo City		
	Goals Supported			
	Needs Addressed			
	Funding	CDBG: \$5,727		
	Description	Funds will be used for upgrades/replacement items for the Community Action Building		

Target Date	06/30/2027		
Estimate the number and type of families that will benefit from the proposed activities			
Location Description			
Planned Activities	Replacement of windows and other items on the Community Action Building		
Matrix Code	Public Facilities		
Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment X	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability X

18	Project Name	HOME: Administration		
	Target Area	Consortium Wide		
	Goals Supported	Homeownership Rental Housing		
	Needs Addressed	Housing		
	Funding	HOME: \$166,954		
	Description	Funds will be used to pay for administration costs of the activities for the Utah Valley HOME Consortium.		
	Target Date	06/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities			
	Location Description	445 West Center, Provo, UT 84601		
	Planned Activities	Administration and planning		
	Matrix Code	21A General Program Administration		
	Objective	Decent Housing <input type="checkbox"/>	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
19	Project Name	HOME: RHDC - CHDO		
	Target Area	Santaquin, Utah		
	Goals Supported	Homeownership		
	Needs Addressed	Housing		
	Funding	HOME CHDO: \$214,264		
	Description	Assist in the purchase of land within the Consortium boundaries for the development of affordable single-family homes.		
	Target Date	06/30/2027		
Estimate the number and type of families that will benefit	Approximately 2 low-income households will benefit from this project.			

	from the proposed activities			
	Location Description	TBD		
	Planned Activities	Acquisition of land.		
	Matrix Code	01 Acquisition of Real Property – LMH Housing Units		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>
20	Project Name	HOME: Building Beginnings		
	Target Area	Utah County-Spanish Fork		
	Goals Supported	Affordable Rental Housing		
	Needs Addressed	Tenant-Based Rental Assistance		
	Funding	HOME: \$215,756		
	Description	Funding will be used for the rental assistance for extremely low-income individuals exiting correctional facilities.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funding is anticipated to benefit approximately 24 extremely low-income individuals per year with rental housing.		
	Location Description	42 East 300 North, Spanish Fork, UT 84660		
	Planned Activities	Provide Tenant Based Rental Assistance to extremely low-income households.		
	Matrix Code			
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
	Outcome	Availability/Accessibility X	Affordability <input type="checkbox"/>	Sustainability <input type="checkbox"/>
19	Project Name	HOME: Home Purchase Plus – Down Payment Assistance		
	Target Area	Provo City		
	Goals	Homeownership		

	Supported			
	Needs Addressed	Housing		
	Funding	HOME: \$700,000		
	Description	Funding will provide down payment assistance to low-and moderate-income households within Provo City.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will benefit approximately 12 low- and moderate-income households within the consortium boundaries.		
	Location Description	445 West Center Provo, UT 84601		
	Planned Activities	Funding will provide down-payment assistance to low-and moderate-income first-time homebuyers.		
	Matrix Code	05R-Homebuyer downpayment assistance		
	Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>	
19	Project Name	HOME: LTO - Down Payment Assistance		
	Target Area	Utah County Consortium Areas		
	Goals Supported	Homeownership		
	Needs Addressed	Housing		
	Funding	HOME: \$1,385,390		
	Description	Funding will provide down payment assistance to low-and moderate-income households within the consortium boundaries.		
	Target Date	6/30/2027		
	Estimate the number and type of families that will benefit from the proposed activities	Funding will benefit approximately 33 low- and moderate-income households within the consortium boundaries.		

Location Description	445 West Center Provo, UT 84601		
Planned Activities	Funding will provide down-payment assistance to low-and moderate-income first-time homebuyers.		
Matrix Code	05R-Homebuyer downpayment assistance		
Objective	Decent Housing X	Suitable Living Environment <input type="checkbox"/>	Economic Opportunity <input type="checkbox"/>
Outcome	Availability/Accessibility <input type="checkbox"/>	Affordability X	Sustainability <input type="checkbox"/>

Table 9 – Project Summary

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

At this time, neither Provo City nor the Utah Valley HOME Consortium is establishing specific geographic areas of service.

Geographic Distribution

Target Area	Percentage of Funds

Table 2 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Discussion

NA

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

Housing throughout Utah County continues to be problematic due to high housing prices. Provo City and Utah Valley HOME Consortium partners continue to explore solutions.

One Year Goals for the Number of Households to be Supported	
Homeless	50
Non-Homeless	47
Special-Needs	0
Total	97

Table 10- One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	24
The Production of New Units	2
Rehab of Existing Units	26
Acquisition of Existing Units	45
Total	97

Table 11 - One Year Goals for Affordable Housing by Support Type

Discussion

Housing activities will be supported through both CDBG and HOME and will provide subsidies for individuals and families ranging from 0% to 80% AMI. Activities will include homeowner housing rehabilitation, construction of new affordable single-family housing, Tenant-based rental assistance (TBRA), rehabilitation of rental housing and supportive housing units, and direct financial assistance for eligible homebuyers.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The City of Provo maintains an ongoing working relationship with the two public housing authorities operating within its jurisdiction: the Provo City Housing Authority (PCHA) and the Housing Authority of Utah County (HAUC). Both agencies serve low-, very low-, and extremely low-income households through public housing and Housing Choice Voucher (HCV) programs and are key partners in the City's strategy to address affordable housing needs.

Actions planned during the next year to address the needs to public housing

Provo City Housing Authority — Asset Repositioning

PCHA currently operates 248 public housing units and administers 893 Housing Choice Vouchers. In Program Year 2026, PCHA is undertaking a significant repositioning of its entire public housing portfolio through a combination of HUD-approved programs, including the Small PHA Section 18/RAD Blend, Section 18 Demolition/Disposition, and Section 32 Homeownership. This repositioning affects all 248 units, including Valley Villa (78 units), Mt. View (30 units), and approximately 140 scattered-site units across the city.

The transition of these units from Section 9 public housing operating subsidy to Project-Based Vouchers (PBVs), RAD Project-Based Rental Assistance (PBRA), and potential affordable homeownership represents both an opportunity and a gap-financing challenge. As units move through the conversion process, they may require rehabilitation investment, soft financing, or affordability gap support that public housing capital funds alone cannot fully address. The City anticipates that HOME Investment Partnerships Program funds and, where eligible, CDBG funds may play a complementary role in supporting affordability preservation as PCHA leverages public-private partnerships through this conversion.

The City will continue to coordinate with PCHA throughout the repositioning process to monitor impacts on housing availability for extremely low-income households and to identify opportunities where HOME or CDBG resources may be appropriately deployed to support the long-term preservation of affordable units.

Housing Authority of Utah County

HAUC administers Housing Choice Vouchers and owns affordable rental housing serving income-eligible households in Utah County, including residents within Provo's jurisdiction. The City coordinates with HAUC through the Utah Valley HOME Consortium structure and the Mountainland Continuum of Care to ensure complementary service delivery and avoid

duplication of effort.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Both housing authorities recognize that long-term housing stability is best achieved when residents are active participants in both their housing environment and their own economic advancement. Each agency employs strategies — through formal HUD-required structures and voluntary self-sufficiency programming — to engage residents in management decisions and to create pathways toward homeownership.

PCHA — Resident Advisory Board and Family Self-Sufficiency

PCHA maintains a Resident Advisory Board (RAB), which serves as the formal vehicle for resident input into agency policy and planning. The RAB reviewed and provided comments on PCHA's 2026 Annual PHA Plan, fulfilling HUD's requirement that resident voices be incorporated into the agency's planning process. As PCHA undertakes its significant portfolio repositioning, resident engagement through the RAB and direct resident meetings has been an explicit component of that process. PCHA has committed to coordinating and obtaining resident input throughout the planning and implementation of the RAD/Section 18 conversion, including direct meetings with residents at affected properties.

On the pathway to homeownership, PCHA administers the Family Self-Sufficiency (FSS) program for Section 8 Housing Choice Voucher participants. The FSS program provides financial counseling, career counseling, resume writing assistance, interviewing skills, and life management and homeownership classes, with the overarching goal of helping participants become fully self-reliant. A key incentive of the program is an escrow account that grows as participants increase their income. When FSS participants meet all contractual responsibilities — including maintaining employment and complying with all lease terms within five years — they receive their escrow balance, which many participants have used as a down payment on a home.

Additionally, as part of its broader repositioning strategy, PCHA is evaluating the use of Section 32 Homeownership as one of the tools for transitioning select public housing units, which could create direct homeownership opportunities for current public housing residents.

HAUC — Homeownership Referral and Community Partnerships

HAUC's primary mission centers on providing safe, affordable rental housing and administering Housing Choice Vouchers for income-eligible households in Utah County. While HAUC does not administer a formal resident self-sufficiency or management

participation program comparable to PCHA’s FSS and RAB structure, the agency recognizes the importance of connecting residents to pathways beyond rental assistance. HAUC maintains a “Loan to Own” resource page on its website that directs residents and voucher holders to community partners offering homeownership opportunities for low-income families, including Habitat for Humanity of Utah County, NeighborWorks Provo, Self-Help Homes (Rural Housing Development Corporation), and Utah Housing Corporation.

These referrals reflect HAUC’s role as a connector within the broader affordable housing ecosystem — linking its client base to purchase assistance, sweat-equity construction programs, and below-market financing options administered by other organizations in the community. Residents seeking homeownership are encouraged to explore these resources as a next step toward long-term housing stability.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Neither Housing Authority is designated as troubled.

Discussion

Provo City continually looks for ways to encourage partnerships with the housing authorities to provide permanent affordable housing.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The Consortium, through the Mountainland Continuum of Care (CoC), works with several homeless agencies to reduce the number of persons experiencing homelessness, reduce the length of time individuals experience homelessness, increase successful transitions out of homelessness, and reduce the instances of return to homelessness.

Representatives from Provo City and Consortium cities participate in the CoC executive committee specifically, so the CoC's priorities are considered during funding allocations.

The Mountainland Continuum of Care contracts with the State of Utah to administer HMIS. All service agencies in the region and the rest of the state are under a uniform data standard for HUD reporting and local ESG funders. All ESG funded organizations participate in HMIS, which is supported by Client Track.

The Mountainland Continuum of Care conducts an annual Point-In-Time count at the end of January to count sheltered (emergency sheltered and transitional housing) and unsheltered homeless individuals. Unsheltered homeless individuals are counted by canvassing volunteers. The volunteers use the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) to interview and try to connect unsheltered homeless individuals into services.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

1. Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Provo City and Consortium cities will continue to partner with the Mountainland Continuum of Care and its partner agencies, providing CDBG funding to support outreach efforts to unsheltered individuals and assessment of their needs. HOME-ARP funding is currently being utilized by several agencies to provide services to these populations, ensuring that individuals experiencing homelessness are connected to appropriate housing and supportive services in a timely manner.

2. Addressing the emergency shelter and transitional housing needs of homeless persons

State of Utah allocations are awarded to Community Action Services and Food Bank and the Food and Care Coalition. These agencies use the funding to support essential services including motel vouchers, access to safe facilities, and case management. Additionally, HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance specifically to populations experiencing homelessness, at risk of homelessness, and people fleeing or attempting to flee domestic violence, human

trafficking, and stalking.

3. Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Provo City prioritizes efforts to shorten the period of time individuals and families experience homelessness and to facilitate their access to stable, affordable housing. HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance to populations experiencing homelessness and other qualifying populations under the grant, with the goal of achieving rapid transitions to permanent housing and preventing a return to homelessness.

4. Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Provo City recognizes that preventing homelessness requires early intervention and coordinated support across multiple systems of care. HOME-ARP funding has been awarded to several agencies to deliver supportive services and Tenant-Based Rental Assistance to populations at risk of homelessness, including those fleeing or attempting to flee domestic violence, human trafficking, and stalking, as well as individuals being discharged from publicly funded institutions and systems of care such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions. These investments are designed to stabilize vulnerable households before a housing crisis occurs.

For extremely low-income individuals and families — those most vulnerable to housing instability — Provo City and the Utah Valley HOME Consortium prioritize funding for programs that address both immediate housing needs and the underlying conditions that place households at risk. This includes financial literacy and life-skills education to build long-term economic resilience, as well as Down Payment Assistance and the Mutual Self-Help homeownership program for those who are ready to transition to stable owner-

occupied housing.

