

La Verkin City Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

Invoice No.	Vendor	Check No.	Input Date	Due Date	Amount	Account No.	Account Name	Description
336056	ACE HARDWARE		4/7/2022	4/10/2022	\$53.61	104510.480	Parks RAP Tax	supplies for Power plant park
336462	ACE HARDWARE		4/7/2022	5/10/2022	\$18.75	536310.450	Irrigation WATER MAIN REPAIR	Irrigataion repair supplies
336657	ACE HARDWARE		4/14/2022	5/10/2022	\$31.14	104540.610	Rec MISCELLANEOUS EXPEN	Easter set up supplies
	Vendor Total:				\$103.50			
PR040822-258	AFLAC		4/4/2022	4/4/2022	\$27.90	102224	Health Savings Account	AFLAC EE
PR040822-258	AFLAC		4/13/2022	4/13/2022	\$87.48	102224	Health Savings Account	AFLAC EE
	Vendor Total:				\$115.38			
1004569	ALSCO		4/6/2022	4/6/2022	\$54.31	104160.250	Bldg EQUIPMENT OPERATING	
					0.54	104240.250	Inspect EQUIPMENT OPERATI	
					1.09	104410.250	Streets EQUIPMENT OPERATI	
					1.08	104410.250	Streets STREET IMPROVEME	
					8.15	104410.745	Parks EQUIPMENT OPERATI	
					5.43	104510.250	O&M EQUIPMENT OPERATI	
					21.72	516340.250	O&M SYSTEMS MAINTENANC	
					2.72	516340.450	Irrigation EQUIPMENT OPERA	
					2.72	536310.250	Drainage EQUIPMENT OPERA	
					5.43	556350.250	Drainage NEW SERVICES	
					5.43	556350.440		
1005696	ALSCO		4/13/2022	4/30/2022	\$54.31	104160.250	Bldg EQUIPMENT OPERATING	
					0.54	104240.250	Inspect EQUIPMENT OPERATI	
					1.09	104240.250	Streets EQUIPMENT OPERATI	
					1.08	104410.250	Streets STREET IMPROVEME	
					8.15	104410.745	Parks EQUIPMENT OPERATI	
					5.43	104510.250	O&M EQUIPMENT OPERATI	
					21.72	516340.250	O&M SYSTEMS MAINTENANC	
					2.72	516340.450	Irrigation EQUIPMENT OPERA	
					2.72	536310.250	Drainage EQUIPMENT OPERA	
					5.43	556350.250	Drainage NEW SERVICES	
					5.43	556350.440		
	Vendor Total:				\$108.62			
2022	AMERICAN LEGION GIRLS STATE	49426	4/5/2022	4/1/2022	\$450.00	104620.610	Comm COMMUNITY DEVELOP	Girls State Sponsorship
PO# 4334					450.00			
033122	ASH CREEK SPECIAL SERVICE DIST		4/4/2022	5/15/2022	\$43,721.19	526260.520	Sewer PAYMENT TO ASH CRE	March 2022
41522	BLOMQUIST HALE CONSULTING GR	49427	4/4/2022	4/10/2022	\$81.00	101562	PEHP/AFLAC Insurance Clearin	Employee assistance coverage
					81.00			
UT202200675	BLUE STAKES OF UTAH 811		4/5/2022	3/31/2022	\$45.07	516340.450	O&M SYSTEMS MAINTENANC	Billable email notifications
					45.07			
030922	Citi Cards		4/8/2022	3/9/2022	\$16.01	104620.610	Comm COMMUNITY DEVELOP	ZOOM
					16.01			
033022	Citi Cards		4/11/2022	3/30/2022	\$309.55	104140.315	Admin COMPUTER EQUIPME	Repair parts for K gubler comput
					309.55			
04012022	Citi Cards		4/8/2022	4/1/2022	\$127.80	104140.210	Admin BOOKS, SUBSCRIPTION	Costco annual renewal
					127.80			

La Verkin City Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

Invoice No.	Vendor	Check No.	Input Date	Due Date	Amount	Account No.	Account Name	Description
040122 PO# 4335	Citi Cards		4/5/2022	4/1/2022	\$17.04	104620.610	Comm COMMUNITY DEVELOP	Stuff for Chief Lee's retirement
04042022	Citi Cards		4/4/2022	4/4/2022	\$85.39	104140.610	Admin MISCELLANEOUS SER	Portable Air conditioner for Serv
040422	Citi Cards		4/4/2022	4/4/2022	\$619.56	104140.610	Admin MISCELLANEOUS SER	Portable Air conditioner for Serv
1550616-1	Citi Cards		4/14/2022	4/14/2022	(\$149.44)	104140.315	Admin COMPUTER EQUIPME	Refund on computer part tht did
200090411	Citi Cards		4/5/2022	4/4/2022	\$288.20	104510.250	Parks EQUIPMENT OPERATIN	Rigging rope for Lus
241603	Citi Cards		4/4/2022	4/1/2022	\$333.15	104140.290	Admin TELEPHONE/COMMUNI	DSL
					66.63	104253.280	Animal UTILITIES	PHONE
					49.97	516680.290	Admin TELEPHONE & COMMU	DSL
					103.27	536310.290	Irrigation TELEPHONE & COM	DSL
					56.64	556350.290	Drainage TELEPHONE & COM	DSL
303022	Citi Cards		4/11/2022	3/30/2022	\$32.00	104140.315	Admin COMPUTER EQUIPME	Repair parts for K gubler comput
	Vendor Total:				\$1,679.26			
03242022	Davis Food & Drug #4/Farmers Market	49430	4/5/2022	3/24/2022	\$7.56	536310.450	Irrigation WATER MAIN REPAIR	Irrigataion repair supplies
032422	Davis Food & Drug #4/Farmers Market	49430	4/5/2022	3/24/2022	\$3.78	536310.450	Irrigation WATER MAIN REPAIR	Irrigataion repair supplies
040422	Davis Food & Drug #4/Farmers Market	49430	4/5/2022	4/4/2022	\$11.32	536310.450	Irrigation WATER MAIN REPAIR	Irrigataion repair supplies
0405022	Davis Food & Drug #4/Farmers Market		4/8/2022	4/5/2022	\$25.55	536310.450	Irrigation WATER MAIN REPAIR	Irrigation supplies
040522 PO# 4338	Davis Food & Drug #4/Farmers Market		4/8/2022	4/5/2022	\$27.19	104620.610	Comm COMMUNITY DEVELOP	Staff Meeting
	Vendor Total:				\$75.40			
032022	Empire Waste Services		4/6/2022	3/31/2022	\$269.00	104140.280	Admin UTILITIES	
					193.68	516660.280	Admin UTILITIES	
					67.25	556350.250	Drainage EQUIPMENT OPERA	
040122	FRAZIER, JAY & DOROTHY	49432	4/4/2022	4/1/2022	\$7,696.95	104620.610	Comm COMMUNITY DEVELOP	LaVerkin City buying 4 shares -d
F2209E00873	FUEL NETWORK		4/7/2022	4/1/2022	\$5,068.90	104140.250	Admin EQUIPMENT OPERATIN	Fuel
					100.30	104160.250	Bldg EQUIPMENT OPERATING	Fuel
					26.23	104210.250	Police EQUIPMENT OPERATIN	Fuel
					2,249.57	104230.300	Victims FUEL	Fuel
					95.84	104240.250	Inspect EQUIPMENT OPERATI	
					52.46	104410.250	Streets EQUIPMENT IMPROVEME	
					393.48	104410.745	Parks EQUIPMENT OPERATIN	
					282.32	104510.250	O&M EQUIPMENT OPERATIN	
					1,049.28	516340.250	O&M SYSTEMS MAINTENANC	
					131.16	536310.250	Irrigation EQUIPMENT OPERA	
					262.32	556350.250	Drainage EQUIPMENT OPERA	

La Verkin City Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

Invoice No.	Vendor	Check No.	Input Date	Due Date	Amount	Account No.	Account Name.	Description
R10401221	GUBLER, KYLE W	49433	4/1/2022	4/1/2022	262.32	556350.440	Drainage NEW SERVICES	
PR040822-6099	Health Equity		4/4/2022	4/4/2022	\$500.00	104140.250	Admin EQUIPMENT OPERATIN	Car allowance
PR040822-6099	Health Equity		4/13/2022	4/13/2022	\$150.00	102224	Health Savings Account	PEHP Health Equity
	Vendor Total:				\$1,805.46	102224	Health Savings Account	PEHP Health Equity
1979464	HUMANE SOCIETY OF UTAH ST. GEO		4/7/2022	4/25/2022	\$85.00	104253.250	Animal EQUIPMENT OPERATI	Nala Spay
2022-1784	HURRICANE CITY JUSTICE COURT	49434	4/4/2022	3/31/2022	\$250.00	104121.240	Police JUSTICE COURT	April 2022 Court billing
030822	HURRICANE CITY POWER	49435	4/4/2022	4/10/2022	\$20.54	104140.280	Admin UTILITIES	La Verkin city sign
38728	HURRICANE READY MIX LLC		4/11/2022	3/16/2022	\$157.50	536310.450	Irrigation WATER MAIN REPAIR	Leach line rock
04012022	Intermountain WorkMed		4/7/2022	4/1/2022	\$90.00	104210.250	Police EQUIPMENT OPERATIN	Drug screen for New officers
RFD 100040961.	Interstate Homes	49436	4/1/2022	4/1/2022	\$115.36	512330	Turn on Fee/Renter Deposit	Deposit Refund: 100040961 - Int
RFD 100041093.	Interstate Homes		4/13/2022	4/13/2022	\$122.56	512330	Turn on Fee/Renter Deposit	Deposit Refund: 100041093 - Int
RFD 100041015.	Interstate Homes, LLC		4/12/2022	4/12/2022	\$119.41	512330	Turn on Fee/Renter Deposit	Deposit Refund: 100041015 - Int
53205	INTERSTATE ROCK	49438	4/5/2022	4/1/2022	\$145.50	516340.450	O&M SYSTEMS MAINTENANC	Road base
53222	INTERSTATE ROCK	49438	4/5/2022	4/1/2022	\$182.92	516340.450	O&M SYSTEMS MAINTENANC	Road base
	Vendor Total:				\$328.42			
R10401222	JOHNSON, MARIDEE		4/1/2022	4/1/2022	\$1,000.00	104510.120	Parks PART TIME EMPLOYEE	Activities Director
2773	Keep It Green		4/12/2022	4/11/2022	\$578.00	104510.250	Parks EQUIPMENT OPERATIN	Monthly weed and fertilizer for p
217507	LANDMARK TESTING & ENGINEERIN	49439	4/5/2022	4/1/2022	160.00	104510.410	Parks CEMETARY IMPROVEM	Monthly weed and fertilizer for p
PO# 4336	LAVERKIN CITY	49440	4/4/2022	4/1/2022	\$30,000.00	104240.460	Inspect ENGINEER	Drilling for Landslide
10009901	LaVerkin City Petty Cash		4/6/2022	4/6/2022	\$303.05	104620.610	Comm COMMUNITY DEVELOP	LaVerkin City buying 4 shares -d
040622	LEGAL SHIELD		4/13/2022	4/13/2022	\$57.34	104140.240	Admin OFFICE EXPENSE, SUP	Certified mailing
PR040822-147	LEGAL SHIELD		4/13/2022	4/13/2022	27.10	104210.240	Police OFFICE EXPENSE, SUP	Code enforcement mailing
EA1128191	Les Olson		4/4/2022	4/15/2022	25.98	104620.610	Comm COMMUNITY DEVELOP	Photo
					4.26		Misc Payable	LegalShield
					\$32.40	102225	Admin OFFICE EXPENSE, SUP	
					32.40	104140.240	Admin ATTORNEY/IN HOUSE	
					\$405.64			
					132.19			
					192.14			

La Verkin City
Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Input Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
RFD 100041054.	Lindsay Douglas		4/6/2022	4/6/2022	50.47	516660.240	Admin OFFICE EXPENSE, SUP	
					10.28	536310.240	Irrigation OFFICE EXPENSE, S	
					20.56	556350.240	Drainage OFFICE EXPENSE, S	
040422	McMahon, Mason		4/7/2022	4/4/2022	\$178.32	512330	Turn on Fee/Renter Deposit	Deposit Refund: 100041054 - LI
41522	My Fleet Center,	49443	4/4/2022	4/10/2022	\$46.73	104210.240	Police OFFICE EXPENSE, SUP	Shadow box for Chief Ben
737576	NAPA AUTO PARTS		4/5/2022	4/15/2022	\$78.56	104210.450	Police VEHICLE MAINTANCE	2020 ram oil change
					\$39.49			
					0.39	104160.250	Bldg EQUIPMENT OPERATING	
					0.79	104240.250	Inspect EQUIPMENT OPERATI	
					0.80	104410.250	Streets EQUIPMENT OPERATI	Shop supplies
					5.92	104410.745	Streets STREET IMPROVEME	
					3.95	104510.250	Parks EQUIPMENT OPERATI	
					15.80	516340.250	O&M EQUIPMENT OPERATI	
					1.97	516340.450	O&M SYSTEMS MAINTENANC	
					1.97	536310.250	Irrigation EQUIPMENT OPERA	
					3.95	556350.250	Drainage EQUIPMENT OPERA	
					3.95	556350.440	Drainage NEW SERVICES	
737577	NAPA AUTO PARTS		4/5/2022	4/15/2022	\$13.65			
					0.14	104160.250	Bldg EQUIPMENT OPERATING	
					0.27	104240.250	Inspect EQUIPMENT OPERATI	Air filter
					0.26	104410.250	Streets EQUIPMENT OPERATI	
					2.05	104410.745	Streets STREET IMPROVEME	
					1.37	104510.250	Parks EQUIPMENT OPERATI	
					5.46	516340.250	O&M EQUIPMENT OPERATI	
					0.68	516340.450	O&M SYSTEMS MAINTENANC	
					0.68	536310.250	Irrigation EQUIPMENT OPERA	
					1.37	556350.250	Drainage EQUIPMENT OPERA	
					1.37	556350.440	Drainage NEW SERVICES	
737578	NAPA AUTO PARTS		4/5/2022	4/15/2022	\$92.94			
					0.93	104160.250	Bldg EQUIPMENT OPERATING	
					1.86	104240.250	Inspect EQUIPMENT OPERATI	shop supplies
					1.86	104410.250	Streets EQUIPMENT OPERATI	
					13.94	104410.745	Streets STREET IMPROVEME	
					9.29	104510.250	Parks EQUIPMENT OPERATI	
					37.18	516340.250	O&M EQUIPMENT OPERATI	
					4.65	516340.450	O&M SYSTEMS MAINTENANC	
					4.65	536310.250	Irrigation EQUIPMENT OPERA	
					9.29	556350.250	Drainage EQUIPMENT OPERA	
					9.29	556350.440	Drainage NEW SERVICES	
737668	NAPA AUTO PARTS		4/5/2022	4/15/2022	\$3.49			
					0.03	104160.250	Bldg EQUIPMENT OPERATING	
					0.07	104240.250	Inspect EQUIPMENT OPERATI	shop supplies
					0.08	104410.250	Streets EQUIPMENT OPERATI	
					0.52	104410.745	Streets STREET IMPROVEME	
					0.35	104510.250	Parks EQUIPMENT OPERATI	
					1.40	516340.250	O&M EQUIPMENT OPERATI	
					0.17	516340.450	O&M SYSTEMS MAINTENANC	
					0.17	536310.250	Irrigation EQUIPMENT OPERA	
					0.35	556350.250	Drainage EQUIPMENT OPERA	

La Verkin City
Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Input Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
737695	NAPA AUTO PARTS		4/5/2022	4/15/2022	\$10.00	556350.440	Drainage NEW SERVICES	
					0.10	104160.250	Bldg EQUIPMENT OPERATING	
					0.20	104240.250	Inspect EQUIPMENT OPERATI	
					0.20	104410.250	Streets EQUIPMENT OPERATI	
					1.50	104410.745	Streets STREET IMPROVEME	Shop supplies
					1.00	104510.250	Parks EQUIPMENT OPERATI	
					4.00	516340.250	O&M EQUIPMENT OPERATI	
					0.50	516340.450	O&M SYSTEMS MAINTENANC	
					0.50	536310.250	Irrigation EQUIPMENT OPERA	
					1.00	556350.250	Drainage EQUIPMENT OPERA	
					1.00	556350.440	Drainage NEW SERVICES	
739457	NAPA AUTO PARTS		4/11/2022	4/25/2022	\$10.79			
					0.11	104160.250	Bldg EQUIPMENT OPERATING	
					0.22	104240.250	Inspect EQUIPMENT OPERATI	
					0.20	104410.250	Streets EQUIPMENT OPERATI	Towels
					1.62	104410.745	Streets STREET IMPROVEME	
					1.08	104510.250	Parks EQUIPMENT OPERATI	
					4.32	516340.250	O&M EQUIPMENT OPERATI	
					0.54	516340.450	O&M SYSTEMS MAINTENANC	
					0.54	536310.250	Irrigation EQUIPMENT OPERA	
					1.08	556350.250	Drainage EQUIPMENT OPERA	
					1.08	556350.440	Drainage NEW SERVICES	
740467	NAPA AUTO PARTS		4/14/2022	5/1/2022	\$5.89			
					0.06	104160.250	Bldg EQUIPMENT OPERATING	
					0.12	104240.250	Inspect EQUIPMENT OPERATI	
					0.12	104410.250	Streets EQUIPMENT OPERATI	Shop supplies
					0.88	104410.745	Streets STREET IMPROVEME	
					0.59	104510.250	Parks EQUIPMENT OPERATI	
					2.36	516340.250	O&M EQUIPMENT OPERATI	
					0.29	516340.450	O&M SYSTEMS MAINTENANC	
					0.29	536310.250	Irrigation EQUIPMENT OPERA	
					0.59	556350.250	Drainage EQUIPMENT OPERA	
					0.59	556350.440	Drainage NEW SERVICES	
					\$176.25			
166599	Opticare of Utah		4/8/2022	4/5/2022	\$258.18		PEHP/AFLAC Insurance Clearin	Employee eye Insurance
					258.18	101562		
040322	PURCHASE POWER		4/13/2022	4/3/2022	\$503.50		Admin OFFICE EXPENSE, SUP	
					226.58	104140.240	Admin ATTORNEY/IN HOUSE	
					61.39	104140.310	Admin OFFICE EXPENSE, SUP	
					135.00	516660.240	Irrigation OFFICE EXPENSE, S	
					30.18	536310.240	Drainage OFFICE EXPENSE, S	
					50.35	556350.240		
67116	ROADRUNNER MUFFLER & AUTO		4/12/2022	4/30/2022	\$727.78		Comm COMMUNITY DEVELOP	Work on Code Enforcement truc
PO# 4344					727.78	104620.610		
0124-0422	ROCKY MOUNTAIN POWER		4/13/2022	4/5/2022	\$24.69		Parks UTILITIES	Power Plant park
					24.69	104510.280		
040122	SCHOLZEN PRODUCTS CO INC	49458	4/5/2022	4/4/2022	(\$331.57)		Bldg EQUIPMENT OPERATING	
					-3.32	104160.250	Inspect EQUIPMENT OPERATI	
					-6.63	104240.250	Streets EQUIPMENT OPERATI	Refund supplies
					-6.61	104410.250		
					-49.74	104410.745	Streets STREET IMPROVEME	

La Verkin City Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

Invoice No.	Vendor	Check No.	Input Date	Due Date	Amount	Account No.	Account Name	Description
6646583	SCHOLZEN PRODUCTS CO INC	49458	4/5/2022	4/4/2022	\$71.36	536310.450	IRIGATION WATER MAIN REPAIR	Irigation repair supplies
6646753	SCHOLZEN PRODUCTS CO INC		4/7/2022	4/25/2022	\$35.19	536310.450	IRIGATION WATER MAIN REPAIR	Irigation repair supplies
6646872	SCHOLZEN PRODUCTS CO INC		4/7/2022	4/25/2022	\$138.18	536310.450	IRIGATION WATER MAIN REPAIR	Irigation repair supplies
6647064	SCHOLZEN PRODUCTS CO INC		4/7/2022	4/25/2022	\$5.73	536310.450	IRIGATION WATER MAIN REPAIR	Irigation repair supplies
6647438	SCHOLZEN PRODUCTS CO INC		4/6/2022	4/6/2022	\$178.35	536310.450	IRIGATION WATER MAIN REPAIR	Blue water service
6647923	SCHOLZEN PRODUCTS CO INC		4/11/2022	4/25/2022	\$278.04	516340.450	O&M SYSTEMS MAINTENANC	Seiter
6648345	SCHOLZEN PRODUCTS CO INC		4/11/2022	4/25/2022	\$258.79	516340.450	O&M SYSTEMS MAINTENANC	Culinary water break supplies
	Vendor Total:				\$634.07			
6260029083 PO# 4340	Southern Tire Mart		4/12/2022	4/25/2022	\$542.00	104160.250	Bldg EQUIPMENT OPERATING	Equipment/ truck repair/ Fuel ex
					5.42	104240.250	Inspect EQUIPMENT OPERATI	Equipment / Truck repair / Fuel e
					10.84	104410.250	Streets EQUIPMENT OPERATI	Equipment / Truck repair / Fuel e
					10.84	104410.250	Streets EQUIPMENT OPERATI	Equipment / Truck repair / Fuel e
					81.30	104410.745	Streets STREET IMPROVEME	Equipment / Truck repair / Fuel e
					54.20	104510.250	Parks EQUIPMENT OPERATI	Equipment / Truck repair / Fuel e
					216.80	516340.250	O&M EQUIPMENT OPERATI	Equipment / Truck repairs / Fuel
					27.10	516340.450	O&M SYSTEMS MAINTENANC	Equipment / Truck repairs / Fuel
					27.10	536310.250	Irigation EQUIPMENT OPERA	Equipment / Truck repairs / Fuel
					54.20	556350.250	Drainage EQUIPMENT OPERA	Equipment / Truck repairs / Fuel
					54.20	556350.440	Drainage NEW SERVICES	Equipment / Truck repairs / Fuel
333467	Southwest Utah Public Health Departme		4/13/2022	4/25/2022	\$100.00	516340.420	O&M PURIFICATION AND TRE	Water sample testing
7344249290	STAPLES		4/11/2022	4/8/2022	\$31.26		Admin OFFICE EXPENSE, SUP	
					14.07	104140.240	Admin ATTORNEY/IN HOUSE	
					3.75	104140.310	Admin OFFICE EXPENSE, SUP	
					8.13	516680.240	Irigation OFFICE EXPENSE, S	
					2.06	536310.240	Drainage OFFICE EXPENSE, S	
					3.25	556350.240		
033122	State Of Utah		4/5/2022	4/5/2022	\$460.35		Building Permits	Building permit fee surcharge
R10401223	STEGELICH, RYKER	49461	4/1/2022	4/1/2022	\$400.00	103221	Parks PART TIME EMPLOYEE	Website / social media
12740220	Steve Regan Co	49463	4/4/2022	3/31/2022	(\$109.75)	104510.120	Streets STREET IMPROVEME	Credit on invoice 1270065
124216	SUNRISE ENGINEERING INC		4/7/2022	4/15/2022	\$5,143.85	104410.745	Inspect ENGINEER	Overlook subdivision slope stabl
					2,515.90	104240.460	Inspect ENGINEER	Spanish Townhomes Developme
					563.50	104240.460	Inspect ENGINEER	Misc services
					93.00	104240.460		