Provo City and its subrecipient partners also work to ensure that individuals and families receiving assistance from public or private agencies addressing housing, health, social services, employment, education, and youth needs are connected to the resources necessary to maintain housing stability. Through its participation in the Mountainland Continuum of Care and partnership with the Mountainland Association of Governments, Provo City supports a coordinated regional approach to homelessness prevention that aligns housing assistance with supportive services, ensuring that vulnerable populations have access to the full range of resources needed to avoid a return to homelessness.

Discussion

Provo City and the Utah Valley HOME Consortium are committed to reducing and ending homelessness through a coordinated, multi-layered approach that addresses the full spectrum of housing need — from prevention and outreach to emergency shelter, transitional support, and permanent housing placement. Through CDBG funding and active participation in the Mountainland Continuum of Care, Provo City supports outreach efforts to unsheltered individuals to assess and connect them with appropriate services. State of Utah allocations support Community Action Services and Food Bank and the Food and Care Coalition in delivering essential emergency services including motel vouchers, safe shelter access, and case management. HOME-ARP funding has been awarded to multiple agencies to provide supportive services and Tenant-Based Rental Assistance to qualifying populations, including those experiencing homelessness, at risk of homelessness, fleeing domestic violence, human trafficking, or stalking, and individuals being discharged from publicly funded institutions such as health care facilities, mental health facilities, foster care, and corrections programs. For extremely low-income households, the City prioritizes funding for financial literacy, life-skills education, and homeownership programs designed to build long-term housing stability and prevent a return to homelessness. Provo City and the Mountainland Association of Governments (MAG) participate actively in the CoC Executive Committee, and goals to reduce homelessness across the Consortium service area are addressed through the Mountainland Continuum of Care, whose formally adopted 2024-25 Strategic Goals are expected to be revised in the coming program year.

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

The following were identified as impediments to fair housing in the Housing Market Analysis for the 2025-29 Consolidated Plan:

1. Tax Policies

- **Property tax structures can disincentivize the development of affordable housing.**
- **Higher taxes on multi-family or rental units may reduce their financial feasibility.**

Property taxes in Utah County are relatively low. There are currently no plans to address this policy barrier.

2. Land Use Controls

- **Strict regulations on land development (e.g., minimum lot sizes, density restrictions) limit where and how affordable housing can be built.**
- **These controls can delay or even prevent housing projects that aim to serve low- to moderate-income families.**

Provo is actively working on solutions to provide more affordable housing. Minimum lot sizes (Smaller than 6000 Square feet) are allowed in certain overlay zones to accommodate this.

3. Zoning Ordinances

- **Zoning often restricts multi-family housing or requires large lot sizes, excluding more affordable housing types.**
- **Single-family zoning dominance restricts diverse housing types needed to meet affordability goals.**

This is the same as the above item. While single-family detached homes are greatly desired. The Provo City Council and Administration are seeking to incentivize developers to promote for sale units in all housing types.

4. Building and Impact Fees

- **High fees for permits, inspections, and infrastructure burden developers and are often passed to buyers or renters.**
- **These fees disproportionately affect affordable housing developments with tighter profit margins.**

While impact fees can be prohibitive, they also provide for the infrastructure needed to expand housing availability. Provo has a dire need for more infrastructure to support the housing demand. Waiving impact fees would prohibit additional housing units.

5. Affordable Housing Programs

- **Limited funding and complex application processes can deter developers from participating.**
- **Programs may lack coordination or flexibility, slowing down the production of needed housing units.**

The State of Utah has down-payment assistance programs that help homebuyers purchase newly constructed housing. This helps incentivize builders to work with homebuyers and provide housing that is more affordable.

Provo City and the Utah Valley HOME Consortium support the development of affordable housing through the Mutual Self-Help program. This program is in the current year funding through HOME dollars.

6. Growth Policy Survey

- **Some communities prioritize preserving existing neighborhood character over accommodating growth.**
- **Policies favoring slow growth can conflict with housing demand, exacerbating shortages and affordability issues.**

Provo City works with other Consortium members to expand affordable housing options. The recent State Moderate Income Housing initiative aims to ameliorate the lack of affordable housing through penalties for non-participation. Most Consortium cities are required by the State to participate and report annually on progress made to accommodate housing.

7. Supply-Side Barriers

- **Rising costs of land, labor, and materials make it increasingly expensive to develop housing.**
- **Shortages in skilled labor and price volatility in construction materials further delay and inflate project costs.**

Provo City and the Utah Valley HOME Consortium fund the Mutual Self Help Program to help subsidize the cost of land. The program itself assists with labor costs through the nature of the program where families are helping families to build each other's homes.

8. Demand-Side Barriers

- **Wages have not kept pace with housing costs, limiting what households can afford.**
- **Credit access, debt levels, and other financial challenges reduce the pool of eligible buyers or renters for new housing.**

Provo City and the Utah Valley HOME Consortium encourage financial education and resilience. We actively seek to fund organizations that offer classes to teach life-skills and budgeting to ensure homebuyers are prepared for the financial responsibilities of owning a home.

Discussion

The 2025-29 Consolidated Plan Housing Market Analysis identified eight categories of impediments to fair housing and affordable housing production in the Utah Valley HOME Consortium area. These barriers span regulatory, financial, and market conditions that collectively constrain the availability of housing affordable to low- and moderate-income households. On the regulatory side, land use controls, zoning ordinances, and building and impact fee structures can limit density, deter infill development, and increase per-unit costs that are ultimately passed on to buyers and renters. While property taxes in Utah County remain relatively low and are not currently a priority policy concern, the cumulative effect of restrictive zoning and fee burdens continues to challenge developers working with tight affordable housing margins. Provo City is actively pursuing solutions, including overlay zones that permit smaller lot sizes and City Council and Administration efforts to incentivize for-sale units across all housing types.

Supply-side and demand-side pressures compound these regulatory barriers. Rising land, labor, and material costs — combined with ongoing skilled labor shortages — have significantly increased the cost of new construction, while wages in the region have not kept pace with housing prices, limiting purchasing power for many families. Growth management priorities in some communities can further restrict housing production, though the State's Moderate Income Housing initiative has introduced accountability mechanisms to encourage participation across Consortium jurisdictions. In response to these challenges, Provo City and the Utah Valley HOME Consortium actively fund programs and services that address barriers on both ends of the housing equation — including the

Mutual Self-Help homeownership program, which simultaneously reduces land and labor costs through its cooperative building model, and financial literacy and homebuyer education initiatives that help prospective buyers build the credit and budgeting skills needed to successfully access and sustain homeownership.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Provo City and Consortium cities will engage in various activities intended to further local housing and community development goals.

1. Actions planned to address obstacles to meeting underserved needs

Provo City and the Utah Valley HOME Consortium recognize that regulatory, financial, and market barriers continue to constrain housing availability for low- and moderate-income households. To address these obstacles, the Consortium funds the Mutual Self-Help homeownership program, which reduces land and construction costs through a cooperative building model, making homeownership accessible to families who would otherwise be priced out of the market. The Consortium also funds tenant-based rental assistance through the Building Beginnings program to serve households facing housing instability. Additionally, Provo City and its subrecipients support financial literacy and homebuyer education programming to help households overcome demand-side barriers including credit challenges and limited savings. At the policy level, Provo City continues to pursue zoning reforms and overlay district tools to expand the range of permissible housing types and densities.

Beyond housing, Provo City recognizes that underserved populations face a complex web of interconnected needs that cannot be addressed through housing assistance alone. Survivors of domestic violence face unique barriers to stability, including safety concerns, economic dependence, and the need for specialized supportive services alongside safe housing. Provo City funds two organizations that provide targeted services to domestic violence survivors: The Refuge, which offers safe housing and education to help survivors rebuild their lives and achieve independence, and Provo Police Victims Services, which provides critical court advocacy to ensure survivors can navigate the legal system. For individuals and families experiencing homelessness or at risk of homelessness, the City supports programs that provide not only emergency shelter — including the Winter Warming Center operating November through March — but also education and self-sufficiency resources designed to address the root causes of housing instability. My Story Matters, an educational program funded through Provo City, is specifically designed to equip individuals with the tools, skills, and mindset needed to achieve lasting self-sufficiency. Through its partnership with the Mountainland Continuum of Care, Provo City works to ensure that these services are coordinated across the region, connecting vulnerable populations to the full continuum of support they need to achieve and maintain

stable housing.

2. Actions planned to foster and maintain affordable housing

Provo City and the Utah Valley HOME Consortium will invest HOME funds in FY 2026-27 across several programs designed to expand and preserve affordable housing opportunities. The Mutual Self-Help program supports the construction of owner-occupied affordable housing through a sweat-equity model in which participating families contribute labor toward building one another's homes, reducing per-unit costs and building long-term equity. The Building Beginnings Tenant-Based Rental Assistance program (\$215,756) provides short- to medium-term rental subsidies to households unable to access stable housing without assistance. The Consortium also supports Down Payment Assistance to help income-qualifying households achieve homeownership in a high-cost market. Together, these investments reflect a multi-pronged strategy to address affordability across the housing continuum — from rental stability to first-time homeownership.

3. Actions planned to reduce lead-based paint hazards

Provo City is committed to protecting residents from lead-based paint hazards in all housing units receiving federal assistance. Lead risk assessments will be completed for all housing units assisted through housing rehabilitation programs. Where assessments identify conditions indicating a potential lead-based paint hazard, appropriate remedial action will be incorporated into the proposed scope of work. All lead hazard reduction activities will be conducted in accordance with applicable federal regulations, including HUD's Lead Safe Housing Rule (24 CFR Part 35), and will be performed by certified and/or licensed contractors. Through this approach, Provo City ensures that federally assisted housing not only improves living conditions but does so in a manner that protects the health and safety of occupants, particularly children under the age of six who are most vulnerable to the effects of lead exposure.

4. Actions planned to reduce the number of poverty-level families

Provo City and its subrecipient partners address poverty through a coordinated set of housing stability, financial capability, and supportive service investments. CDBG and HOME funds support organizations that provide life-skills and financial literacy education, helping low-income households build the budgeting, credit, and savings habits necessary to achieve economic self-sufficiency. Emergency shelter and transitional housing services — including the Winter Warming Center operated by Community Action Services and Food Bank from November through March — provide critical safety-net support during periods of acute need. The Mountainland Continuum of Care coordinates the region's response to homelessness, connecting individuals and families to housing and supportive services

designed to achieve long-term housing stability. Provo City prioritizes funding for programs that align with HUD's emphasis on employment, self-sufficiency, and reduced dependency on public assistance.

5. Actions planned to develop institutional structure

Provo City's Grants Administration and Redevelopment Agency maintain the administrative infrastructure necessary to manage HUD-funded programs in compliance with federal requirements. As Lead Entity for the Utah Valley HOME Consortium, Provo City provides oversight, technical assistance, and coordination support to Consortium member jurisdictions, ensuring consistent program delivery and regulatory compliance across the service area. To streamline and strengthen the grant management process, Provo City utilizes Neighborly Software to administer the full cycle of subgrantee activity — from application through reimbursement — improving transparency, efficiency, and documentation for both the City and its subrecipients. Grants Administration staff actively participate in HUD Region 8 annual meetings and pursue available training opportunities to remain current on evolving federal policy, regulatory guidance, and program requirements. The City works in partnership with the Mountainland Association of Governments (MAG) and the Mountainland Continuum of Care to align resources and reduce duplication across housing and social service programs.

6. Actions planned to enhance coordination between public and private housing and social service agencies

Provo City and the Utah Valley HOME Consortium maintain active coordination with a broad network of public, nonprofit, and private partners to maximize the impact of federal housing investments. The Consortium Board, which meets regularly and includes representatives from member jurisdictions, serves as a primary forum for aligning priorities and resources across the service area. Provo City participates in the Mountainland Continuum of Care, which coordinates the regional response to homelessness and ensures that housing assistance is paired with appropriate supportive services. Through the citizen participation process — including public meetings conducted through MAG, local Provo forums, and the HOME Consortium Board — community stakeholders and service providers have meaningful opportunities to inform funding priorities. Provo City also coordinates with the Utah Housing Corporation and other state agencies to leverage HOME and CDBG investments with complementary state and private resources.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

In this section, Provo City addresses various program specific requirements and how it complies with federal regulations specific to the grants received. This section provides a calculation of total CDBG Program Income. The guidelines established to comply with statutory requirements of the HOME program are also included.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income available for use included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.	\$0.00
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0.00
3. The amount of surplus funds from urban renewal settlements.	\$0.00
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	\$0.00
5. The amount of income from float-funded activities	\$0.00
Total Program Income	\$0.00

Table 12 CDBG Program Income

Other CDBG Requirements

1. The amount of urgent need activities: N/A

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The Utah Valley HOME Consortium utilizes only forms of investment as outlined in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The following provisions will apply to subrecipients, Contractors and Developers (including CHDOs) or other entities that will provide homebuyer assistance with HOME funds provided through the Utah Valley HOME Consortium.