La Verkin City
Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Input Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Description</u>
124221	SUNRISE ENGINEERING INC		4/7/2022	4/15/2022	\$3,417.25	104240.460	Inspect ENGINEER	Cottonwood Hollow
					206.25	104240.460	Inspect ENGINEER	HB303 Compliance
					1,127.50	516340.450	O&M SYSTEMS MAINTENANC	Commercial water rate analysis
					31.00	516340.450	O&M SYSTEMS MAINTENANC	Holiday Inn & Suites
					451.70	516340.450	O&M SYSTEMS MAINTENANC	Misc services
					155.00	516340.450	O&M SYSTEMS MAINTENANC	
					\$3,417.25			
124222	SUNRISE ENGINEERING INC		4/7/2022	4/15/2022	\$5,607.25	104240.460	Inspect ENGINEER	Funding & Procurement Engineer
					164.50	104240.460	Inspect ENGINEER	Engineering Design
					1,660.00	104240.460	Inspect ENGINEER	Bidding and Negotiating
					889.25	104240.460	Inspect ENGINEER	500 W Roadway Improvements
					703.50	104240.460	Inspect ENGINEER	
					\$5,607.25			
					\$14,168.35			
040622	TIMELESS AWARDS COMPANY		4/7/2022	4/6/2022	\$6.99	104210.610	Police MISC SUPPLIES	Nameplate for Chief Nuccitelli
04012022	U.S. POSTAL SERVICE	49407	4/4/2022	4/1/2022	\$562.47	104140.240	Admin OFFICE EXPENSE, SUP	
					253.11	104140.310	Admin ATTORNEY/IN HOUSE	
					67.75	104140.310	Admin OFFICE EXPENSE, SUP	
					146.24	516660.240	Irrigation OFFICE EXPENSE, S	
					33.12	536310.240	Drainage OFFICE EXPENSE, S	
					62.25	556350.240		
					\$35.99			
139874-1	Uniform Center		4/7/2022	4/15/2022	35.99	104210.610	Police MISC SUPPLIES	leather garrison belt
1598036	UTAH LOCAL GOVERNMENT TRUST		4/13/2022	5/1/2022	\$1,138.06	101563	ULGT Life Insurance Clearing	Employee life insurance
1598037	UTAH LOCAL GOVERNMENT TRUST		4/13/2022	5/1/2022	\$168.00	104140.510	Admin INSURANCE	Position bond- Board of water re
1598038	UTAH LOCAL GOVERNMENT TRUST		4/13/2022	5/1/2022	\$1,823.84	101564	Workers Comp Clearing	Worker's comp
					1,823.84			
					\$3,129.90			
PR040822-501	UTAH RETIREMENT SYSTEMS		4/4/2022	4/4/2022	\$434.84	102223	Retirement Payable	Retirement
					434.84			
PR040822-501	UTAH RETIREMENT SYSTEMS		4/13/2022	4/13/2022	\$9,613.06	102223	Retirement Payable	401k
					769.55	102223	Retirement Payable	Retirement
					8,550.81	102223	Retirement Payable	401K Loan
					42.70	102223	Retirement Payable	Roth IRA
					250.00	102223		
					\$10,047.90			
12 - 2010 Irrigatio	UTAH STATE DIVISION OF FINANCE		4/11/2022	4/11/2022	\$11,000.00	532510.2	2010 Irrigation Water Revenue	Principal - 2010 Irrigation Water
					11,000.00			
PR033122-449	Utah State Tax Commission		4/4/2022	4/4/2022	\$50.00	102222	State Withholding	State Income Tax
PR040822-449	Utah State Tax Commission		4/4/2022	4/4/2022	\$208.64	102222	State Withholding	State Income Tax
PR040822-449	Utah State Tax Commission		4/13/2022	4/13/2022	\$2,202.55	102222	State Withholding	State Income Tax
					2,202.55			
					\$2,461.19			
9901788129	VERIZON WIRELESS		4/13/2022	4/5/2022	\$768.76	104140.290	Admin TELEPHONE/COMMUNI	
					106.30			

00
01
02
03
04

Invoice No.	Vendor	Check No.	Input Date	Due Date	Amount	Account No.	Account Name	Description
					1,823.84	101564	Workers Comp Clearing	
					12,419.28	102221	FICA & FWT Withholding	
					2,461.19	102222	State Withholding	
					10,047.90	102223	Retirement Payable	
					2,070.84	102224	Health Savings Account	
					32.40	102225	Misc Payable	
					460.35	103221	Building Permits	
					2,800.08	103801.4	Impact fees - HCP	
					250.00	104121.240	Police JUSTICE COURT	
					127.80	104140.210	Admin BOOKS, SUBSCRIPTION	
					653.05	104140.240	Admin OFFICE EXPENSE, SUP	
					600.30	104140.250	Admin EQUIPMENT OPERATIN	
					214.22	104140.280	Admin UTILITIES	
					172.93	104140.290	Admin TELEPHONE/COMMUNI	
					329.30	104140.310	Admin ATTORNEY/IN HOUSE	
					1,200.00	104140.311	Admin ATTORNEY	
					192.11	104140.315	Admin COMPUTER EQUIPME	
					168.00	104140.510	Admin INSURANCE	
					704.95	104140.610	Admin MISCELLANEOUS SER	
					883.03	104160.250	Bldg EQUIPMENT OPERATING	
					72.71	104210.240	Police OFFICE EXPENSE, SUP	
					2,339.57	104210.250	Police EQUIPMENT OPERATIN	
					229.07	104210.290	Police TELEPHONE	
					78.56	104210.450	Police VEHICLE MAINTANCE	
					173.29	104210.610	Police MISC SUPPLIES	
					42.35	104230.290	Victims TELEPHONE	
					95.84	104230.300	Victims FUEL	
					62.38	104240.250	Inspect EQUIPMENT OPERATI	
					42,403.15	104240.460	Inspect ENGINEER	
					178.02	104253.250	Animal EQUIPMENT OPERATI	
					49.97	104253.280	Animal UTILITIES	
					62.37	104410.250	Streets EQUIPMENT OPERATI	
					704.72	104410.745	Streets STREET IMPROVEME	
					1,400.00	104510.120	Parks PART TIME EMPLOYEE	
					1,364.75	104510.250	Parks EQUIPMENT OPERATIN	
					24.69	104510.280	Parks UTILITIES	
					160.00	104510.410	Parks CEMETARY IMPROVEM	
					53.61	104510.480	Parks RAP Tax	
					31.14	104540.610	Rec MISCELLANEOUS EXPEN	
					9,242.28	104620.610	Comm COMMUNITY DEVELOP	
					97,857.28		Total	
					535.65	512330	Turn on Fee/Renter Deposit	
					1,247.41	516340.250	O&M EQUIPMENT OPERATIN	
					100.00	516340.420	O&M PURIFICATION AND TRE	
					2,831.44	516340.450	O&M SYSTEMS MAINTENANC	
					339.84	516660.240	Admin OFFICE EXPENSE, SUP	
					67.25	516660.280	Admin UTILITIES	
					321.29	516660.290	Admin TELEPHONE & COMMU	
					3,096.60	516660.410	Admin PRODUCT OR SERVIC	
					8,539.48		Total	
					43,721.19	526260.520	Sewer PAYMENT TO ASH CRE	
					11,000.00	532510.2	2010 Irrigation Water Revenue	
					75.64	536310.240	Irrigation OFFICE EXPENSE, S	
					155.92	536310.250	Irrigation EQUIPMENT OPERA	

La Verkin City
Invoice Register - 4/1/2022 to 4/14/2022 - All Invoices

4/15/2022

<u>Invoice No.</u>	<u>Vendor</u>	<u>Check No.</u>	<u>Input Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Account No.</u>	<u>Account Name.</u>	<u>Description</u>
					96.64	536310.290	Irrigation TELEPHONE & COM	
					881.72	536310.450	Irrigation WATER MAIN REPAIR	
					12,209.92		Total	
					25,308.16	546260.410	Garbage PAYMENT TO WASH	
					136.41	556350.240	Drainage OFFICE EXPENSE S	
					319.92	556350.250	Drainage EQUIPMENT OPERA	
					96.64	556350.290	Drainage TELEPHONE & COM	
					311.85	556350.440	Drainage NEW SERVICES	
					864.82		Total	
					\$188,500.85		GL Account Summary Total	

La Verkin City
Budgeting Worksheet
 10 10 General - 07/01/2022 to 06/30/2023
 100.00% of the fiscal year has expired

Change In Net Position

Revenue:

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Taxes								
3110 Property Taxes	395,593	442,502	433,236	398,630	0	405,469	0	0
3120 Property Taxes Delinquent	24,700	42,191	15,595	49,000	0	34,796	0	0
3130 Sales & Use Tax	684,012	867,399	698,036	801,500	0	660,000	0	0
3136 1/4% Sales Tax (Streets)	98,077	146,115	119,182	145,000	0	105,000	0	0
3140 Franchise Tax	190,472	204,805	187,110	190,000	0	190,000	0	0
3141 Telecommunications Tax	23,281	22,700	10,936	14,000	0	10,000	0	0
3150 Transient Room Tax	59,681	137,298	119,753	140,000	0	78,000	0	0
3160 RAP Tax	68,602	74,380	77,274	80,000	0	65,000	0	0
3170 Fee in Lieu of Taxes	0	0	13,543	0	0	0	0	0
Total Taxes	1,544,418	1,937,390	1,674,665	1,818,130	0	1,548,265	0	
Licenses and permits								
3210 Business License	14,194	14,305	14,919	14,000	0	14,000	0	0
3221 Building Permits	50,735	124,618	71,971	65,000	0	37,750	0	0
3225 Animal License	3,129	1,778	1,644	3,500	0	3,500	0	0
3225.1 Animal Control Impounds	19,162	15,308	11,512	10,000	0	10,000	0	0
Total Licenses and permits	87,220	156,008	100,045	92,500	0	65,250	0	
Intergovernmental revenue								
3332.1 Police Grant	68,200	83,534	35,798	47,300	0	35,000	0	0
3334 State Grants	99,758	57,360	34,902	80,452	0	80,452	0	0
3356 Class "C" Roads	199,865	227,939	182,305	200,000	0	190,000	0	0
3357 Local Option Road Tax	38,744	81,941	48,314	75,000	0	65,000	0	0
3358 State Liquor	4,212	5,420	6,740	6,700	0	4,500	0	0
3360 Local grants	26,862	35,000	0	0	0	0	0	0
Total Intergovernmental revenue	437,640	491,195	308,059	409,452	0	374,952	0	
Charges for services								
3225.2 Animal Control Contracts	26,500	41,075	31,274	30,000	0	30,000	0	0
3430 Street Improvement Agreements	0	0	1,560	0	0	0	0	0
Total Charges for services	26,500	41,075	32,834	30,000	0	30,000	0	
Fines and forfeitures								
3510 Court Fines	55,725	58,705	39,194	42,800	0	42,677	0	0
Total Fines and forfeitures	55,725	58,705	39,194	42,800	0	42,677	0	
Interest								
3610 Interest Income	34,774	14,206	11,326	10,000	0	5,000	0	0
Total Interest	34,774	14,206	11,326	10,000	0	5,000	0	
Miscellaneous revenue								
3470.1 Holiday / Theater	3,063	10	1,338	2,000	0	2,000	0	0
3470.3 Royalty Fund Raisers	373	0	502	500	0	200	0	0
3473 Sports Revenue	880	690	1,025	2,500	0	0	0	0
3620 Rents & Concessions	336	1,720	3,878	3,000	0	2,000	0	0
3622 Cell Tower Rent	15,627	15,939	12,140	15,377	0	15,500	0	0
3640 Sale of fixed assets	0	0	50,000	0	0	0	0	0

La Verkin City
Budgeting Worksheet
10 10 General - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
3650 Sale of Materials and Supplies	35,655	4,279	319	0	0	0	0	
3690 Miscellaneous	16,953	100,632	94,476	55,000	0	30,000	0	
3691 Subdivision set up fee	494	0	726	0	0	0	0	
3695 Adopt a tree program	0	0	0	10,000	0	10,000	0	
3801.2 Impact fees - Public Safety	2,128	6,118	7,387	3,500	0	1,600	0	
3801.3 Impact fees - Streets	10,848	31,188	22,542	13,500	0	8,136	0	
3801.4 Impact fees - HCP	6,342	(6,342)	0	0	0	0	0	
3801.7 Impact fees - Parks & Recreation	39,072	146,520	94,424	87,000	0	39,072	0	
3806.10 Contributions from Other Entities	39,617	14,603	37,678	16,716	0	32,700	0	
Total Miscellaneous revenue	171,387	315,357	326,434	209,093	0	141,208	0	
Contributions and transfers								
3163 ARPA	0	384,946	263,094	0	0	0	0	
3851 Transfer from Water	0	0	0	0	0	35,000	0	
3855 Transfer from Cemetery	6,000	6,000	0	6,000	0	6,000	0	
3857 Transfer from Drainage	0	0	0	0	0	35,000	0	
3990 Appropriation of Fund Balance	0	0	0	335,000	0	0	0	
Total Contributions and transfers	6,000	390,946	263,094	341,000	0	76,000	0	
Total Revenue:	2,363,664	3,404,881	2,755,650	2,952,975	0	2,283,352	0	
Expenditures:								
General government								
Council								
4111.110 Council WAGES	22,400	22,400	16,800	22,000	0	31,000	0	
4111.130 Council EMPLOYEE BENEFITS	2,076	2,109	1,582	2,000	0	3,000	0	
4111.220 Council YOUTH CITY COUNCIL	0	0	0	500	0	500	0	
4111.230 Council TRAVEL & TRAINING	4,951	1,589	6,878	7,700	0	7,700	0	
4111.250 Council EQUIPMENT OPERATING SUPPLIE	645	1,341	3,067	2,500	0	3,000	0	
Total Council	30,073	27,439	28,327	34,700	0	45,200	0	
Administrative								
4140.110 Admin SALARIES & WAGES	141,785	114,790	99,910	135,000	0	125,000	0	
4140.130 Admin EMPLOYEE BENEFITS	60,252	34,653	39,078	58,000	0	80,000	0	
4140.210 Admin BOOKS, SUBSCRIPTIONS & MEMBE	2,301	1,286	937	2,200	0	2,200	0	
4140.220 Admin PUBLIC NOTICES	388	483	1,055	2,000	0	2,000	0	
4140.230 Admin TRAVEL & TRAINING	3,784	871	3,949	5,500	0	6,000	0	
4140.240 Admin OFFICE EXPENSE, SUPPLIES & PO	8,331	35,655	11,082	9,000	0	10,000	0	
4140.245 CARES OFFICE EXPENSE, SUPPLIES & P	0	204,888	0	0	0	0	0	
4140.250 Admin EQUIPMENT OPERATING SUPPLIES	5,817	3,364	5,744	6,500	0	6,500	0	
4140.270 Admin B&G OPERATION AND MAINTENAN	0	0	1,245	0	0	0	0	
4140.280 Admin UTILITIES	16,585	15,853	16,958	15,500	0	15,500	0	
4140.290 Admin TELEPHONE/COMMUNICATIONS	4,477	3,874	2,015	9,000	0	9,000	0	
4140.310 Admin ATTORNEY/IN HOUSE	5,645	8,702	8,378	8,000	0	8,000	0	
4140.311 Admin ATTORNEY	16,365	20,368	12,000	15,581	0	20,000	0	
4140.312 Admin AUDITOR	12,000	12,000	12,000	12,000	0	12,000	0	
4140.315 Admin COMPUTER EQUIPMENT	16,593	21,870	4,174	17,000	0	15,000	0	
4140.460 Admin CONTRACT SERVICES	717	0	0	5,800	0	5,800	0	
4140.510 Admin INSURANCE	25,207	26,180	3,671	30,000	0	30,000	0	

La Verkin City
Budgeting Worksheet
10 10 General - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
4140.600 Admin BANK CHARGES	24,171	28,643	22,473	20,000	0	24,000	0	
4140.610 Admin MISCELLANEOUS SERVICES	4,540	21,288	5,876	8,000	0	8,000	0	
4140.810 Admin LEASE PAYMENTS	0	65,422	0	55,000	0	72,000	0	
4170.610 Admin ELECTIONS	5,923	0	6,967	7,244	0	0	0	
Total Administrative	354,881	620,190	257,512	421,325	0	451,000	0	
Buildings and grounds								
4160.110 Bldg SALARIES & WAGES	37,550	37,382	25,977	35,000	0	31,500	0	
4160.120 Bldg PART TIME EMPLOYEES	0	213	6,998	0	0	0	0	
4160.130 Bldg EMPLOYEE BENEFITS	24,763	24,723	17,679	24,000	0	23,750	0	
4160.250 Bldg EQUIPMENT OPERATING SUPPLIES	5,140	4,615	2,944	5,000	0	5,000	0	
4160.270 Bldg B&G OPERATION AND MAINTENANC	13,527	63,192	9,921	11,000	0	10,000	0	
Total Buildings and grounds	80,980	130,124	63,518	75,000	0	70,250	0	
Total General government	465,934	777,753	349,357	531,025	0	566,450	0	
Public safety								
Police								
42121.240 Police JUSTICE COURT	6,311	5,776	6,292	3,750	0	3,750	0	
4210.110 Police SALARIES & WAGES	259,027	246,436	261,283	340,000	0	321,500	0	
4210.111 Police GRANT WAGES	14,366	9,718	6,263	5,300	0	0	0	
4210.112 Police SALARIES & WAGES-CARES ACT	67,909	62,688	0	0	0	0	0	
4210.120 Police PART TIME EMPLOYEES	61,996	92,163	70,071	105,000	0	115,000	0	
4210.121 Police GRANT BENEFITS	1,389	920	579	500	0	0	0	
4210.130 Police EMPLOYEE BENEFITS	199,661	167,874	163,224	225,000	0	294,500	0	
4210.132 Police EMPLOYEE BENEFITS-CARES ACT	25,044	22,961	0	0	0	0	0	
4210.210 Police BOOKS & MEMBERSHIPS	650	429	240	800	0	800	0	
4210.230 Police TRAVEL & TRAINING	4,941	1,949	4,264	8,000	0	8,000	0	
4210.240 Police OFFICE EXPENSE, SUPPLIES & PO	5,619	10,616	5,438	6,000	0	6,000	0	
4210.250 Police EQUIPMENT OPERATING SUPPLIES	20,735	22,759	25,381	21,200	0	20,000	0	
4210.260 Police STATE LIQUOR	5,167	4,595	8,188	6,700	0	4,000	0	
4210.280 Police UTILITIES	3,593	2,658	3,275	3,700	0	3,700	0	
4210.290 Police TELEPHONE	7,003	6,988	4,711	5,000	0	5,000	0	
4210.315 Police COMPUTER EQUIPMENT	13,417	9,281	7,566	13,500	0	7,000	0	
4210.410 Police DAT/INVESTIGATION/DISPATCH	63,694	61,524	52,563	68,500	0	68,500	0	
4210.450 Police VEHICLE MAINTANCE	5,607	4,114	4,638	3,000	0	3,000	0	
4210.460 Police CONTRACT SERVICES	1,043	0	0	0	0	0	0	
4210.610 Police MISC SUPPLIES	10,136	7,095	2,815	4,000	0	4,000	0	
4210.810 Police LEASE PAYMENTS	6,000	8,484	8,484	8,000	0	8,000	0	
Total Police	783,006	749,028	635,274	827,950	0	872,750	0	
Animal control								
4253.110 Animal SALARIES & WAGES	0	29	0	0	0	0	0	
4253.120 Animal PART TIME EMPLOYEES	27,667	26,829	24,356	24,000	0	24,250	0	
4253.130 Animal EMPLOYEE BENEFITS	3,181	2,821	2,365	3,000	0	2,500	0	
4253.230 Animal TRAVEL & TRAINING	810	0	320	1,000	0	1,000	0	
4253.250 Animal EQUIPMENT OPERATING SUPPLIE	2,307	2,562	2,405	2,500	0	2,500	0	
4253.270 Animal B&G OPERATIONS AND MAINTANC	2,601	977	1,612	4,500	0	4,500	0	
4253.280 Animal UTILITIES	3,023	2,844	2,157	3,000	0	3,000	0	

La Verkin City
Budgeting Worksheet
10 10 General - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
4253.450 Animal VEHICLE MAINTENANCE	601	60	105	400	0	400	0	
4253.610 Animal MISC SUPPLIES	562	2,901	2,529	4,533	0	1,000	0	
4253.810 Animal TRUCK PAYMENT	3,847	3,847	11,000	11,000	0	0	0	
Total Animal control	44,600	42,870	46,849	53,933	0	39,150	0	
Victim services								
4230.110 Victims SALARIES & WAGES	49,705	52,417	43,714	55,250	0	61,000	0	
4230.130 Victims EMPLOYEE BENEFITS	36,325	38,042	32,774	40,000	0	38,000	0	
4230.230 Victims TRAVEL & TRAINING	2,237	100	152	1,000	0	1,600	0	
4230.240 Victims OFFICE EXPENSE, SUPPLIES & PO	216	500	480	300	0	480	0	
4230.260 Victims UNIFORMS	432	0	0	0	0	0	0	
4230.270 Victims EMERGENCY FUND	329	229	0	500	0	500	0	
4230.290 Victims TELEPHONE	1,499	1,805	1,705	2,000	0	1,000	0	
4230.300 Victims FUEL	1,052	816	763	1,500	0	1,500	0	
4230.315 Victims COMPUTER EQUIPMENT	1,544	1,196	159	600	0	0	0	
4230.450 Victims VEHICLE MAINTENANCE	707	424	60	500	0	600	0	
4230.610 Victims MISC SUPPLIES	21	0	0	0	0	0	0	
4230.810 Victims LEASE PAYMENTS	4,350	4,350	2,662	2,750	0	2,600	0	
Total Victim services	98,417	99,879	82,469	104,400	0	107,280	0	
Total Public safety	926,023	891,777	764,592	986,283	0	1,019,180	0	
Inspections								
4240.110 Inspect SALARIES & WAGES	42,609	43,600	30,155	31,000	0	26,250	0	
4240.130 Inspect EMPLOYEE BENEFITS	29,176	29,914	13,084	13,500	0	21,000	0	
4240.220 Inspect BOOKS & MEMBERSHIPS	559	1,000	2,149	2,810	0	1,500	0	
4240.230 Inspect TRAVEL & TRAINING	561	500	5,628	5,620	0	1,500	0	
4240.250 Inspect EQUIPMENT OPERATING SUPPLIES	6,251	7,816	4,182	5,000	0	5,000	0	
4240.460 Inspect ENGINEER	24,961	28,430	192,691	126,000	0	15,000	0	
Total Inspections	104,216	111,261	247,887	183,930	0	70,250	0	
Highways and public improvements								
Highways								
4410.110 Streets SALARIES & WAGES	57,984	58,328	39,171	59,000	0	47,500	0	
4410.130 Streets EMPLOYEE BENEFITS	39,349	39,921	23,532	36,000	0	34,000	0	
4410.230 Streets TRAVEL & TRAINING	0	500	232	1,500	0	1,500	0	
4410.250 Streets EQUIPMENT OPERATING SUPPLIE	9,378	8,579	7,101	17,000	0	7,000	0	
4410.280 Streets UTILITIES	28,835	28,040	23,091	30,000	0	30,000	0	
4410.450 Streets VEHICLE MAINTENANCE	167	0	0	0	0	0	0	
4410.610 Streets MISCELLANEOUS SERVICES	0	1,000	0	2,000	0	2,000	0	
4410.745 Streets STREET IMPROVEMENTS	72,307	228,903	24,554	130,000	0	120,000	0	
4410.810 Streets LEASE PAYMENTS	4,000	14,000	4,605	4,000	0	4,000	0	
Total Highways	212,019	379,271	122,287	279,500	0	246,000	0	
Total Highways and public improvements	212,019	379,271	122,287	279,500	0	246,000	0	
Parks, recreation, and public property								
Parks								
4510.110 Parks SALARIES & WAGES	69,105	70,655	51,895	65,000	0	56,000	0	
4510.120 Parks PART TIME EMPLOYEES	8,000	4,000	4,200	8,000	0	22,000	0	