- The length of the affordability period will be established by the HOME Program statute depending on the amount of funding received for the project.
- The chosen method is Recapture.
- The Utah Valley HOME Consortium will require full payment of assistance provided to the homebuyer of the assisted HOME unit is sold during the affordability period. However, if there are no net proceeds or insufficient proceeds to recapture the full amount of the HOME investment due, the amount subject to recapture will be limited to what is available from the net proceeds. Net proceeds are defined as the sales price minus the superior non-HOME loan repayments and closing costs excluding realtor commissions.
- Written agreements will reflect this requirement.
- Affordability provision will be enforced through a recorded Deed of Trust.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The description of the guidelines for homebuyer activities (Question #2 in this section) applies here as well. Please refer to the response to question AP-90 #2.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The Consortium has no plans to exercise this section of the HOME statute during this five-year period.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(I)(2)(vii)).

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a

specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

HOME TBRA activities are planned with no preference in population served.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

Not Applicable.

Discussion:

The current local market in Utah County shows that the affordable homeownership limits provided by HUD (\$470,000 for a 1-unit structure) are discordant.

Regulations 24 CFR 92.254 (a)(2)(iv)(C) require that:

- A. The 95 percent of median area purchase price must be established in accordance with a market analysis that ensures a sufficient number of recent housing sales are included in the survey.
- B. Sales must cover the requisite number of months based on volume: For 500 or more sales per month, a one-month reporting period; for 250 through 499 sales per month, a 2-month reporting period; for less than 250 sales per month, at least a 3-month reporting period. The data must be in ascending order of sales price.
- C. The address of the listed properties must include the location within the Participating Jurisdiction. Lot, square, and subdivision data may be substituted for the street address.
- D. The housing sales data must reflect all, or nearly all, of the one-family house sales in the entire Participating Jurisdiction.
- E. To determine the median, take the middle sale on the list if an odd number of sales, and if an even number, take the higher of the middle numbers and consider it the median. After identifying the median sales price, the amount should be multiplied by 0.95 to determine the 95 percent of the median area purchase price.

Following the requirements above, PJ staff gathered and analyzed data of all single-family housing sales in Utah County for the month of March 2026. A total of 568 single-family homes sales were identified. The median price amongst all sales is \$597,000. Following

the instructions of paragraph E) above, the median price is: \$597,000 and therefore **the 95% of median is \$567,150.**

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: MMCNALLEY
Presenter: Melissa McNalley Community Grants Administrator
Department: Development Services
Meeting Date: 5/12/2026
Requested Duration (Minutes): 10 minutes minutes
CityView or Issue File Number: 26-025

SUBJECT: 3 A public hearing to solicit input on the 2026-27 Annual Action Plan (26-025)

ADMINISTRATIVE RECOMMENDATION: A public hearing held to allow citizens an opportunity to comment on the Annual Action Plan

ADMINISTRATIVE MEMO: This is a required step in the process for grant funding from the Department of Housing and Urban Development. This content was reviewed in a work session on April 14.

FISCAL IMPACT: A little over \$3 Million in grant funding

COUNCIL STAFF MEMO:

Amending the Audit Charters

Clarifying Language and Following Audit Standards

Summary of Proposed Changes

Council Audit Committee Charter

- Clarifies audit terms
- Increases flexibility in committee composition
- Explicitly designates a Chief Audit Executive
- Requires committee training
- Adds ethics requirements

Provo's Government Structure is Similar to the State



Business

External

=

Financial Audit by an Outside Entity

Internal

=

Assurance/Advice Audit by Employees



State Agency

External

=

Any Audit by an Outside Entity

Internal

=

Any Audit by Employees

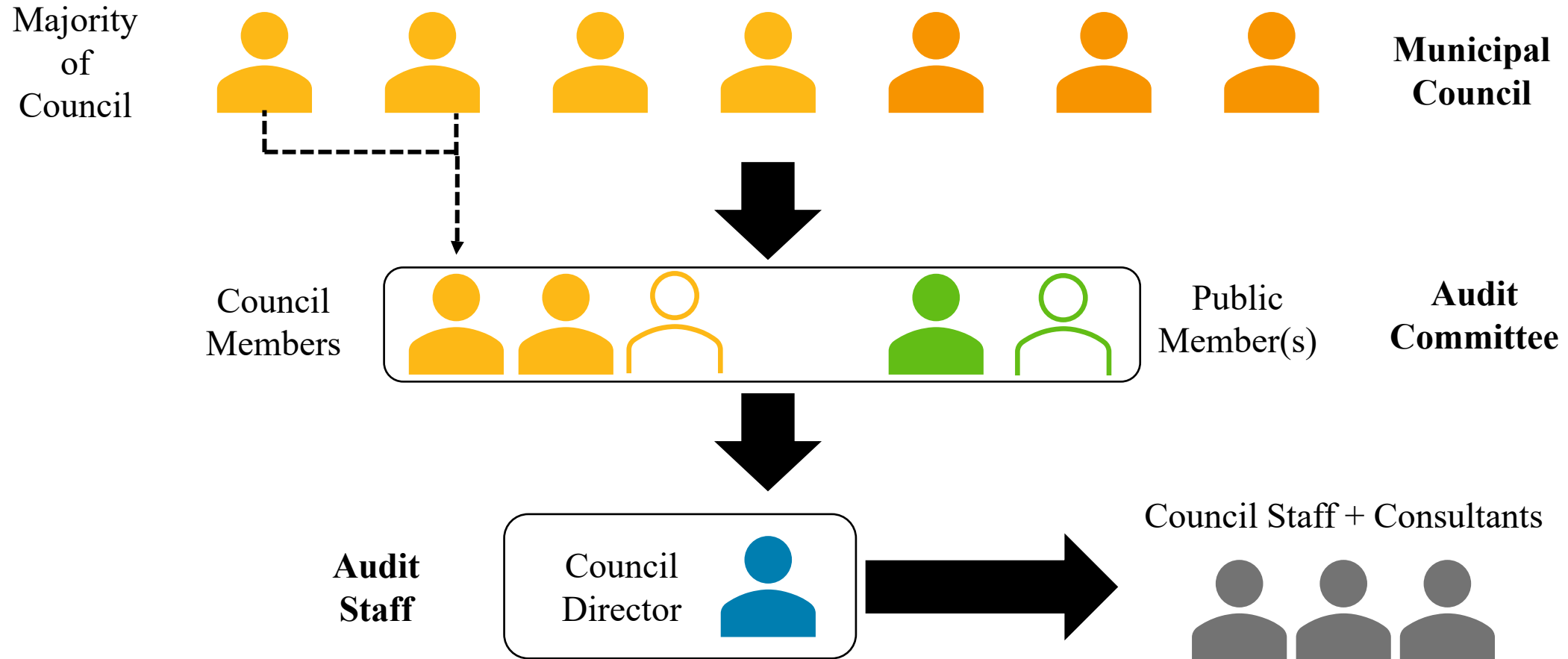
Performance auditing involves three important areas of inquiry.

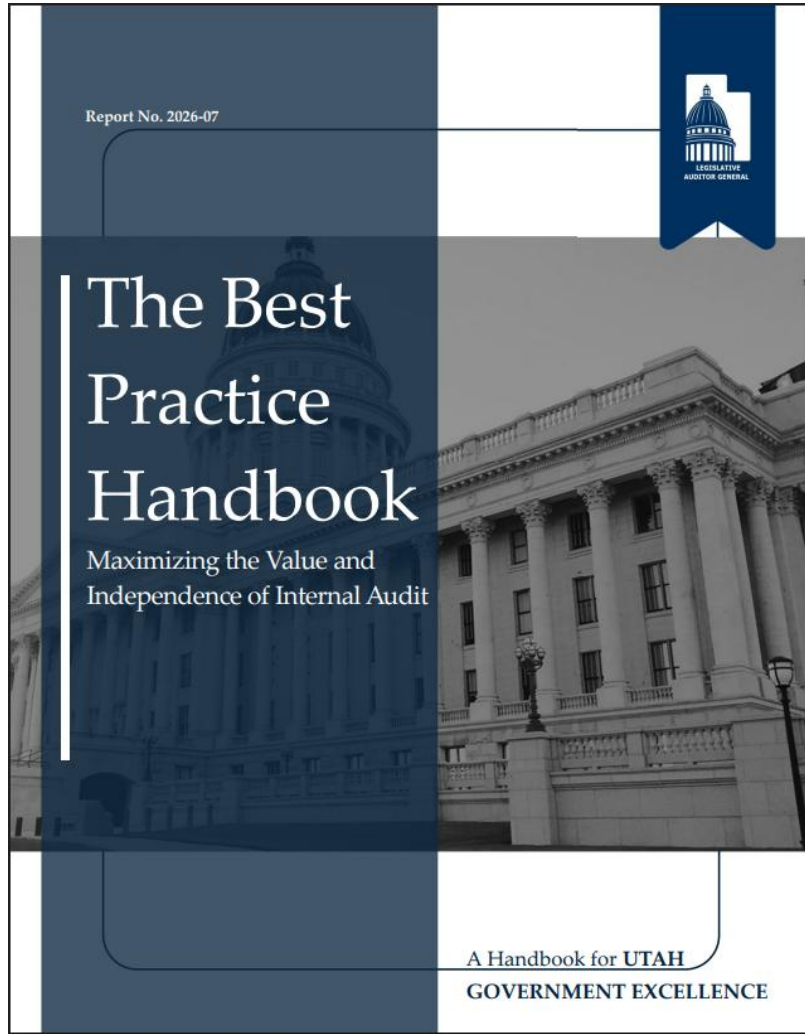
First, have the programs of the state been conducted in accordance with legal requirements, legislative intent, and other regulations and policies pertaining to the program in question? This type of auditing is known as **"compliance auditing."**

Second, are there ways in which efficiency, economy, and the effective utilization of resources can be improved? This type of auditing is known as "operational auditing," although some auditors prefer to call it **"management auditing."**

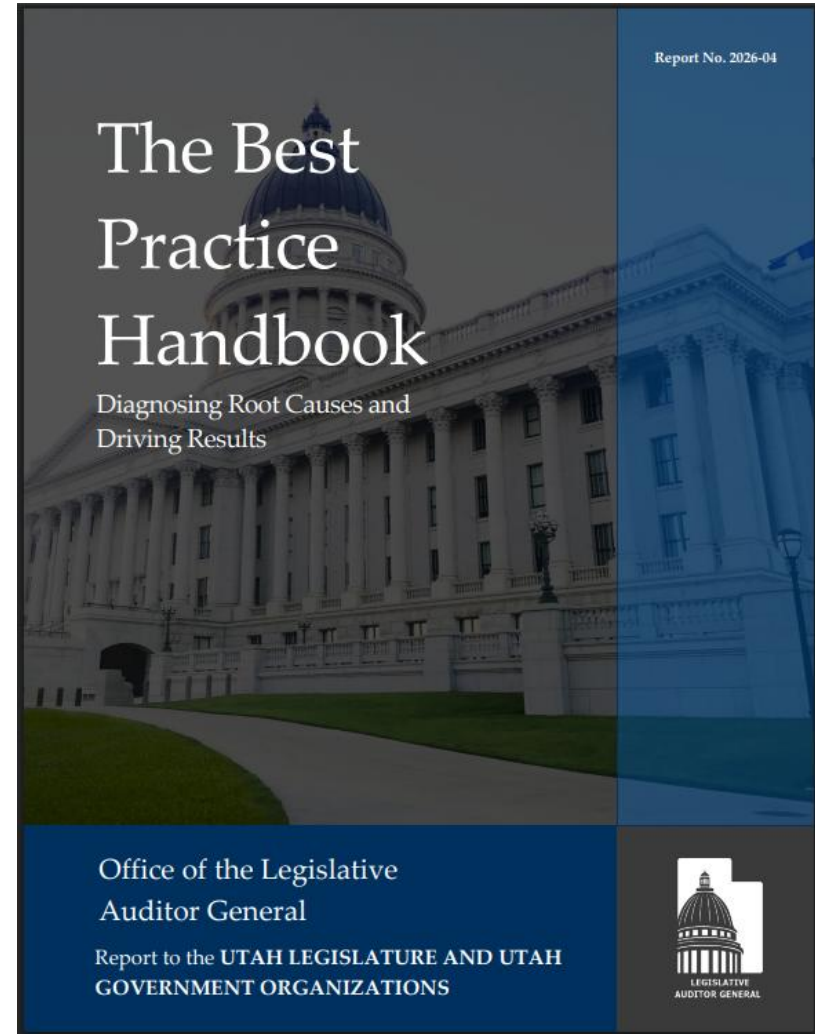
Third, how effective are programs in achieving their intended objectives? This type of auditing is known as **"program auditing."**

Increases Committee Flexibility and Clarifies the Director's Role





(OLAG Internal Audit Handbook, Page 1)



(OLAG Root Cause Analysis Handbook, Page 1)

State Trainings Can Improve Audit Committee Oversight



2.70.010 Conflicts of Interest.

- (1) Whenever the performance of an official duty of a Municipal Council member requires governmental action on any matter involving that person's or a relative of that person's direct financial interest and it is reasonably foreseeable that the decision will have an individualized material effect on such interest, distinguishable from its effect on the public generally, the Municipal Council member shall disclose the conflict, shall be disqualified from deliberating, deciding, and/or voting upon the matter in any meeting (as defined in Section [52-4-103](#), Utah Code, as amended), and shall leave the dais or meeting table. Disclosure shall be made in the public meeting in which a decision or vote upon the matter is to take place or in writing to the Council Chair prior to the meeting.
- (2) This Section shall also apply to the Municipal Council member's participation in other public bodies of which the Council member is a member by virtue of membership on the Municipal Council. This includes, but is not limited to, the Redevelopment Agency of Provo City, the Municipal Building Authority, and the Stormwater Service District of Provo.

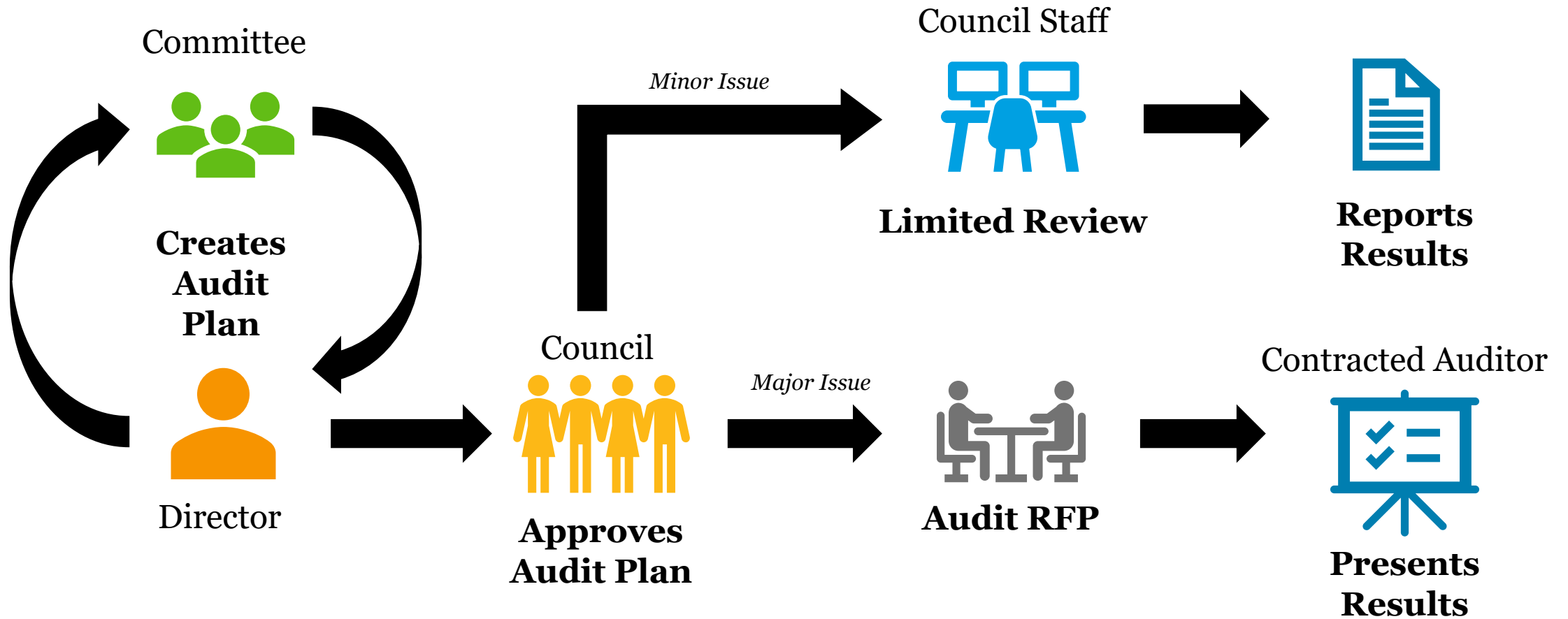
Ethics Section Draws on Existing Utah and Provo City Code

Summary of Proposed Changes

Internal Audit Charter

- Adds language about contracted auditors
- Adds provision for Council review of the audit plan
- Adds a process of fraud hotline response
- Adds a provision for charter review

Audit Procedure



Fraud Hotline

Use of this Fraud Hotline **does not** release Provo City employees and managers from the obligations and responsibilities of following all applicable Provo City Personnel Policies, or city, state, or federal laws.

Please describe the nature of concern in as much detail as possible.

Would you like someone on the Audit Committee to follow up with you?

- Yes
- No

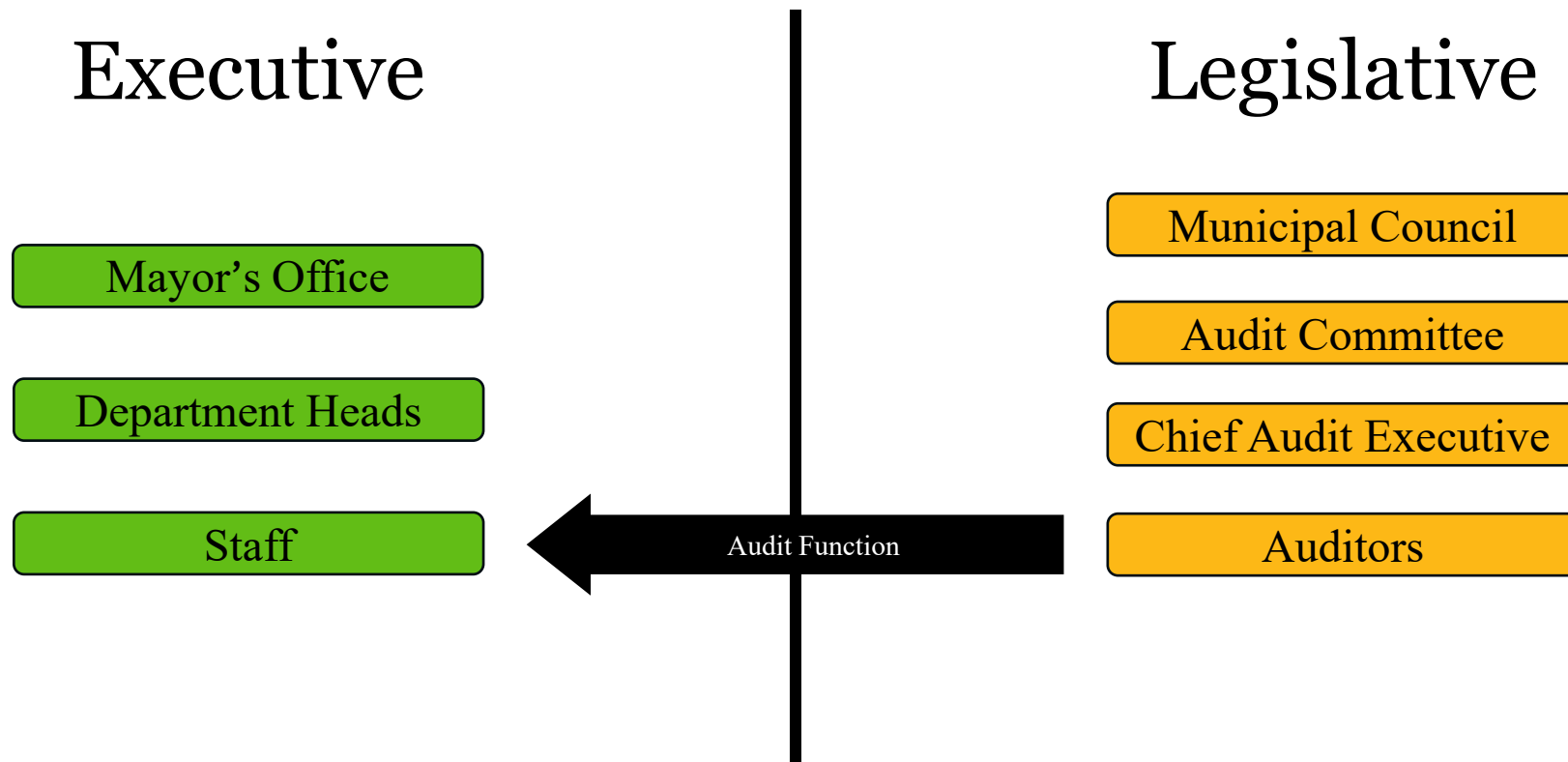


**Proposal: Approve Amendments
to the Audit Charters**



Principles of Public Auditing

Audit Function: Organizationally Independent of Auditees



Independence: Freedom from Bias

“Independence: The freedom from conditions that may impair the ability of the internal audit function to carry out internal audit responsibilities in an **unbiased manner**” (IA Standards Pg. 13 “Definitions”)

“For each engagement, the [] auditors performing and supervising the engagement should be independent **from the activity under review.**” (IA Standards Pg. 23 “Positioned Independently”)

- The chief audit executive lacks direct communication or interaction with the board.
- Management attempts to limit the scope of the internal audit services that were previously approved by the board and documented in the internal audit charter.
- Management attempts to restrict access to the data, records, information, personnel, and physical properties required to perform the internal audit services.
- Management pressures internal auditors to suppress or change internal audit findings.
- The budget for the internal audit function is reduced to a level that leaves the function unable to fulfill its responsibilities as outlined in the internal audit charter.
- An assurance engagement is performed by the internal audit function or supervised by the chief audit executive in a functional area for which the chief audit executive is responsible, has oversight, or is otherwise able to exert significant influence.
- The internal audit function performs, or the chief audit executive supervises, assurance services related to an activity that is managed by a senior executive (non-CEO) to which the chief audit executive reports administratively. For example, the chief audit executive reports to the chief financial officer and is responsible for auditing treasury, a function that also reports to the chief financial officer.

Management Interference is a Threat to Independence

Board is Essential in Prioritization

“The chief audit executive must base the internal audit plan on a documented assessment of the organization’s strategies, objectives, and risks. **This assessment must be informed by input from the board and senior management.**” (IA Standards Pg. 67 “Audit Plan”)

“The chief audit executive must discuss the internal audit plan, including significant interim changes, with the board and senior management. **The plan and significant changes to the plan must be approved by the board.**” (IA Standards Pg. 68 “Audit Plan”)

After Prioritization: Staff Must Promptly Define Scope & Objectives

“To perform analyses and evaluations, [] auditors must gather information that is: relevant – consistent with engagement objectives, within the scope of the engagement, and **contributes to the development of engagement results.**” (IA Standards Pg. 104 “Gathering Information for Analyses and Evaluations”)

Federal Guidelines Recommend Scoping and Objective Setting

“A written [plan for an audit] provides an opportunity for audit organization management to supervise audit planning and to determine whether:

- a. The proposed objectives will likely result in a useful report
- b. The [plan for an audit] adequately addresses relevant risks
- c. The proposed audit scope and methodology are adequate to address audit objectives

(Government Auditing Standards, US Government Accountability Office Page 189-190)

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: TTAGUCHI
Presenter: Tanner Taguchi, Council Policy Analyst
Department: Recorder
Meeting Date: 5/12/2026
Requested Duration (Minutes): 15 minutes
CityView or Issue File Number: 26-030

SUBJECT: 4 A resolution amending the Council Audit Committee Charter and Internal Audit Charter (26-030)

ADMINISTRATIVE RECOMMENDATION: Council should consider hearing this item in a Municipal Council meeting.