La Verkin City

Budgeting Worksheet

10 10 General - 07/01/2022 to 06/30/2023

100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
4510.130 Parks EMPLOYEE BENEFITS	47,536	49,213	31,399	48,000	0	44,000	0	
4510.240 Parks OFFICE EXPENSE, SUPPLIES & PO	0	0	0	1,000	0	1,000	0	
4510.250 Parks EQUIPMENT OPERATING SUPPLIES	25,559	27,274	21,333	25,000	0	25,000	0	
4510.270 Parks B&G OPERATION AND MAINTENANC	2	0	0	0	0	0	0	
4510.280 Parks UTILITIES	2,796	2,891	2,299	2,000	0	2,000	0	
4510.410 Parks CEMETARY IMPROVEMENTS	2,172	2,754	2,449	2,000	0	2,000	0	
4510.450 Parks VEHICLE MAINTENANCE	40	0	0	0	0	0	0	
4510.470 Parks IMPACT FEES	26,228	85,999	50,909	87,000	0	39,072	0	
4510.480 Parks RAP Tax	31,720	22,408	37,808	71,000	0	65,000	0	
4510.610 Parks SPORTS	1,287	4,148	6,389	3,000	0	3,000	0	
4510.730 Parks CAPITAL EXPENDITURE	57,034	8,719	0	0	0	0	0	
4540.610 Rec MISCELLANEOUS EXPENSES	23,409	17,062	27,110	32,000	0	50,000	0	
Total Parks	294,889	295,123	235,790	344,000	0	309,072	0	
Total Parks, recreation, and public property	294,889	295,123	235,790	344,000	0	309,072	0	
Community and economic development								
4620.610 Comm COMMUNITY DEVELOPMENT	14,248	57,405	48,153	64,537	0	40,000	0	
Total Community and economic development	14,248	57,405	48,153	64,537	0	40,000	0	
Transfers								
4830.100 Transfer to DS Cont 2000 STREET BOND	118,419	0	0	0	0	0	0	
4830.400 Transfer to DS Cont 2015 REFUNDING BOND	62,000	47,500	0	531,300	0	0	0	
4830.600 Transfer to DS Cont 2017 - 300 W Street	21,000	24,700	0	24,400	0	24,400	0	
4851 Transfer to Water Fund	8,000	0	0	8,000	0	8,000	0	
Total Transfers	209,419	72,200	0	563,700	0	32,400	0	
Total Expenditures:	2,226,747	2,584,790	1,768,066	2,952,975	0	2,283,352	0	
Total Change In Net Position	136,917	820,091	987,584	0	0	0	0	

La Verkin City
 Budgeting Worksheet
 30 30 Debt Service - 07/01/2022 to 06/30/2023
 100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Interest	215	91	44	0	0	0	0	
3610 Interest income	215	91	44	0	0	0	0	
Total Interest								
Contributions and transfers								
3810.1 Transfer from General DS Cont 2000 Bond	118,419	0	0	0	0	0	0	
3810.3 Transfer from General DS Cont 2015 Bond	62,000	47,500	0	531,300	0	0	0	
3810.6 Transfer from General DS 2017 - 300 W Street	21,000	24,700	0	24,400	0	24,400	0	
3851.3 Transfer from Water DS Cont 2015 Bond	54,400	52,000	0	52,000	0	0	0	
3855.3 Transfer from Drainage DS Cont 2015 Bond	45,000	45,000	0	45,000	0	0	0	
Total Contributions and transfers	300,819	169,200	0	652,700	0	24,400	0	
Total Revenue:	301,034	169,291	44	652,700	0	24,400	0	
Expenditures:								
General government								
Administrative								
4716.810 Principal Payment - 2018 210 South Park	114,227	0	0	0	0	0	0	
4716.820 Interest Payment - 2018 210 South Park	1,713	0	0	0	0	0	0	
Total Administrative	115,941	0	0	0	0	0	0	
Total General government	115,941	0	0	0	0	0	0	
Debt service								
4410.810 Principal payment S2000	2,478	0	0	0	0	0	0	
4711.810 Principal payment S2006 - S2015 Refunded	117,795	0	745,000	603,000	0	0	0	
4711.820 Interest payment S2006 - S2015 Refunded	24,344	10,904	23,096	19,300	0	0	0	
4711.830 Paying agent fees S2006 - S2015 Refunded	2,764	2,083	253	6,000	0	0	0	
4715.810 Principal Payment - 2017: 300 W Street Improv	12,465	12,000	11,997	18,200	0	18,200	0	
4715.820 Interest Payment - 2017: 300 W Street Improv	6,775	8,000	6,200	6,200	0	6,200	0	
Total Debt service	166,619	32,986	786,546	652,700	0	24,400	0	
Total Expenditures:	282,560	32,986	786,546	652,700	0	24,400	0	
Total Change In Net Position	18,474	136,304	(786,502)	0	0	0	0	

La Verkin City
Budgeting Worksheet
51 51 Water - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

Income or Expense	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Income From Operations:								
Operating income								
5140 Water Revenue	960,156	1,013,018	761,322	990,000	0	995,000	0	
5310 Connection Fees	1,350	9,700	13,125	2,000	0	2,000	0	
5410 Penalties & Fines	32,167	24,198	20,467	25,000	0	20,000	0	
5490 Miscellaneous	5,755	676	50	0	0	0	0	
Total Operating income	999,427	1,047,592	794,964	1,017,000	0	1,017,000	0	
Operating expense								
Administration								
6660.110 Admin SALARIES & WAGES	127,184	149,327	131,442	170,000	0	189,000	0	
6660.130 Admin EMPLOYEE BENEFITS	62,458	71,110	60,925	108,000	0	130,500	0	
6660.210 Admin BOOKS, SUBSCRIPTIONS & MEMBE	1,486	3,617	0	1,500	0	1,500	0	
6660.230 Admin TRAVEL & TRAINING	2,945	3,132	2,000	3,000	0	3,000	0	
6660.240 Admin OFFICE EXPENSE, SUPPLIES & PO	4,744	6,007	5,864	5,500	0	5,500	0	
6660.250 Admin OPERATING SUPPLIES & MAINTEN	0	0	1,296	0	0	0	0	
6660.280 Admin UTILITIES	7,806	5,827	3,765	2,000	0	2,000	0	
6660.290 Admin TELEPHONE & COMMUNICATION	5,007	4,765	2,888	4,500	0	4,500	0	
6660.315 Admin SOFTWARE OR INFORMATION	12,099	7,523	6,087	5,500	0	5,500	0	
6660.410 Admin PRODUCT OR SERVICES PURCHAS	47,891	41,013	33,379	35,500	0	35,500	0	
6660.440 Admin CONNECTION COSTS	80,534	82,203	55,981	81,000	0	51,000	0	
6660.450 Admin SYSTEMS MAINTENANCE	5,724	0	0	0	0	0	0	
6660.460 Admin CONTRACTED SERVICES	825	282	279	2,000	0	2,000	0	
6660.510 Admin INSURANCE	7,219	7,743	635	12,000	0	12,000	0	
Total Administration	365,922	382,550	304,542	430,500	0	442,000	0	
Maintenance								
6340.110 O&M SALARIES & WAGES	95,984	103,471	117,518	149,000	0	158,500	0	
6340.130 O&M EMPLOYEE BENEFITS	95,713	56,651	66,878	120,000	0	126,000	0	
6340.250 O&M EQUIPMENT OPERATING SUPPLIES	22,370	28,667	21,743	26,500	0	26,500	0	
6340.410 O&M PRODUCT OR SERVICE PURCHASE	0	69,896	0	0	0	0	0	
6340.420 O&M PURIFICATION AND TREATMENT CO	1,722	1,567	1,100	2,000	0	2,000	0	
6340.440 O&M NEW SERVICES	141,829	145,715	21,978	25,200	0	25,200	0	
6340.450 O&M SYSTEMS MAINTENANCE	39,528	34,902	46,603	74,100	0	39,100	0	
6340.690 O&M DEPRECIATION	129,520	120,740	0	135,000	0	135,000	0	
6340.740 O&M EQUIP EXP / CAPITAL IMPR	12,000	0	0	12,000	0	2,000	0	
Total Maintenance	538,666	559,608	275,821	543,800	0	514,300	0	
Total Operating expense	904,589	942,158	580,363	974,300	0	956,300	0	
Total Income From Operations:	94,839	105,434	214,601	42,700	0	60,700	0	
Non-Operating items:								
Non-operating income								
5470 Sale of fixed assets	0	(3,478)	0	0	0	0	0	
5520 Impact Fees	20,692	67,988	48,124	42,500	0	32,500	0	
5810 Transfer from General Fund	8,000	0	0	8,000	0	8,000	0	
Total Non-operating income	28,692	64,510	48,124	50,500	0	40,500	0	
Non-operating expense								

La Verkin City

Budgeting Worksheet

51 51 Water - 07/01/2022 to 06/30/2023

100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
6340.820 O&M INTEREST EXPENSE	3,195	3,000	0	4,000	0	4,000	0	
6660.820 Admin INTEREST EXPENSE 1999 WATER B	0	0	0	2,200	0	2,200	0	
6660.821 Admin INTEREST EXPENSE 2010 Water Rev	12,815	11,571	11,513	15,000	0	15,000	0	
9010 Contribution To General Fund	0	0	0	0	0	45,000	0	
9110 Transfer to General Fund	0	0	0	20,000	0	35,000	0	
9130.2 Transfer to DS CONT 2015 REFUNDING BOND	54,400	52,000	0	52,000	0	0	0	
Total Non-Operating expense	70,410	66,571	11,513	93,200	0	101,200	0	
Total Non-Operating Items:	(41,718)	(2,061)	36,611	(42,700)	0	(60,700)	0	
Total Income or Expense	53,120	103,373	251,213	0	0	0	0	

La Verkin City
Budgeting Worksheet
62 52 Sewer - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

Income or Expense	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Income From Operations:								
Operating income								
5110 Sewer Revenue	545,034	549,000	414,638	547,500	0	548,000	0	
Total Operating income	545,034	549,000	414,638	547,500	0	548,000	0	
Operating expense								
6260.110 Sewer SALARIES & WAGES	11,435	14,169	11,072	15,000	0	15,250	0	
6260.130 Sewer EMPLOYEE BENEFITS	6,381	8,552	6,219	12,500	0	11,750	0	
6260.520 Sewer PAYMENT TO ASH CREEK	519,457	522,144	391,683	520,000	0	521,000	0	
Total Operating expense	537,273	544,864	408,974	547,500	0	548,000	0	
Total Income From Operations:	7,761	4,136	5,663	0	0	0	0	
Total Income or Expense	7,761	4,136	5,663	0	0	0	0	

La Verkin City
 Budgeting Worksheet
 53 53 Irrigation - 07/01/2022 to 06/30/2023
 100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
5110 Irrigation Revenue	93,812	103,565	72,409	94,000	0	94,000	0	
5310 Irrigation CONNECTION FEES	2,400	8,518	5,795	3,000	0	3,000	0	
5410 Irrigation PENALTIES	968	841	608	1,000	0	1,000	0	
5530 Irrigation ASSESSMENT	30,815	30,917	30,123	30,000	0	30,000	0	
Total Operating Income	127,994	143,840	108,935	128,000	0	128,000	0	
Operating expense								
6310.110 Irrigation SALARIES & WAGES	61,747	61,767	53,059	61,500	0	58,500	0	
6310.130 Irrigation EMPLOYEE BENEFITS	36,529	32,022	26,609	45,000	0	43,000	0	
6310.240 Irrigation OFFICE EXPENSE, SUPPLIES & P	869	1,237	1,198	1,000	0	1,000	0	
6310.250 Irrigation EQUIPMENT OPERATING SUPPLIE	4,904	5,462	3,812	4,250	0	4,250	0	
6310.290 Irrigation TELEPHONE & COMMUNICATIONS	466	1,432	592	500	0	500	0	
6310.315 IrrigationCOMPUTER EQUIPMENT	688	2,661	1,978	500	0	500	0	
6310.450 Irrigation WATER MAIN REPAIR	16,839	10,011	11,085	9,000	0	14,000	0	
6310.510 Irrigation INSURANCE	7,203	7,743	558	3,000	0	3,000	0	
6310.590 Irrigation DEPRECIATION	22,071	20,540	0	22,500	0	22,500	0	
Total Operating expense	151,317	142,876	98,891	147,250	0	147,250	0	
Total Income From Operations:	(23,322)	965	10,045	(19,250)	0	(19,250)	0	
Non-Operating Items:								
Non-operating income								
5490 Irrigation MISCELLANEOUS	0	0	100	0	0	0	0	
5520 Irrigation IMPACT FEES	16,532	35,989	30,513	19,250	0	19,250	0	
Total Non-operating income	16,532	35,989	30,613	19,250	0	19,250	0	
Total Non-Operating Items:	16,532	35,989	30,613	19,250	0	19,250	0	
Total Income or Expense	(6,790)	36,954	40,658	0	0	0	0	