ADMINISTRATIVE MEMO: On April 20, 2026, the audit committee met to discuss the merits of certain changes to the Audit Committee Charter and Internal Audit Charter. According to comments made in that meeting, staff substantively revised portions of those documents which are presented in the attached exhibits. Staff also made technical wording changes that were not directly requested by the committee to clarify language throughout both documents. These changes were presented to the Council in the April 28th Work Meeting. Based on the Council's comments, more changes have been made. Below is a summary of changes made to both documents after April 28th:

Council Audit Committee Charter

1. Added provisions about ethical standards, including disclosures of conflicts of interest and recusals
2. Added additional clarification on the definition of performance auditing

Audit Charter

1. Added a provision for the Council to approve the annual audit plan as presented by the director

FISCAL IMPACT: There is no fiscal impact expected from taking action on this item.

COUNCIL STAFF MEMO: This is a Council sponsored item and all information on this item is included in the administrative memo.



Municipal Council Policy Analyst Memo

To: Provo Municipal Council

From: Tanner Taguchi, Council Policy Analyst

Re: Audit Best Practices Influence on Proposed Amendments to the Audit Charters

Date: Tuesday April 28, 2026

Executive Summary

This memorandum describes the Audit Committee's ("committee") interpretation of auditing professional standards and best practices including those published by the Institute of Internal Auditors ("IIA"), The U.S. Government Accountability Office ("GAO"), the Utah Office of the Legislative Auditor General ("OLAG"), and the Utah State Auditor ("State Auditor"). These resources in addition to conversations with these organizations have informed the committee's decisions regarding contracted auditors and the process of prioritizing audit engagements. Additionally, proposed changes to the Council Audit Committee Charter and Internal Audit Charter are informed by the Committee's interpretation.

Governmental Structure and Legal Considerations

In 2024, the Municipal Council removed auditing authority from the City Treasurer and gave auditing authority to the Council Office. After consulting resources published by the State Auditor, the Council adopted an Audit Committee Charter and an Internal Audit Charter. The first establishes the structure of the audit committee including the responsibilities of the entire body and its members. The second, expounds the purpose of the audit function and explains how it will be carried out.

Provo's Mayor-Council form of government, defined in Utah Code 10-3b Part 2, creates two independent branches of government with distinct roles. Given this structure, it makes sense to clarify language in the Audit Charters to better define the audit relationship between the two branches.

The current audit structure is not set up for an *internal* audit. In an internal audit function, auditors are employees of the organization being audited and provide reassurance and advice to executive managementⁱ. In Provo's case this would be executive directors/chiefs and the Mayor. Instead, Provo's structure resembles an external audit function because the auditors are organizationally independent of those being audited and provide reassurance and advice to a group outside of those being audited. In Provo's case this is the Council.

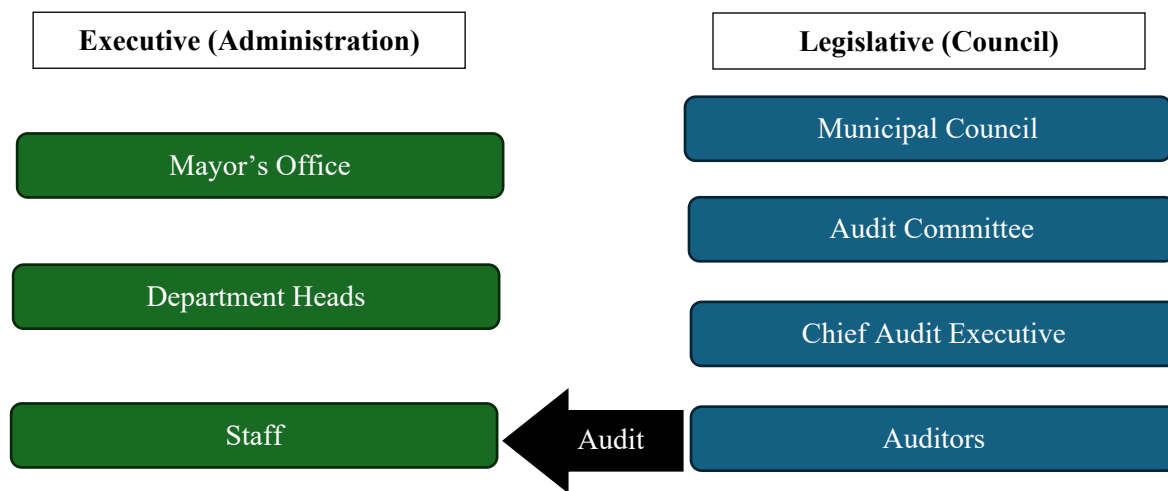
In that way, Provo's audit structure mimics that of the legislative audit function at the state level. However, there is one major difference between Provo's audit structure and the state's structure. In Utah Municipal Code, there is no provision compelling executive agencies to cooperate with legislative audits; whereas state executive agencies are legally compelled to comply with the requests of legislative auditors.

In other words, under current state law, auditors engaged by the Municipal Council cannot compel administrative cooperation during an audit. This requires an increased measure of support from the executive directors/chiefs being audited and the Mayor to ensure that access to all necessary information is promptly granted at the request of auditors engaged by the Council.

Provo's Audit Structure

Provo's audit structure as defined in the Audit Committee Charter consists primarily of the audit committee (consisting of Councilors and members of the public) and the chief audit executive. These two entities coordinate with executive management to conduct audits.

Members of the audit committee are chosen by a majority of the Council. The chief audit executive is less defined, but that ambiguity will be addressed later in this memo.



Definition of Auditor Independence

Provo's audit structure, as described above, provides an inherent independence for auditors from those being audited. This is because the auditors are engaged by the Council, a body outside the leadership structure of the auditee. Still, understanding the term *independence* as it is used in auditing is key to understanding how effective internal and external audits are carried out.

The Global Internal Audit Standards ("IA standards") published by the IIA have several passages which define how auditors ought to be independent. These definitions have been reiterated by the Internal Audit Best Practice Manual that was recently released by OLAG.

IA standards define independence as "the freedom from conditions that may impair the ability of the internal audit function to carry out internal audit responsibilities in an unbiased manner."ⁱⁱⁱ The standards repeatedly reference independence as maintaining an environment where audit findings won't be swayed:

- "An independently positioned internal audit function supports internal auditor's ability to maintain objectivity."ⁱⁱⁱ
- "For each engagement, the internal auditors performing and supervising the engagement should be independent from the activity under review."^{iv}
- "Other topics for consideration ... include: safeguards to objectivity and independence, including processes for addressing potential impairments."^v

- “The internal audit function is only able to fulfill the purpose of internal auditing when the chief audit executive reports directly to the board, is qualified, and is positioned at a level within the organization that enables the internal audit function to discharge its services and responsibilities without interference.^{vi}”
- “The chief audit executive must confirm to the board the organizational independence of the internal audit function ... include[ing] communicating incidents where independence may have been impaired.^{vii}”

The IA standards even include a list of potentials impairments to independence (emphasis added)^{viii}:

- The chief audit executive lacks direct communication or interaction with the board.
- Management attempts to limit the scope of the internal audit services that were previously approved by the board and documented in the internal audit charter.
- Management attempts to restrict access to the data, records, information, personnel, and physical properties required to perform the internal audit services.
- Management pressures internal auditors to suppress or change internal audit findings.
- The budget for the internal audit function is reduced to a level that leaves the function unable to fulfill its responsibilities as outlined in the internal audit charter.
- An assurance engagement is performed by the internal audit function or supervised by the chief audit executive in a functional area for which the chief audit executive is responsible, has oversight, or is otherwise able to exert significant influence.
- The internal audit function performs, or the chief audit executive supervises, assurance services related to an activity that is managed by a senior executive (non-CEO) to which the chief audit executive reports administratively. For example, the chief audit executive reports to the chief financial officer and is responsible for auditing treasury, a function that also reports to the chief financial officer.

It should be noted that in none of these examples from the IA standards is direction from the board prior to an engagement considered an impairment of independence. In fact, communication with the board is listed as an essential characteristic of independence.

The committee’s interpretation of the IA standard’s definition of independence compels it to ensure that anyone engaged in the Council’s audit function works in an environment with at least these two realities:

1. Their employment, evaluation, and pay aren’t ever influenced by those that they audit, and
2. Their findings are not obscured or diminished because of (a) the relationships that auditors and auditees have or (b) the action/inaction of those being audited.

The first is guaranteed by Provo’s audit structure. Auditors are employed in a separate branch of government than their auditees. The second is not as secure. Given limitations caused by Provo’s form of government, this will require ongoing cooperation between the committee and the administration.

The recent OLAG report supports this interpretation saying:

“Where applicable, organizational leaders should take steps to secure IA independence, including:

- Ensuring IA reports to the highest level of the organization
- Approving IA’s charter defining authority and responsibilities, especially independence and access to information
- Ensuring IA is located organizationally outside of staff and management functions that IA may eventually audit
- Protecting IA from potential reprisals for reporting on deficiencies.^{ix}”

The Chief Audit Executive

In the current audit structure, the Council Executive Director (“director”) functionally serves as the chief audit executive^x. IA Standards state that the chief audit executive should ideally

- Have a comprehensive understanding of the IA standards
- Have experience building an internal audit function by recruit, hiring, and training auditors
- Be a Certified Internal Auditor
- Have leadership experience^{xi}

While this list provides examples of ideal qualifications, the IA standards go on to say:

“The chief audit executive may be selected for other qualities or areas of expertise that are supplemented by the competencies of other members of the internal audit function, especially when the chief audit executive has entered the position from a different role []. In such cases the chief audit executive should work collaboratively with knowledgeable members of the internal audit function and network with others in the profession to gain relevant experience. The board may review and approve the job description for the chief audit executive to ensure that it reflects the expected qualifications and competencies.^{xii}”

Despite not being required to have or work toward audit certifications, having the director assume this role is advantageous for several reasons:

- 1) They provide continuity among changing committee and council membership
- 2) They are familiar with the functions of Provo City and likely risk areas
- 3) They’d be primarily responsible for contracting with and supervising consulting auditors

Given the fiscal limitations of hiring a full-time audit staff, a practical course for providing audit services would be for the director, with approval of the committee, to contract with consulting organizations capable of delivering audit services.

The Role of the Governing Board in the Audit Plan and Audit Prioritization

The work done by auditors engaged by the Council should address potential areas of risk assessed according to established principles. Risk areas with the highest probability of harm, the most severe potential harm, and the nearest immediacy of harm should be prioritized. These priorities are then matched with available resources and put into the annual audit plan.

IA Standards and OLAG both emphasize this and provide guidance as to how these priorities should be considered, decided, and approved as part of the audit plan.

The chief audit executive, which in our current structure is the director, should develop the audit plan (including initial scope and objectives) that lists the topics to be audited each year. The plan is effectively a prioritization of all potential risks based, in part, on input from the committee. IA standards support this.

IA Standard 9.4 says, “The chief audit executive must base the internal audit plan on a documented assessment of the organization’s strategies, objectives, and risks. This assessment must be informed by input from the board and senior management.^{xiii}” It goes on to say that “the plan and significant changes to the plan must be approved by the board.^{xiv}”

The audit committee, Provo’s governing board, is well positioned to contribute to and approve the audit plan. Because the committee is comprised mainly of Councilors with both a public trust and, in many cases, extensive government experience, it’s ideal to assess organizational risk.

Added insights on risk can be gleaned from the director and their staff’s interactions with administrative employees. Within each engagement described in the approved audit plan, the chief audit executive in conjunction with staff, including contracted auditors, are free to refine the preliminary the scope and create objectives for the engagement. However, this does not authorize the director or staff to create a separate audit that either over generalizes or doesn’t address the concerns listed in the audit plan.

Managing Audit Scope

Once an area has been prioritized in the audit plan, the engagement has its broadest, most general parameters. Setting more specific objectives within a defined scope in the early phases of an audit is crucial for success. IA Standard 13.3 says,

“The engagement objectives must articulate the purpose of the engagement and describe the specific goals to be achieved, including those mandated by laws and/or regulations. The scope must establish the engagement’s focus and boundaries by specifying the activities, locations, processes, systems, components, time period to be covered in the engagement, and other elements to be reviewed, and be sufficient to achieve the engagement objectives.^{xv}”

IA Standard 14.1 continues saying, “To perform analyses and evaluations, internal auditors must gather information that is: relevant – consistent with engagement objectives, within the scope of the engagement, and contributes to the development of engagement results.^{xvi}”

The OLAG Best Practice Handbook expounds this saying, “Auditors should define the audit scope and objectives and tie these to stakeholder needs.^{xvii}”

Without establishing objectives within a defined scope, audit efforts will be constantly assessing risk without the additional audit work needed to understand the root causes of potential deficiencies and make impactful recommendations to improve them.

Audit Plan Examples from Professional Leaders

State Legislature – Utah Office of the Legislative Auditor General

The state legislature is a good example of how a legislative body effectively utilizes an audit function to improve executive branch services. In this case, the governing board, the legislative audit subcommittee, and the chief audit executive, the auditor general work together to prioritize areas of risk, define initial scope, and set the audit plan.

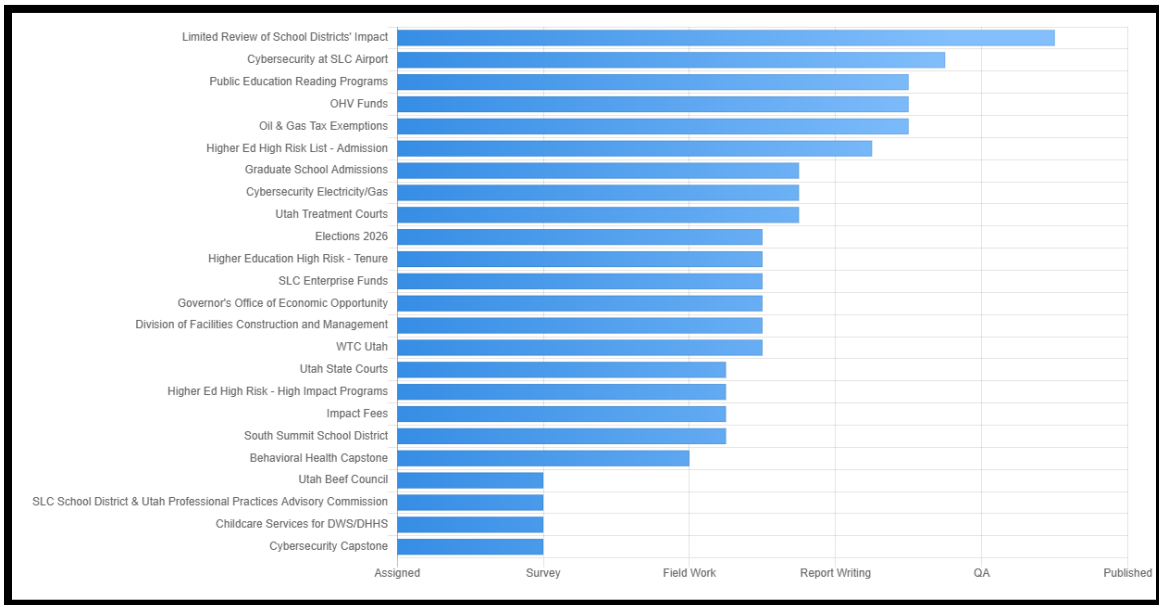
The Legislative Audit Subcommittee, comprised of legislative leadership, selects audit topics of varying degrees of specificity. In the example below taken from sub-committee minutes on April 15, 2025, the sub-committee prioritized the following audits:

- a. Local Governments’ Water Management Process
- b. Local Governments’ Property Tax Process, including Truth-in-Taxation
- c. The Utah School for the Deaf and Blind
- d. The Industrial Hemp and Cannabis Division within the Department of Agriculture

MOTION:

President Adams moved to prioritize the following audits and grant flexibility to the Auditor General to begin them as staff expertise and resources become available: - a performance audit of local governments' water management processes, - a performance audit of local authorities' property tax processes, including the truth in taxation process, a systemic audit of the Utah Schools for the Deaf and the Blind, and a performance audit of the Industrial Hemp and Medical Cannabis Division within the Department of Agriculture. The motion passed with a vote of 6 - 0 - 0.

The first two audits are of specific functions within local government agencies and, in one case, include a specific process to be included in the scope. The second two points are more open ended and allow the auditor general more flexibility on determining the scope after a detailed risk assessment is completed. These audits are put on a rolling list that functions as the auditor general's audit plan on an ongoing basis:



State Executive Agency – Utah Department of Transportation, Internal Audit Division


The Internal Audit Director at the Utah Department of Transportation and their staff work with management of UDOT's several divisions every year to generate a department-wide risk assessment. After presenting the results of the risk assessment, they solicit feedback on risk areas from the members of the Utah Transportation Commission, which serves as the governing board. Based on the assessment and any feedback, they present an audit plan to the commission for its approval as shown here:

2025 Internal Audit Schedule			
Topic	Description	Opportunity	Audit Goal
Record Retention Practices	UDOT maintains performance records to ensure that programs are executed in alignment with applicable laws and UDOT standards.	There may be opportunities to improve clarity on which records are essential to retain and which can be discarded. Some records may not be optimally stored or could benefit from clearer oversight when handled by external partners.	Review current record sets/registers and assess high-risk records. Evaluate the retention process to ensure consistency with state requirements and identify areas for improvement.
Contract Selection Process	UDOT uses federal and state procurement processes to create contracts for transportation-related services.	There may be opportunities to improve understanding among UDOT employees regarding the appropriate contracting processes for different needs outside of design and engineering services.	Review contracting practices to identify gaps in understanding, particularly for non-design and non-engineering services, and determine if additional guidance is needed.
Capital Asset Classifications	UDOT is responsible for classifying assets per State requirements and certifying annual asset inventories.	Ensuring accurate asset classification is critical for preventing potential misclassification, ensuring proper inventory control, and mitigating risks such as asset misuse or theft.	Review the list of capital assets and assess the effectiveness of inventory controls to ensure accurate classification and compliance with state standards.
MOU and Agreements Inventory	UDOT creates and retains various agreements with partner agencies to facilitate UDOT-related work.	Strengthening inventory practices could help ensure that agreements are properly filed and easily accessible.	Identify the number of active agreements, track their retention, and determine whether UDOT and its partners adhere to agreement terms and conditions.
Maintaining a Quality Workforce HR status and vacancies	UDOT employs a diverse workforce across the state to meet various operational needs. The workforce is dynamic, with frequent changes in staffing due to various circumstances.	There is an opportunity to improve data collection and forecasting to anticipate workforce needs, including vacancies and trends.	Review existing workforce data, identify key trends, and assess how reporting tools can better inform leadership about staffing needs and help manage vacancies.

It should be noted that prior to the start of the audit engagement preliminary goals and objectives are listed for commission approval.

County – Utah County Auditor

A County Auditor is elected by voters in their county and is directly accountable to the people. Nevertheless, they still annually present the audit plan to an audit committee as seen here:

 2024 Internal Audit Division Internal Audit Plan				
Audit Area #	Audit Area	Department	Scope & Objectives	Hours Planned
1	Hotline Tip 2023-41	Sheriff	Complete Hotline Tip 2023-41 engagement remainder of work program commenced 10/18/2023.	160
2	Payroll Controls	Human Resources	Evaluate payroll internal controls, including: payroll preparation, payroll authorization, payment creation, bank account reconciliation, bank account data edits, employee creation/deletion, compensation edits, timesheet entry, processed payroll check custody, and written procedures (payroll, compensation, benefits, and hiring/termination). Review progress made on September 2023 walkthrough control recommendations.	160
3	Payroll Accuracy	Human Resources	Evaluate accuracy of employee pay rates, pre-tax deductions, post-tax deductions, employer-paid benefits, tax withholding, absence plans, and general ledger payroll liability account.	240
4	Inventory	Public Works	Evaluate frequency of physical inventories taken, assess staff inventory roles, verify procedures, and assess asset custody.	120
5	Vendor Creation	Countywide	Evaluate vendor creation process and controls. Assess whether vendors are appropriately verified and approved before activation within COFIS.	120
6	Contracts	Countywide	Assess if multiyear contracts comply with Utah Procurement Code multiyear contract selected provisions (Utah Code 63G-6a-1204).	120
7	Convention Center	Convention Center	Evaluate appropriateness of Convention Center expenses, per County Contract 2016-876. Verify monthly report existence and frequency (i.e., balance sheet, aging report on accounts receivable, statement of revenues and expenditures, bookings summary, cash receipts and disbursements, Event Account bank statement, and Operating Account bank statement). Review internal controls over bank account and disbursements.	120
8	JE Backup & Approval	Countywide	Evaluate internal controls over journal entry creation and ensure proper backup documentation is attached.	80
9	Jail Industries Payments	Sheriff	Evaluate accuracy and control of Jail Industry payments to inmates. Test internal controls over recording (Lockdown accounting system), authorizing, asset custody, and reconciling. Evaluate appropriateness of check payments made via external CPA firm. Requested by Audit Committee Fall 2023.	160
10	Federal Grant Subrecipient Uniform Guidance Compliance	Countywide	Placeholder for anticipated Grants Accounting Manager-created audit work program for rotating federal grant subrecipient Uniform Guidance (2 C.F.R. Part 200) compliance, per Director of Financial Services request. Tentatively planned for fall 2024, to ensure grants accounting manager has sufficient time to prepare work programs. 2 annual audits.	160

In the case of the Utah County Auditor, not only is the initial scope of each engagement listed out for approval, but the estimate amount of effort needed to gather the audit findings and produce useful recommendations.

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- ⁱ State and Administrative Accounting Manual, Washington Office of Financial Management Page 147 “internal and External Auditors”
- ⁱⁱ Global Internal Audit Standards Page 12 “Independence”
- ⁱⁱⁱ Ibid. Page 20 “Principle 2”
- ^{iv} Ibid. Page 23
- ^v Ibid. Page 43
- ^{vi} Ibid. Page 45
- ^{vii} Ibid. Page 46
- ^{viii} Ibid. Page 48
- ^{ix} The Best Practice Handbook: Maximizing the Value and Independence of Internal Audit Page 42 “Governance 1”
- ^x Provo Internal Audit Charter Page 2 “Independence”
- ^{xi} Global Internal Audit Standards Page 50 “Chief Audit Executive Qualifications”
- ^{xii} Ibid. Page 51
- ^{xiii} Global Internal Audit Standards Page 67 “Internal Audit Plan”
- ^{xiv} Ibid. Page 67
- ^{xv} Ibid. Page 98 “Engagement Objectives and Scope”
- ^{xvi} Ibid. Page 104 “Gathering Information for Analyses and Evaluation”
- ^{xvii} The Best Practice Handbook: Maximizing the Value and Independence of Internal Audit 25 “Internal Audit Best Practice 5”

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION AMENDING THE COUNCIL AUDIT COMMITTEE CHARTER
4 AND INTENRAL AUDIT CHARTER (26-030)

5
6 RECITALS:

7
8 It is proposed that the Provo City Municipal Council amend the documents that govern
9 the Council Audit Committee and that Committee’s audit function; and

10
11 The Provo Municipal Council desires to receive independent advice, assistance, and
12 recommendations in the oversight of the performance and financial audit functions of Provo
13 City; and

14
15 The Council Executive Director and Council Office staff as well as the current members
16 of the Council Audit Committee have had two years to evaluate the Committee’s structure and
17 the performance of the Council’s audit function; and

18
19 The Audit Committee Charter includes a provision requiring the committee to “assess
20 and report to the Council on the adequacy of this Charter at least annually. [And] Charter
21 modifications, as recommended by the committee, should be presented to the Council in writing
22 for its review and action”; and

23
24 On May 12, 2026, the Municipal Council met to consider the facts regarding this matter
25 and receive public comment, which facts and comments are found in the public record of the
26 Council’s consideration; and

27
28 After considering the facts presented to the Municipal Council, the Council finds that the
29 Council Audit Committee Charter and Internal Audit Charter should be amended, and such
30 action furthers the health, safety, and general welfare of the citizens of Provo City.

31
32 THEREFORE, the Municipal Council of Provo City, Utah resolves as follows:

33 PART I:

34
35 The committee's structure, processes, and membership requirements as they are described
36 in the Council Audit Committee Charter are amended as presented in Exhibit A.

37
38 PART II

39

40 The scope of the Council’s audit function as it is described in the Internal Audit Charter
41 are amended as presented in Exhibit B.

Exhibit A

Due to document format this exhibit will be added at a later date. It can be viewed on OnBase Agenda or at the request of the Council office.

Exhibit B

Due to document format this exhibit will be added at a later date. It can be viewed on OnBase Agenda or at the request of the Council office.



May 12, 2026

PROVO CITY MUNICIPAL COUNCIL
COUNCIL AUDIT COMMITTEE

Council Audit Committee Charter

Audit Committee Authority

Pursuant to resolution number 2024-4, dated January 23, 2024, the Provo Municipal Council (the “Council”) has established the Council Audit Committee (the “committee”) to assist the Council in the oversight of both the [internal financial](#) and [external performance](#) audit functions, [collectively known as the audit function](#). Resolution number 2024-4 also states that the committee is governed as set forth in this charter.