La Verkin City
Budgeting Worksheet
54 54 Garbage - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
5110 Garbage Revenue	262,321	284,354	237,374	311,300	0	314,000	0	
Total Operating income	<u>262,321</u>	<u>284,354</u>	<u>237,374</u>	<u>311,300</u>	<u>0</u>	<u>314,000</u>	<u>0</u>	
Operating expense								
6260.110 Garbage SALARIES & WAGES	8,425	5,694	22,700	16,250	0	16,500	0	
6260.130 Garbage EMPLOYEE BENEFITS	6,247	5,042	21,440	13,250	0	13,000	0	
6260.410 Garbage PAYMENT TO WASH CO SW	236,650	257,789	216,694	281,800	0	284,500	0	
Total Operating expense	<u>251,322</u>	<u>268,525</u>	<u>260,835</u>	<u>311,300</u>	<u>0</u>	<u>314,000</u>	<u>0</u>	
Total Income From Operations:	<u>10,998</u>	<u>15,829</u>	<u>(23,461)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
Total Income or Expense	<u>10,998</u>	<u>15,829</u>	<u>(23,461)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

La Verkin City
Budgeting Worksheet
55 55 Drainage - 07/01/2022 to 06/30/2023
100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
5110 Drainage Revenue	162,150	164,396	124,555	163,500	0	164,000	0	
Total Operating income	162,150	164,396	124,555	163,500	0	164,000	0	
Operating expense								
Administration								
6350.110 Drainage SALARIES & WAGES	48,694	50,098	43,891	52,250	0	58,500	0	
6350.130 Drainage EMPLOYEE BENEFITS	34,797	28,112	21,892	39,250	0	43,500	0	
6350.240 Drainage OFFICE EXPENSE, SUPPLIES AN	2,057	2,326	2,294	2,000	0	2,000	0	
6350.250 Drainage EQUIPMENT OPERATING SUPPLI	7,347	6,576	5,649	7,000	0	7,000	0	
6350.290 Drainage TELEPHONE & COMMUNICATION	1,218	1,483	592	1,500	0	1,500	0	
6350.315 Drainage SOFTWARE & COMPUTER EQUI	668	2,661	1,983	1,500	0	1,500	0	
6350.440 Drainage NEW SERVICES	10,074	10,312	6,552	9,000	0	9,000	0	
6350.460 Drainage OUTSIDE CONTRACT LABOR	221	0	0	250	0	250	0	
6350.510 Drainage INSURANCE	7,203	7,743	558	7,500	0	7,500	0	
6350.690 Drainage DEPRECIATION	9,640	9,640	0	10,250	0	10,250	0	
Total Administration	121,917	118,951	83,412	130,500	0	141,000	0	
Total Operating expense	121,917	118,951	83,412	130,500	0	141,000	0	
Total Income From Operations:	40,233	45,445	41,143	33,000	0	23,000	0	
Non-Operating Items:								
Non-operating income								
5520 Drainage S/D IMPACT	13,628	33,946	15,023	12,000	0	12,000	0	
Total Non-operating income	13,628	33,946	15,023	12,000	0	12,000	0	
Non-operating expense								
9110.1 Transfer to General Fund	0	0	0	0	0	35,000	0	
9130.2 Transfer to DS Cont 2015 REFUNDING BOND	45,000	45,000	0	45,000	0	0	0	
Total Non-operating expense	45,000	45,000	0	45,000	0	35,000	0	
Total Non-Operating Items:	(31,372)	(11,054)	15,023	(33,000)	0	(23,000)	0	
Total Income or Expense	8,861	34,391	56,166	0	0	0	0	

La Verkin City
 Budgeting Worksheet
 57 57 Cemetery - 07/01/2022 to 06/30/2023
 100.00% of the fiscal year has expired

	2020 Actual	2021 Actual	2022 Actual	2022 Budget	2023 Actual	Original Budget	Revised Budget	Worksheet Notes
Change In Net Position								
Revenue:								
Charges for services								
3480 Cemetery PERPETUAL	1,838	3,100	5,400	3,000	0	3,000	0	
3481 Cemetery LOT SALES	6,238	5,800	7,950	3,000	0	3,000	0	
3483 Cemetery GRAVE OPENING	6,850	5,550	3,600	2,000	0	2,000	0	
Total Charges for services	14,925	14,450	16,950	8,000	0	8,000	0	
Interest								
3610 Interest Income	0	150	0	0	0	0	0	
Total Interest	0	150	0	0	0	0	0	
Total Revenue:	14,925	14,600	16,950	8,000	0	8,000	0	
Expenditures:								
Transfers								
4810 Transfer to General Fund	6,000	6,000	0	6,000	0	6,000	0	
Total Transfers	6,000	6,000	0	6,000	0	6,000	0	
Total Expenditures:	6,000	6,000	0	6,000	0	6,000	0	
Total Change In Net Position	8,925	8,600	16,950	2,000	0	2,000	0	

PROCLAMATION NO. 2022-__

PROCLAMATION OF THE MAYOR OF THE CITY OF LaVERKIN

WHEREAS, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

- Is now observed throughout the nation and the world, and
- Since 1970, has—by Presidential Proclamation—been observed as National Arbor Day on the last Friday in April, and
- Is celebrated by and in the State of Utah on the last Friday in April; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees—wherever they are planted—are a source of joy and spiritual renewal; and

WHEREAS, the Mayor and City Council deem the planting and protection of trees in this community to be a laudable and important public interest; in furtherance of the peace, health, safety, and welfare of the residents of this community; and consistent with the City's proud heritage and longtime designation/honor as a Tree City USA.

THEREFORE, BE IT RESOLVED AND KNOWN that I, **KELLY WILSON**, Mayor of the City of LaVerkin, Utah, and with the support of the LaVerkin City Council, **DO HEREBY --**

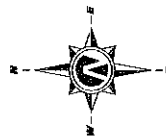
- **SET ASIDE, DESIGNATE AND PROCLAIM April 29, 2022**, as “**ARBOR DAY**” in the City of LaVerkin, Utah, and
- Encourage the observance Arbor Day on the last Friday in April of each year; and
- Urge all citizens:
 - to support efforts to protect our trees and woodlands, and
 - to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED this ____ day of _____, 2022.

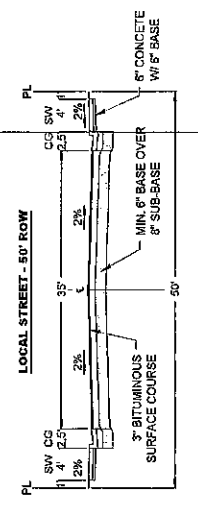
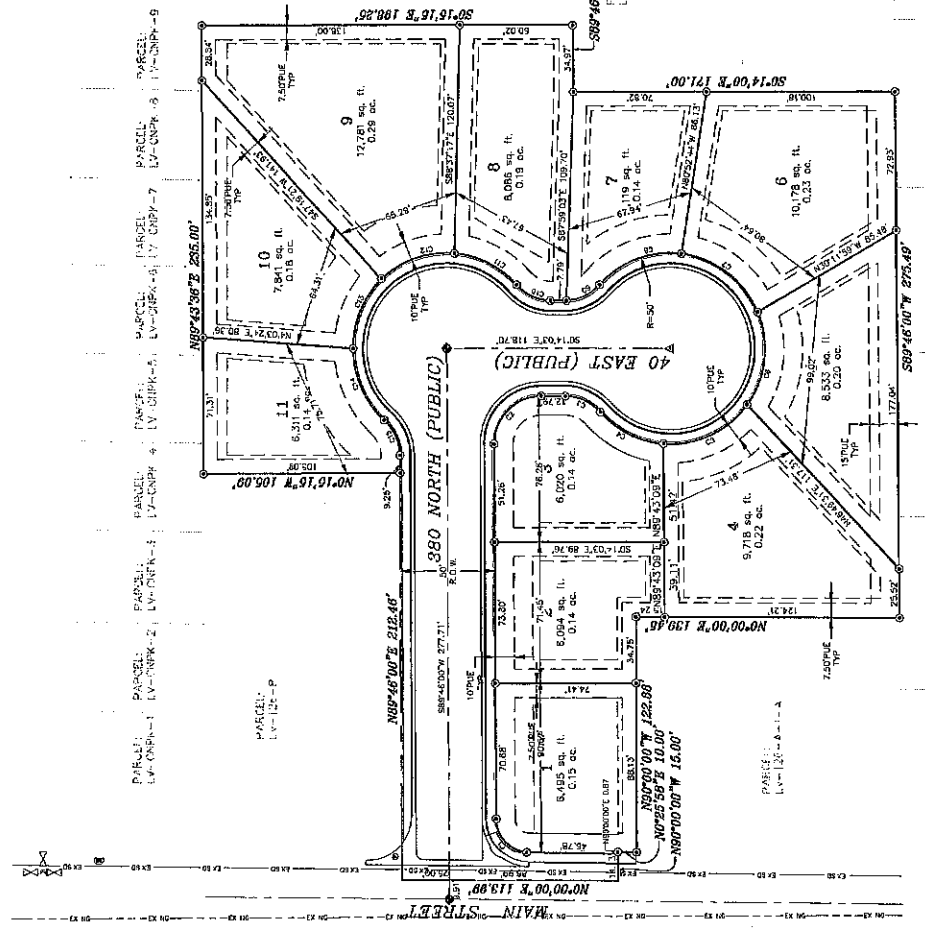
KELLY WILSON, Mayor

ATTEST:

CHRISTY BALLARD, City Recorder



0 15 30 45
SCALE 1" = 30'
(24" x 36")
SCALE 1" = 60'
(11" x 17")



LEGAL DESCRIPTION

LOCATED BY BROWN & SONS, INC.
AND PARTIALLY LOCATED BY LOT 4
OF THE LAYERS FOR THE EYE-CONCRETE
LAVERKIN CITY, BROWN COUNTY, IOWA
CONCRETE PAVED 27'-0\"/>

NOTES

1. THE SQUARED FOOT MINIMUM LOT SIZE FOR THIS SUBDIVISION IS TO BE 17,781 SQ. FT. (0.40 AC.) OR LOT SIZE REDUCTION.
2. FRONT BUILDING SETBACKS TO BE MEASURED FROM BACK OF CURB.
3. FRONT BUILDING SETBACK IS 25'-0\"/>
4. ALL BUILDING LOTS ARE FOR SINGLE FAMILY DWELLINGS ONLY.

TABULATIONS	
TOTAL AREA	270 ac
TOTAL LOTS	11
DENSITY	2.48 lots/ac
ZONE	R-2-6

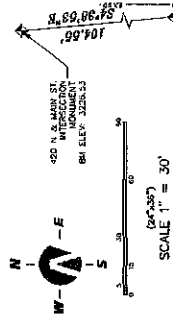
CURVE TABLE			
CURVE	LENGTH	CHORD DIST.	CHORD BEAR.
C1	22.50'	11.50'	145.80°
C2	22.50'	11.50'	145.80°
C3	22.50'	11.50'	145.80°
C4	22.50'	11.50'	145.80°
C5	22.50'	11.50'	145.80°
C6	22.50'	11.50'	145.80°
C7	22.50'	11.50'	145.80°
C8	22.50'	11.50'	145.80°
C9	22.50'	11.50'	145.80°
C10	22.50'	11.50'	145.80°
C11	22.50'	11.50'	145.80°
C12	22.50'	11.50'	145.80°
C13	22.50'	11.50'	145.80°
C14	22.50'	11.50'	145.80°
C15	22.50'	11.50'	145.80°

THESE DRAWINGS OR ANY PORTION THEREOF, SHALL NOT BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF THE ENGINEER.

JOB NO.		3-20-080	
SHEET NO.		SU-1	
AMENDED PRELIMINARY PLAT		LAVERKIN, UTAH	
EYES GARDEN SUBDIVISION		1940 E. 800 N. OREM, UTAH 84097 (801) 802-8852	
Northern ENGINEERING INC		ENGINEERING-AND PLANNING CONSTRUCTION MANAGEMENT	
DESIGNED BY		CHECKED BY	
DRAWN BY		DATE	
DATE		DATE	
DATE		DATE	
DATE		DATE	
DATE		DATE	

EVES GARDEN SUBDIVISION

LAVERGON CITY, WASHINGTON COUNTY, UTAH
SECTION 24, T. 41 S., R. 13 W., S.L.B. & M.