Mission

The Council has established the committee to provide independent advice, assistance, and recommendations to the Council in the oversight of the ~~internal and external~~ audit functions of Provo City (the “City”).

Composition and Requisite Skills

The committee is comprised of a subset of Councilors and members of the public. This ensures that investigations regarding the work of management, [external financial](#) auditors, and [internal performance](#) auditors remain confidential until reports are ~~made public~~ [presented](#) to the ~~governing body~~ [the Council](#). The ~~committee includes~~ [composition of the committee must meet the following parameters](#):

- ~~1) Two to three Councilors; and~~
- ~~2) At least two members of the public.~~
- 1) [It shall be composed of at least three members, but no more than five members.](#)
- 2) [At least 60% of the members shall be elected members of the Council currently serving.](#)
- 3) [At least one member shall not be an elected member of the Council currently serving.](#)

Committee members serve terms of two years and are not limited in the number of terms that may be served. The positions of Committee Chair and Vice-Chair will be held by Councilors on the committee. The committee will decide which Councilor serves and Chair and which as vice-chair.

The committee members collectively should possess the knowledge in accounting, auditing, and financial reporting needed to understand and evaluate City financial statements, the **external financial** audit, and the City's **internal** audit activities. Accordingly, the committee's members, collectively, should:

- 1) Possess the requisite knowledge necessary to understand technical and complex financial **and performance** reporting issues;
- 2) Have the ability to communicate with auditors, public finance officers and the **governing body and the Council**; and
- 3) Be knowledgeable about internal controls, financial statement audits and **management/operational performance** audits.
 - a. If no committee members have sufficient personal internal control or finance knowledge, the committee must gain this knowledge via a financial expert (either volunteer or paid) advisor.
 - i. The financial expert advisor must:
 1. Be independent of management;
 2. Be present for meetings;
 3. Not be a member of the committee; and
 4. Not vote on committee actions.

Committee Structure and Staff

Having been selected by the Council, the committee shall serve as the governing board of the audit function with the responsibility of recommending amendments to the committee charter and audit charter, approving the annual audit plan, and providing audit resources as needed.

In relation to the audit function, the Council Executive Director (the "director") shall report directly to the committee and serve as the chief audit executive. They will be responsible for assigning Council Office staff (the "staff") or contracted auditors to carry out the audit function. Staff and contracted auditors shall conduct audits according to the audit charter and the audit plan as presented annually by the director and approved by the committee.

Required Training

All members of the committee, upon being appointed or reappointed, shall receive training on auditing law, professional standards, and best practices by representatives from the Government Excellence Division of the Utah Office of the Legislative Auditor General.

The director and all employees of the Council Office who support the Committee in executing the provisions of this Charter shall receive the same training at least every two years.

Duties and Responsibilities

1) ~~External~~ Financial Audit Focus

The duties and responsibilities of the committee regarding financial auditing include the following:

- a. Providing recommendations regarding the selection of the ~~external~~ independent financial auditor (“financial auditor”) (see UCA 10-6-150);
- b. Meeting with the ~~external~~ financial auditor prior to commencement of the audit to, among other things, review the engagement letter;
- c. Reviewing and discussing with the ~~external~~ financial auditor any risk assessment of the City’s fiscal operations developed as part of the auditor’s responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable;
- d. Receiving and reviewing the draft annual audit report and accompanying draft management letter, including the ~~external~~ financial auditor’s assessment of the City’s system of internal controls, and, working directly with the ~~external~~ financial auditor, assisting the ~~governing body~~ Council in interpreting such documents;
- e. Making a recommendation to the ~~governing body~~ Council on accepting the annual audit report; and
- f. Reviewing every corrective action plan developed by City administration and assisting the ~~governing body~~ Council in the implementation of such plans;

2) ~~Internal~~ Performance Audit Focus

Performance auditing includes, but is not necessarily limited to, the following:

- Compliance Auditing, ensuring that a program or function is conducted in accordance with legal and ethical requirements, Council intent, and other relevant policies, regulations, or standards
- Management/Operational Auditing, assessing a program or function’s efficiency, economy, and resource utilization
- Program Auditing, assessing how effective a program or function is at achieving intended objectives and whether objectives align with desired outcomes

The intent of this type of auditing is to promote better government in Provo.

The duties and responsibilities of the committee regarding performance auditing include the following:

- a. Making recommendations to the ~~governing body~~ Council regarding the ~~audit appointment of the internal auditor~~ performance audit function;

- b. Assisting in the oversight of the **internal** audit function, including reviewing the annual **internal** audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of **internal** audit activities;
 - c. Reviewing significant recommendations and findings of the **internal auditor function**;
 - d. Monitoring the administration's implementation of the **internal auditor's audit** recommendations;
 - e. Participating in the evaluation of the performance of the **internal** audit function; and
 - f. Overseeing Hotline complaints received and investigated **by the internal auditor according to the process listed in the audit charter**; and
- 3) Administrative Matters
- a. Holding regularly scheduled meetings; and
 - b. Reviewing and revising this Charter, as necessary.

Individual Duties

The individual duties of the members of the committee include the following:

- 1) Good Faith – Members of the committee must perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the committee and the City with such care as a generally prudent person in a similar position would use under similar circumstances;
- 2) Independence – An individual may not serve on the committee if he or she:
 - a. Is employed by the City (other than City Councilors);
 - b. Currently provides, or within the prior two years, has provided, goods or services to the City;
 - c. Is a family member of an employee or officer of the City; or
 - d. Is the owner of or has a direct and material interest in a company providing goods or services to the City; and
- 3) Confidentiality – During the exercise of duties and responsibilities, the committee members may have access to confidential information. The committee members have an obligation to the City to maintain the confidentiality of such [information and accept that obligation upon being appointed.](#)

Ethical Standards

All Councilors serving on the committee and Council staff supporting the committee must act in accordance with section VIII of the Council Handbook, "Ethics Rules." This section includes provisions for annually disclosing potential conflicts of interest, state municipal ethical standards listed in UCA 10-3-13, and the statutory instances when recusal is necessary listed in Provo City Code 2.70.010. Additionally, all participants in the audit function, including Council and public members, the director, contractors, and staff must disclose to all members of the committee any instance when a relative, as defined in Provo City Code 2.70, may be the subject of any audit-related activity. Public members of the committee are expected to substantively comply with the standards that apply to Councilors and staff in the handbook and statute.

Meetings and Notification

The committee will meet a minimum of two times each year. An agenda for each meeting should be clearly determined in advance and the committee should receive supporting documents in advance, for reasonable review and consideration.

The committee will create meeting notes which include the meeting:

- 1) Agenda;
- 2) Time, date, and location;
- 3) Attendance;
- 4) Findings requiring further investigation, [if needed](#); and
- 5) Items to report to the ~~governing body~~ [Council, if needed](#).

Recommendation Process

The committee is tasked with reviewing various issues and making recommendations to the Council. A quorum constitutes a simple majority of the total membership, and meetings will not be conducted unless a quorum is present wither [in person or virtually](#).

Reporting Requirements

The committee has the duty and responsibility to report its activities to the Council at least annually, and more often as needed. Periodic written reports of committee activities are an important communication link between the committee and the Council on key decisions and responsibilities. The committee's reporting requirements are to:

- 1) Report on the scope and breadth of committee activities so that the Council is kept informed of its work;
- 2) Provide notes or a summary of notes of meetings that clearly record the considerations and recommendations of the committee;

- 3) Report on its review of the City's draft annual audit report and accompanying management letter and its review of significant findings;
- 4) Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function;
- 5) Report on indications of material or significant non-compliance with laws or City policies and regulations; and
- 6) Report on any other matters that the committee believes should be disclosed to the Council.

Charter Review

The committee will assess and report to the Council on the adequacy of this Charter at least annually. Charter modifications, as recommended by the committee, should be presented to the Council in writing for its review and action.



May 12, 2026

PROVO CITY MUNICIPAL COUNCIL
COUNCIL AUDIT COMMITTEE

~~Internal~~ Audit Charter

Introduction

The ~~internal~~ audit function was established by ordinance 2024-4 on January 23, 2024. Furthermore, resolution 2024-4 passed on January 23, 2024, approved this charter as a means of governing ~~internal~~ auditing activities.

Purpose

The purpose of ~~an internal~~ the audit ~~function~~ is to provide ~~an~~ independent ~~and~~ objective assurance ~~and advice to promote better government in Provo City ("the City") as well as and that is designed to add value to and~~ improve the City's risk management efforts. It helps the City and the Municipal Council (the "Council") accomplish their objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of processes and controls designed to manage risk ~~and improve government services~~.

Independence

To help ensure independence and objectivity, ~~internal~~ audit functions are carried out by the Council ~~Office~~ ~~Executive Director~~ (the "director"), ~~which who~~ reports to the Council Audit Committee (the "Audit Committee"). The Council Executive Director controls and supervises the ~~Internal~~ Audit activities of Council Staff ("the "staff") and contracted consultants. Staff and contracted consultants shall conduct audits only under the authority of this audit Charter and under the direction of the director.

Authority

Council Staff and ~~/or internal~~ contracted auditors are authorized, under the direction of the Council Executive Director, to:

- Request access to the records, property, and personnel of all City departments, boards and commissions, in order to conduct **internal** audits [with the approval of the committee](#);
- Request access to all documents and records of organizations receiving funds originating or passed through by the City to ensure that adequate internal controls are in place and operating effectively, regarding the expenditure of those funds relating to the City;
- Have full and free access to the committee; and
- Obtain the necessary assistance of personnel in departments of the City where they perform audits, as well as other specialized services from within or outside the City.

To maintain an independent status, Council Staff and/or **Internal** [contracted](#) auditors are not authorized to:

- Perform any operational duties for Provo City Administration or its boards and committees;
- Initiate or approve accounting policies and procedures or transactions external to the Council Office; or
- Direct activities of any city employees not employed by Council Office, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the **internal** auditors.

Scope and Responsibilities

~~Council Staff/Internal auditors~~ [the Council Executive Director](#) will:

1. Develop an annual audit plan using appropriate risk-based methodology, and considering risks or concerns identified by the Council, ~~Executive Director~~ [council staff, and the committee](#). [The director's proposed plan will be presented to the committee for approval. After the committee has approved the proposed audit plan, it shall be presented to the Council for final approval in a Council Work Meeting.](#) The annual audit plan will include at a minimum, the following information:
 - a. The [initial](#) scope of each proposed audit, including a summary of the nature, records, and time period covered by each audit to be conducted;
 - b. Identification of the department(s), board(s), service(s), program(s), function(s), or policies to be audited; and
 - c. ~~Each~~ Potential audit objectives to be addressed;
2. Implement the annual audit plan as approved, including any requested special projects as approved by the committee;

3. Conduct investigations of alleged or suspected impropriety, fraud, misappropriation, or other misuse of City funds, and seek advice from the City attorney as appropriate and provide required reports to appropriate authorities;
4. Coordinate with ~~external~~ [contracted](#) auditors and monitor the implementation of corrective actions recommended by ~~external~~ auditors as appropriate;
5. Submit reports to the committee indicating audits completed, major findings, corrective actions taken by management, and significant findings that have not been fully addressed by City administration;
6. ~~Maintain~~ [Ensure access to](#) a qualified, competent audit staff having the necessary knowledge, skills, and disciplines to perform this function;
7. Request adequate resources necessary to accomplish audit objectives;
8. Coordinate with the State Auditor and ~~external auditors~~ [others](#) to minimize duplication of efforts and maximize efficient audit coverage; and
9. Receive, track, and report hotline complaints to the committee [according to the following process](#):
 - a. [First, always allow committee members direct and immediate access to all hotline complaints.](#)
 - b. [Second, organize all relevant complaints and complainant information into a table to be discussed at the next committee meeting.](#)
 - c. [Third, at committee meetings seek direction from the committee on the involvement of the city administration and other necessary auditing resources.](#)
 - d. [Fourth, carry out a response to the complaint at the direction of the committee.](#)

~~The Internal Auditor~~ [Under the direction of the Council Executive Director, auditors](#) may:

1. Subject to the approval of the committee, conduct special reviews and programmatic reviews at the request of the Council, finance officer, department heads, boards, or committees;
2. Subject to the approval of the committee, provide assistance to departments, boards, and committees for evaluation of financial controls and other audit related matters;
3. Amend the annual audit plan, subject to the approval of the committee; and
4. Initiate, conduct, or expand the scope of an audit or investigation if a finding requires expansion of the scope, or if a determination has been made that fraud, abuse, or an unlawful act may have occurred.

[Charter Review](#)

The committee will assess and report to the Council on the adequacy of this Charter at least annually. Charter modifications, as recommended by the committee, should be presented to the Council in writing for its review and action.

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: TTAGUCHI
Presenter: Tanner Taguchi, Council Policy Analyst
Department: Recorder
Meeting Date: 5/12/2026
Requested Duration (Minutes): 5 minutes
CityView or Issue File Number: 26-031

SUBJECT: 5 A resolution appointing public members to a council standing committee.
(26-031)

ADMINISTRATIVE RECOMMENDATION: Move to hear this item in the next Municipal Council Meeting

ADMINISTRATIVE MEMO: Upon passage of ordinance 2024-4 on January 23, 2024, the statutory authority to conduct audits was taken from the City Treasurer and given to the Council Executive Director. In the same meeting, resolution 2024-4 established the Council Audit Committee according to the Audit Committee Charter. The Audit Committee Charter requires citizen members, not serving on the Council, to sit on the Council Audit Committee. Each citizen member is to serve a two-year term. Since April 30, 2024, David Shipley and Rick Anderson have served as citizen members of the committee. After discussions with both members, only Rick Anderson has the availability to continue serving on the committee.

The current purpose of the Council Audit Committee is to "provide independent, advice, assistance, and recommendations to the Council in the oversight of the internal and external audit functions of Provo City."

In addition to his experience on the Council Audit Committee, Rick Anderson was a member of the city's audit committee when the audit function was run by the City Treasurer. His career in finance also qualifies him to advise the Council on financial standards and best practices. After attending Brigham Young University, Rick had an extensive career in banking. He worked as the Senior Vice President of Special Projects at the Bank of American Fork for seven and half years. He was then promoted to be the bank's president in 2015. During his time as bank president, in addition to regular duties, he oversaw the acquisition of a smaller bank, a transaction of over \$15 million.

It's proposed that the Council consider reappointing Rick Anderson to serve as a citizen member of the Council Audit Committee. Due to proposed changes in the Audit Committee Charter, his appointment is being addressed separately from other potential citizen members.

FISCAL IMPACT: There is no fiscal impact expected from taking action on this resolution.

COUNCIL STAFF MEMO: This is a Council sponsored item and all relevant information is included in the Administrative Memo section of this item.

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION APPOINTING PUBLIC MEMBERS TO A COUNCIL
4 STANDING COMMITTEE. (26-031)

5
6 RECITALS:

7
8 The Municipal Council of Provo City, acting pursuant to its statutory authority, has
9 reviewed the qualifications for appointment to the Council Audit Committee; and

10
11 On May 12, 2026, the Municipal Council met to ascertain the facts regarding this matter
12 and receive public comment, which facts and comments are found in the public record of the
13 Council’s consideration; and

14
15 After considering the facts presented to the Municipal Council, the Council finds that the
16 appointments listed below will reasonably further the health, safety, and general welfare of the
17 citizens of Provo City.

18
19 THEREFORE, the Provo Municipal Council ordains as follows:

20
21 PART I:

22
23 1. Pursuant to Provo City Resolution 2024-04 and the Council Audit Committee Charter,
24 22 the Municipal Council appoints the person(s) listed below to serve on the Council Audit
25 Committee for the prescribed term:

<u>Appointee’s Name</u>	<u>Board</u>	<u>Term Expiration Date</u>
Rick Anderson	Audit Committee	April 30, 2028

26
27
28
29
30
31 2. Following this appointment, there are two members of the public on the Council Audit
32 Committee, as shown on the attached Exhibit A.

33
34 PART II:

35
36 This resolution and the appointments take effect immediately.

Exhibit A¹

Council Audit Committee Appointments

Name	Seat	Term Expiration	Appointing Resolution
Rick Anderson	1	April 30, 2028	Attached

¹ This Exhibit includes the Council Audit Committee appointees in the resolution to which it is attached. Anyone not so appointed should be removed from the Exhibit.

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: KMARTINS
Presenter: NA
Department: Recorder
Meeting Date: 5/12/2026
Requested Duration (Minutes): NA minutes
CityView or Issue File Number: NA

SUBJECT: 6 ***CONTINUED*** Natalie & Douglas langford request an ordinance text amendment to Provo City code 14.22.020 to add a caretaker dwelling as a permitted accessory use in the CG (General Commercial) zone. citywide application. (PLOTA20260119)

ADMINISTRATIVE RECOMMENDATION: NA

ADMINISTRATIVE MEMO: NA

FISCAL IMPACT: NA

COUNCIL STAFF MEMO:

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: KZARBOCK
Presenter: Kelsey Zarbock, Budget Officer
Department: Finance
Meeting Date: 5/12/2026
Requested Duration (Minutes): 1 minute minutes
CityView or Issue File Number: 26-001

SUBJECT: 7 A resolution tentatively adopting a proposed budget for Provo City for the fiscal year beginning July 1, 2026 and ending June 30, 2027. (26-001)

ADMINISTRATIVE RECOMMENDATION: Tentatively adopt the proposed budget for Provo City beginning July 1, 2026 and ending June 30, 2027, in accordance with State Code 10-6-111. [https://le.utah.gov/xcode/Title10/Chapter6/10-6-S111.html#10-6-111\(3\)\(b\)](https://le.utah.gov/xcode/Title10/Chapter6/10-6-S111.html#10-6-111(3)(b))

ADMINISTRATIVE MEMO: Tentatively adopting the tentative budget is simply an acknowledgment that the Council has received the Fiscal Year 2027 budget for consideration. Official budget adoption will occur after the Council has had time to review the budget and after citizens have had the opportunity to make public comment during the June 9th and June 23rd public hearings.

FISCAL IMPACT: Budget for Fiscal Year 2027

TIME SENSITIVITY: State Code 10-6-111

COUNCIL STAFF MEMO:

1 RESOLUTION <<Document Number>>

2
3 A RESOLUTION TENTATIVELY ADOPTING A PROPOSED BUDGET FOR
4 PROVO CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, AND
5 ENDING JUNE 30, 2027. (26-001)

6
7 RECITALS:

8
9 The Mayor has prepared a proposed budget for the fiscal year beginning July 1, 2026, and
10 ending June 30, 2027, as set forth in the attached Exhibit A, (the “Proposed Budget”) for Provo
11 City as required by Utah state law;

12
13 The Proposed Budget, together with supporting schedules and data, will be available for
14 public inspection in the office of the City Recorder as required by law;

15
16 The Municipal Council will consider formal adoption of the Proposed Budget in public
17 hearings to be held on June 9, 2026, and June 23, 2026;

18
19 The Municipal Council finds the Proposed Budget should be tentatively adopted as
20 required by Section 10-6-111(3) of the Uniform Fiscal Procedures Act for Utah Cities; and

21
22 THEREFORE, the Provo Municipal Council resolves as follows:

23
24 PART I:

25
26 1. The Proposed Budget, as set forth in the attached Exhibit A, is tentatively adopted.

27
28 2. The Municipal Council directs that public hearings to consider the Proposed Budget
29 will be held on June 9, 2026, and June 23, 2026, and that notice of both hearings must be
30 published at least seven days prior to the first hearing as required by Section 10-6-113 of the
31 Uniform Fiscal Procedures Act for Utah Cities.

32
33 PART II:

34
35 This resolution takes effect immediately.

36
37 END OF RESOLUTION.

38
39
40

EXHIBITA

The Proposed Budget is in PDF form and will be attached to this resolution in a later step.

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: KZARBOCK
Presenter: Kelsey Zarbock, Budget Officer
Department: Finance
Meeting Date: 5/12/2026
Requested Duration (Minutes): 5 minutes
CityView or Issue File Number: 26-001

SUBJECT: 9 A resolution tentatively adopting a proposed budget for the Provo City Stormwater Service District for the Fiscal Year beginning July 1, 2026 and ending June 30, 2027 (26-001)

ADMINISTRATIVE RECOMMENDATION: Tentatively adopt the proposed budget for the Provo City Stormwater Service District beginning July 1, 2026 and ending June 30, 2027.

ADMINISTRATIVE MEMO: Tentatively adopting the tentative budget is simply an acknowledgment that the Council has received the Fiscal Year 2027 budget for consideration. Official budget adoption will occur after the Council has had time to review the budget and after citizens have had the opportunity to make public comment during the June 9th and June 23rd public hearings.

FISCAL IMPACT: Fiscal Year 2027 Budget

TIME SENSITIVITY: See Provo City Budget item

COUNCIL STAFF MEMO:

RESOLUTION <<Document Number>>

A RESOLUTION TENTATIVELY ADOPTING A PROPOSED BUDGET FOR THE PROVO CITY STORMWATER SERVICE DISTRICT FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027. (26-001)

RECITALS:

The District Budget Officer has prepared a proposed budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, as set forth in the attached Exhibit A, (the “Proposed Budget”) for the Provo City Stormwater Service District as required by Utah state law;

The Proposed Budget, together with supporting schedules and data, will be available for public inspection in the business offices of the Service District;

The Governing Board of the Provo City Stormwater Service District will consider formal adoption of the Proposed Budget in public hearings to be held on June 9, 2026, and June 23, 2026; and

The Governing Board finds the Proposed Budget should be tentatively adopted as required by Utah Code Section 17B-1-607(4).

THEREFORE, the Governing Board of the Provo City Stormwater Service District resolves as follows:

PART I:

1. The Proposed Budget, as set forth in the attached Exhibit A, is tentatively adopted.
2. The Governing Board directs that public hearings to consider the Proposed Budget will be held on June 9, 2026, and June 23, 2026, and that notice of both hearings must be published at least seven days prior to the first hearing as required by Utah Code Section 17B-1-609.

PART II:

This resolution takes effect immediately.

END OF RESOLUTION.

Exhibit A

This exhibit will be added here on a later step.

**PROVO MUNICIPAL COUNCIL
COUNCIL MEETING
STAFF REPORT**



Submitter: KZARBOCK
Presenter: Kelsey Zarbock, Budget Officer
Department: Finance
Meeting Date: 5/12/2026
Requested Duration (Minutes): 5 minutes
CityView or Issue File Number: 26-001

SUBJECT: 8 A resolution tentatively adopting a proposed budget for the Redevelopment Agency of Provo City for the fiscal year beginning July 1, 2026 and ending June 30, 2027 (26-001)

ADMINISTRATIVE RECOMMENDATION: Tentatively adopt the proposed budget for the Redevelopment Agency of Provo City beginning July 1, 2026 and ending June 30, 2027.

ADMINISTRATIVE MEMO: Tentatively adopting the tentative budget is simply an acknowledgment that the Council has received the Fiscal Year 2027 budget for consideration. Official budget adoption will occur after the Council has had time to review the budget and after citizens have had the opportunity to make public comment during the June 9th and June 23rd public hearings.

FISCAL IMPACT: Fiscal Year 2027 Budget

TIME SENSITIVITY: See Provo City Budget item

COUNCIL STAFF MEMO:

RESOLUTION <<Document Number>>

A RESOLUTION TENTATIVELY ADOPTING A PROPOSED BUDGET FOR THE REDEVELOPMENT AGENCY OF PROVO CITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027. (26-001)

RECITALS:

The Executive Director has prepared a proposed budget for the fiscal year beginning July 1, 2026, and ending June 30, 2027, as set forth in the attached Exhibit A (the “Proposed Budget”), for the Redevelopment Agency of Provo City (the “RDA”) as required by Utah state law;

The Proposed Budget, together with supporting schedules and data, will be available for public inspection in the office of the Agency Secretary;

The Governing Board of the RDA will consider formal adoption of the Proposed Budget in public hearings to be held on June 9, 2026, and June 23, 2026; and

The Governing Board of the RDA finds the Proposed Budget should be tentatively adopted.

THEREFORE, the Governing Board of the Redevelopment Agency of Provo City resolves as follows:

PART I:

1. The Proposed Budget, as set forth in the attached Exhibit A, is tentatively adopted.
2. The Governing Board of the RDA directs that public hearings to consider the Proposed Budget will be held on June 9, 2026, and June 23, 2026, and that notice of both hearings must be published at least seven days prior to the first hearing as required by Section 17C-1-601.5 of the Community Reinvestment Agency Act.

PART II:

This resolution takes effect immediately.

END OF RESOLUTION.

Exhibit A

The Proposed Budget will be added here in a later step.