NOTE:

1. EACH LOT IS SUBJECT TO THE FOLLOWING:
 - 1. SETBACKS:
 - FRONT: 25'
 - REAR: 10'
 - SIDE: 10'
 - 2. PLOTS ARE 10' WIDE ADJACENT TO STREETS AND 5' WIDE ALL OTHER LOT LINES.
 - 3. RETAINING WALL REQUIRED AT WEST AND SOUTH PROPERTY LINES OF LOT 3 PRIOR TO BUILDING PERMIT.

CURVE TABLE			
CURVE LENGTH	RADIUS	CHORD DIST.	CHORD BEG. DELTA
C1	27.50	17.50	87.0723
C2	32.50	22.50	84.0719
C3	37.50	27.50	81.0715
C4	42.50	32.50	78.0711
C5	47.50	37.50	75.0707
C6	52.50	42.50	72.0703
C7	57.50	47.50	69.0699
C8	62.50	52.50	66.0695
C9	67.50	57.50	63.0691
C10	72.50	62.50	60.0687
C11	77.50	67.50	57.0683
C12	82.50	72.50	54.0679
C13	87.50	77.50	51.0675
C14	92.50	82.50	48.0671
C15	97.50	87.50	45.0667
C16	102.50	92.50	42.0663
C17	107.50	97.50	39.0659
C18	112.50	102.50	36.0655
C19	117.50	107.50	33.0651
C20	122.50	112.50	30.0647
C21	127.50	117.50	27.0643
C22	132.50	122.50	24.0639
C23	137.50	127.50	21.0635
C24	142.50	132.50	18.0631
C25	147.50	137.50	15.0627
C26	152.50	142.50	12.0623
C27	157.50	147.50	9.0619
C28	162.50	152.50	6.0615
C29	167.50	157.50	3.0611
C30	172.50	162.50	0.0607
C31	177.50	167.50	0.0603
C32	182.50	172.50	0.0599
C33	187.50	177.50	0.0595
C34	192.50	182.50	0.0591
C35	197.50	187.50	0.0587
C36	202.50	192.50	0.0583
C37	207.50	197.50	0.0579
C38	212.50	202.50	0.0575
C39	217.50	207.50	0.0571
C40	222.50	212.50	0.0567
C41	227.50	217.50	0.0563
C42	232.50	222.50	0.0559
C43	237.50	227.50	0.0555
C44	242.50	232.50	0.0551
C45	247.50	237.50	0.0547
C46	252.50	242.50	0.0543
C47	257.50	247.50	0.0539
C48	262.50	252.50	0.0535
C49	267.50	257.50	0.0531
C50	272.50	262.50	0.0527
C51	277.50	267.50	0.0523
C52	282.50	272.50	0.0519
C53	287.50	277.50	0.0515
C54	292.50	282.50	0.0511
C55	297.50	287.50	0.0507
C56	302.50	292.50	0.0503
C57	307.50	297.50	0.0499
C58	312.50	302.50	0.0495
C59	317.50	307.50	0.0491
C60	322.50	312.50	0.0487
C61	327.50	317.50	0.0483
C62	332.50	322.50	0.0479
C63	337.50	327.50	0.0475
C64	342.50	332.50	0.0471
C65	347.50	337.50	0.0467
C66	352.50	342.50	0.0463
C67	357.50	347.50	0.0459
C68	362.50	352.50	0.0455
C69	367.50	357.50	0.0451
C70	372.50	362.50	0.0447
C71	377.50	367.50	0.0443
C72	382.50	372.50	0.0439
C73	387.50	377.50	0.0435
C74	392.50	382.50	0.0431
C75	397.50	387.50	0.0427
C76	402.50	392.50	0.0423
C77	407.50	397.50	0.0419
C78	412.50	402.50	0.0415
C79	417.50	407.50	0.0411
C80	422.50	412.50	0.0407
C81	427.50	417.50	0.0403
C82	432.50	422.50	0.0399
C83	437.50	427.50	0.0395
C84	442.50	432.50	0.0391
C85	447.50	437.50	0.0387
C86	452.50	442.50	0.0383
C87	457.50	447.50	0.0379
C88	462.50	452.50	0.0375
C89	467.50	457.50	0.0371
C90	472.50	462.50	0.0367
C91	477.50	467.50	0.0363
C92	482.50	472.50	0.0359
C93	487.50	477.50	0.0355
C94	492.50	482.50	0.0351
C95	497.50	487.50	0.0347
C96	502.50	492.50	0.0343
C97	507.50	497.50	0.0339
C98	512.50	502.50	0.0335
C99	517.50	507.50	0.0331
C100	522.50	512.50	0.0327
C101	527.50	517.50	0.0323
C102	532.50	522.50	0.0319
C103	537.50	527.50	0.0315
C104	542.50	532.50	0.0311
C105	547.50	537.50	0.0307
C106	552.50	542.50	0.0303
C107	557.50	547.50	0.0299
C108	562.50	552.50	0.0295
C109	567.50	557.50	0.0291
C110	572.50	562.50	0.0287
C111	577.50	567.50	0.0283
C112	582.50	572.50	0.0279
C113	587.50	577.50	0.0275
C114	592.50	582.50	0.0271
C115	597.50	587.50	0.0267
C116	602.50	592.50	0.0263
C117	607.50	597.50	0.0259
C118	612.50	602.50	0.0255
C119	617.50	607.50	0.0251
C120	622.50	612.50	0.0247
C121	627.50	617.50	0.0243
C122	632.50	622.50	0.0239
C123	637.50	627.50	0.0235
C124	642.50	632.50	0.0231
C125	647.50	637.50	0.0227
C126	652.50	642.50	0.0223
C127	657.50	647.50	0.0219
C128	662.50	652.50	0.0215
C129	667.50	657.50	0.0211
C130	672.50	662.50	0.0207
C131	677.50	667.50	0.0203
C132	682.50	672.50	0.0199
C133	687.50	677.50	0.0195
C134	692.50	682.50	0.0191
C135	697.50	687.50	0.0187
C136	702.50	692.50	0.0183
C137	707.50	697.50	0.0179
C138	712.50	702.50	0.0175
C139	717.50	707.50	0.0171
C140	722.50	712.50	0.0167
C141	727.50	717.50	0.0163
C142	732.50	722.50	0.0159
C143	737.50	727.50	0.0155
C144	742.50	732.50	0.0151
C145	747.50	737.50	0.0147
C146	752.50	742.50	0.0143
C147	757.50	747.50	0.0139
C148	762.50	752.50	0.0135
C149	767.50	757.50	0.0131
C150	772.50	762.50	0.0127
C151	777.50	767.50	0.0123
C152	782.50	772.50	0.0119
C153	787.50	777.50	0.0115
C154	792.50	782.50	0.0111
C155	797.50	787.50	0.0107
C156	802.50	792.50	0.0103
C157	807.50	797.50	0.0099
C158	812.50	802.50	0.0095
C159	817.50	807.50	0.0091
C160	822.50	812.50	0.0087
C161	827.50	817.50	0.0083
C162	832.50	822.50	0.0079
C163	837.50	827.50	0.0075
C164	842.50	832.50	0.0071
C165	847.50	837.50	0.0067
C166	852.50	842.50	0.0063
C167	857.50	847.50	0.0059
C168	862.50	852.50	0.0055
C169	867.50	857.50	0.0051
C170	872.50	862.50	0.0047
C171	877.50	867.50	0.0043
C172	882.50	872.50	0.0039
C173	887.50	877.50	0.0035
C174	892.50	882.50	0.0031
C175	897.50	887.50	0.0027
C176	902.50	892.50	0.0023
C177	907.50	897.50	0.0019
C178	912.50	902.50	0.0015
C179	917.50	907.50	0.0011
C180	922.50	912.50	0.0007
C181	927.50	917.50	0.0003
C182	932.50	922.50	0.0000
C183	937.50	927.50	0.0000
C184	942.50	932.50	0.0000
C185	947.50	937.50	0.0000
C186	952.50	942.50	0.0000
C187	957.50	947.50	0.0000
C188	962.50	952.50	0.0000
C189	967.50	957.50	0.0000
C190	972.50	962.50	0.0000
C191	977.50	967.50	0.0000
C192	982.50	972.50	0.0000
C193	987.50	977.50	0.0000
C194	992.50	982.50	0.0000
C195	997.50	987.50	0.0000
C196	1002.50	992.50	0.0000
C197	1007.50	997.50	0.0000
C198	1012.50	1002.50	0.0000
C199	1017.50	1007.50	0.0000
C200	1022.50	1012.50	0.0000
C201	1027.50	1017.50	0.0000
C202	1032.50	1022.50	0.0000
C203	1037.50	1027.50	0.0000
C204	1042.50	1032.50	0.0000
C205	1047.50	1037.50	0.0000
C206	1052.50	1042.50	0.0000
C207	1057.50	1047.50	0.0000
C208	1062.50	1052.50	0.0000
C209	1067.50	1057.50	0.0000
C210	1072.50	1062.50	0.0000
C211	1077.50	1067.50	0.0000
C212	1082.50	1072.50	0.0000
C213	1087.50	1077.50	0.0000
C214	1092.50	1082.50	0.0000
C215	1097.50	1087.50	0.0000
C216	1102.50	1092.50	0.0000
C217	1107.50	1097.50	0.0000
C218	1112.50	1102.50	0.0000
C219	1117.50	1107.50	0.0000
C220	1122.50	1112.50	0.0000
C221	1127.50	1117.50	0.0000
C222	1132.50	1122.50	0.0000
C223	1137.50	1127.50	0.0000
C224	1142.50	1132.50	0.0000
C225	1147.50	1137.50	0.0000
C226	1152.50	1142.50	0.0000
C227	1157.50	1147.50	0.0000
C228	1162.50	1152.50	0.0000
C229	1167.50	1157.50	0.0000
C230	1172.50	1162.50	0.0000
C231	1177.50	1167.50	0.0000
C232	1182.50	1172.50	0.0000
C233	1187.50	1177.50	0.0000
C234	1192.50	1182.50	0.0000
C235	1197.50	1187.50	0.0000
C236	1202.50	1192.50	0.0000
C237	1207.50	1197.50	0.0000
C238	1212.50	1202.50	0.0000
C239	1217.50	1207.50	0.0000
C240	1222.50	1212.50	0.0000
C241	1227.50	1217.50	0.0000
C242	1232.50	1222.50	0.0000
C243	1237.50	1227.50	0.0000
C244	1242.50	1232.50	0.0000
C245	1247.50	1237.50	0.0000
C246	1252.50	1242.50	0.0000
C247	1257.50	1247.50	0.0000
C248	1262.50	1252.50	0.0000
C249	1267.50	1257.50	0.0000
C250	1272.50	1262.50	0.0000
C251	1277.50	1267.50	0.0000
C252	1282.50	1272.50	0.0000
C253	1287.50	1277.50	0.0000
C254	1292.50	1282.50	0.0000
C255	1297.50	1287.50	0.0000
C256	1302.50	1292.50	0.0000
C257	1307.50	1297.50	0.0000
C258	1312.50	1302.50	0.0000
C259	1317.50	1307.50	0.0000
C260	1322.50	1312.50	0.0000
C261	1327.50	1317.50	0.0000
C262	1332.50	1322.50	0.0000
C263	1337.50	1327.50	0.0000
C264	1342.50	1332.50	0.0000
C265	1347.50	1337.50	0.0000
C266	1352.50	1342.50	0.0000
C267	1357.50	1347.50	0.0000
C268	1362.50	1352.50	0.0000
C269	1367.50	1357.50	0.0000
C270	1372.50	1362.50	0.0000



MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UTAH DEPARTMENT OF WORKFORCE SERVICES
AND

La Verkin City

LVC

This Agreement is entered into between Utah Department of Workforce Services, hereinafter referred to as the Department or DWS, and the organization listed below, hereinafter referred to as Contractor, collectively referenced as PARTIES:

La Verkin City
Organization

435 North Main Street
Address

LVC

La Verkin *UT* *84795*
City State Zip

Now therefore, the PARTIES agree as follows:

- I. Purpose
DWS and the Contractor shall enter into an Agreement for the purpose of DWS providing water assistance benefits directly to the Water Provider for eligible low-income households.
- II. Period of Performance
This Agreement is effective October 1, 2021 through September 30, 2023 unless terminated sooner in accordance with the terms and conditions herein.
- III. Termination
DWS may terminate this Agreement without prior notice if deemed necessary because of a requirement of law or policy, failure of the Contractor to comply with the terms of this Agreement, established procedures, or legal requirements. This agreement may be terminated without cause, in writing, with the mutual consent of the PARTIES.
- IV. Renegotiation or Modification
This Agreement may be amended, modified, or supplemented only by written amendment to the Agreement, executed by the PARTIES hereto, and attached to the original signed copy of the Agreement.
- V. Attachments
The Contractor agrees to comply with the terms of the following attachment(s).
Attachment A: Non-Disclosure Agreement
Attachment B: Water Type Agreement
Attachment C: Water Assistance Program Policy Manual

- VI. Monitoring
PARTIES shall permit each other the right of a compliance review to ensure that the provisions of the Agreement are upheld and will maintain a process sufficient to allow an audit of its compliance.
- VII. Imposition of Fees
The Contractor will not impose any fees upon clients for services provided under this Agreement except as authorized by DWS. *and/or identified herein.* LVC
- VIII. Confidentiality and Disclosure
Checks will be sent to the water provider in the mail. The check stub will contain the account numbers for the accounts to which the check should be applied. The Contractor agrees not to use or disclose information other than as permitted under Section I above or required by law. The Contractor acknowledges that § 35A-4-312(7) imposes privacy and confidentiality requirements on information. Penalties, including criminal penalties under § 76-8-1301(4) Utah Code annotated, may be imposed for misuse or improper disclosure of such information.
- A. Information obtained under this Agreement shall only be used to support the valid administrative needs of the Contractor and shall not be disclosed for any purpose other than those specifically authorized by this Agreement. The Contractor's employees and volunteers must sign the "Department of Workforce Services Non-disclosure Agreement" (Attachment A).
 - B. The Contractor shall have sufficient safeguards in place to ensure the information obtained is used only for the purpose disclosed.
 - C. At the request of DWS, the Contractor shall identify all personnel, by position, authorized to request and receive information.
- IX. Equal Opportunity and Non-Discrimination
The Contractor shall comply with Section 188 of the Workforce Innovation and Opportunity Act, and Title VI of the Civil Rights Act, to the extent they apply to the subject matter of this contract.
- X. Protection and Use of Client Records
The use or disclosure by any party, of any information concerning a client for any purpose not directly connected with the administration of the PARTIES' responsibilities under the terms of this Agreement is prohibited except on written consent of the client, their attorney, or responsible parent or guardian.
- XI. Indemnity
IF THE WATER PROVIDER IS A GOVERNMENTAL AGENCY: Both PARTIES to this Agreement are governmental entities as defined in the Utah Governmental Immunity Act (Utah Code Ann. 63G-7-101 et. seq.). Nothing in this Contract shall be construed as a waiver by either or both PARTIES of any rights, limits, protections or defenses provided by the Act. Nor shall this Contract be construed, with respect to third PARTIES, as a waiver of any governmental immunity to which a party to this Contract is otherwise entitled. Subject to and consistent with the Act, each party will

be responsible for its own actions or negligence and will defend against any claims or lawsuit brought against it. There are no indemnity obligations between these PARTIES.

IF THE WATER PROVIDER IS A NON-GOVERNMENTAL ENTITY: The Contractor agrees to indemnify, save harmless, and release the State of Utah, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this Agreement which are caused in whole or in part by the negligence of the Contractor's officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.

XII. Contract Jurisdiction, Choice of Law and Venue

The provisions of this Agreement shall be governed by the laws of the State of Utah. The PARTIES will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Agreement or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.

XIII. Separability Clause

A declaration by any court, or any other binding legal source, that any provision of this Agreement is unenforceable shall not affect the legality and enforceability of any other provision of this Agreement, unless the provisions are mutually dependent.

XIV. Additional Requirements

Provisions incorporated into this Agreement by reference but not attached hereto include all other governmental laws, rules, regulations, or actions applicable to services provided herein.

Contact Information

Department of Workforce Services

Name: Lori Page

Position: Water Assistance Vendor Specialist

Phone: 801-526-9924

Email: loripage@utah.gov

Water Provider

Name: Troylinn Benson

Position: City Treasurer

Phone: (435) 635-2581

Email: troylinn.benson@laverkincity.or

LVC

Agreement # _____

This MOU and all documents incorporated by reference constitute the entire Agreement between the PARTIES and supersede all prior negotiations, representations, or Agreements, either written or oral between the PARTIES relating to the subject matter of this MOU.

Signatures and Acknowledgement

By signing below, the following officials acknowledge that they understand and agree to all of the terms and responsibilities set forth herein and cause this Agreement to be executed.

APPROVED FOR CONTRACTOR:

Signature

Date

Kelly Wilson, Mayor
Print Name/Title

APPROVED FOR DWS:

Casey Cameron, Executive Director

Date

ATTACHMENT A

NON-DISCLOSURE AGREEMENT

Each **Contractor/Grantee** employee or volunteer and each **Sub-Contractor/Grantee** employee or volunteer who has access to Customer personal information must sign this Non-Disclosure Agreement at the beginning of the grant or upon hire. A signed copy of this Agreement must be in each employee's/volunteer's file subject to inspection and review by the Department of Workforce Services (DWS).

The **Contractor/Grantee** and its employees and volunteers will comply with the following measures to protect the privacy of the information released under this agreement against unauthorized access or disclosure.

1. The information shall be used only to the extent necessary to assist in the purposes identified within this Agreement and shall not be re-disclosed for any purposes not specifically authorized in this contract.
2. The information shall be stored in a place physically secure from access by unauthorized persons.
3. Information in electronic format shall be stored and processed in such a way that unauthorized persons cannot retrieve the information by computer, remote terminal or any other means.
4. Precautions shall be taken to ensure that only authorized personnel are given access to on-line files.
5. The Contractor/Grantee has provided me instruction regarding the private nature of the information and I understand I am subject to State and Federal law penalties for unauthorized disclosure of information.

Signature

Date

Kelly Wilson (Mayor)
Print Name

LVC



ATTACHMENT B: WATER TYPE AGREEMENT

I. Water Type(s) provided (please check all that apply):

☒ Drinking Water

☒ Wastewater

☒ Stormwater

☐ Ground-water

LVC

PURPOSE OF ATTACHMENT:

On December 27, 2020, the Consolidated Appropriations Act, 2021 was signed into law. This authorizing legislation included funding in emergency spending to assist low-income households with water and wastewater bills. On March 11, 2021, additional funding was appropriated in the American Rescue Plan Act (ARP) of 2021 in emergency spending to assist low-income households with water and wastewater bills. Eligible households are defined as those meeting the criteria set forth in the Water Assistance Policy Manual (incorporated by reference as *Attachment D*), issued by the Utah DWS Department of Workforce Services, Water Assistance Program. This contract incorporates the requirements that must be met by WATER PROVIDERS as payments are made directly by DWS to WATER PROVIDERS.

SCOPE:

A. DWS will make payments directly to a WATER PROVIDER provided that:

1. WATER PROVIDER charges the household in WATER PROVIDER'S normal billing process.
2. WATER PROVIDER bills the household no more than the cost of the water/wastewater minus the cost of the payments received or expected from DWS, plus late fees, shutoff (disconnection)/reconnection fees, and notice processing fees associated with any delinquency in payment of water bills owed,
3. WATER PROVIDER does not discriminate against or treat adversely any eligible household for any reason in relation to terms and conditions of service, sale, credit, delivery, or price, including service charges, reconnection charges and payment plan arrangements due to their participation in the water assistance program.

LVC

4. WATER PROVIDER agrees not to discontinue water service for at least 30 days after receiving verification of payment from DWS. Examples of valid water payment verifications will be available upon request from DWS.
 5. WATER PROVIDER agrees to waive any ^{additional} security deposit billed to households approved for the Water Program. This does not apply to service initiation fees routinely charged by a WATER PROVIDER to both renters and owners alike as a condition of service. LVC
 6. WATER PROVIDER agrees to reconnect the client within 24 hours upon receiving verbal or written commitment of payment from DWS.
 7. If a WATER PROVIDER is a utility regulated by the Public Service Commission of Utah, a WATER PROVIDER will supply Water accordance with provisions of Utah residential Utility Service Regulation R746-200, as adopted by the Public Service Commission of Utah.
 8. A WATER PROVIDER will ensure that payment by DWS is credited toward the household's water and wastewater costs.
 9. If the water assistance benefit was paid in error or if fraud is determined, upon request, the WATER PROVIDER agrees to return the Water Assistance Benefit to DWS.
- B. DWS will include a list of eligible households and amounts paid on behalf of households with each warrant paid to a WATER PROVIDER. Those providers accessing the portal will use the portal to help determine to which accounts the funds from the warrant should be applied

C. CREDIT BALANCES

1. If a household discontinues service with a WATER PROVIDER, the WATER PROVIDER must return any water benefit credit remaining on the account to DWS with the Return Funds to State Form.
 - a. If the household opens a new water utility account for a Utah address, the WATER PROVIDER may transfer the remaining credit

balance directly to the new WATER PROVIDER without notifying DWS.

- b. a WATER PROVIDER may not return credit balances directly to the client.

D. In the event a WATER PROVIDER erroneously returns funds to DWS, DWS shall remit such funds to the WATER PROVIDER within 30 days after a determination that such return was in error.

E. RELEASE OF INFORMATION:

1. The WATER PROVIDER named above is a Retail Water Provider who represents and warrants that it is authorized to receive payment from DWS on behalf of a customer determined by DWS under the Water Assistance Guidelines to be an eligible Water Assistance applicant. A WATER PROVIDER will, with reference to an eligible Water Assistance applicant:

- a. Upon verbal or written request from DWS, provide at no cost to DWS the eligible Water Assistance applicant's billing and usage history for the previous twelve (12) months. A WATER PROVIDER will transmit such billing history via electronic mail or facsimile by requested date each year.
- b. WATER PROVIDER agrees to provide relevant account information including account balance, utility number, and a copy of recent utility bills when requested by DWS.

WATER ASSISTANCE PROGRAM POLICY MANUAL

Revised November 1, 2021

GENERAL PROVISIONS	1
A. CLIENT RIGHTS	1
B. CLIENT RESPONSIBILITIES	1
C. AUTHORITY OF STATE WATER ASSISTANCE PROGRAM MANAGER	1
D. SAFEGUARD PROTECTED INFORMATION	2
E. CONFIDENTIAL INFORMATION	2
F. RELEASING INFORMATION TO THE CLIENT	2
G. RELEASING INFORMATION TO SOURCES OTHER THAN THE CLIENT	2
H. COMPLAINTS	3
I. FAIR HEARINGS	3
J. CONFLICT OF INTEREST	5
K. ZERO TOLERANCE	6
PROGRAM STANDARDS	7
A. OPENING AND CLOSING DATES FOR WATER ASSISTANCE PROGRAM	7
B. ELIGIBILITY STANDARDS	7
C. INELIGIBLE RESIDENTS	8
D. ELIGIBILITY DETERMINATION OF A HOUSEHOLD CONTAINING AN INELIGIBLE RESIDENT	9
E. UTAH RESIDENTS - LENGTH OF RESIDENCY	9
F. UTAH TRIBAL RESIDENTS	9
G. ELIGIBLE HOUSEHOLDS	9
H. VULNERABILITY	10
I. SOCIAL SECURITY NUMBERS	11
J. ORDER OF PRIORITY GROUPS FOR ASSISTANCE	12
K. WATER ASSISTANCE BENEFITS AND CATEGORICAL ELIGIBILITY	12
L. WATER SUPPLY VENDORS – SECURITY DEPOSITS	14
M. CONSUMER COMPLAINTS AGAINST UTILITIES	14
N. BENEFIT REFUNDS	14
O. UTILITY COMPANY PROGRAMS	15
P. ALLOWABLE/NOT ALLOWABLE CHARGES	15

INCOME ELIGIBILITY MONTH	16
A. WATER ASSISTANCE INCOME ELIGIBILITY MONTH	16
B. COUNTABLE HOUSEHOLD INCOME IN THE INCOME ELIGIBILITY MONTH	16
C. INCOME DEFICIT/ZERO INCOME	16
D. ASSET STANDARDS	16
E. COUNTABLE INCOME AND OTHER EXCEPTIONS DURING A STATE OF EMERGENCY OR PUBLIC HEALTH EMERGENCY	17
INCOME STANDARDS	18
A. INCOME	18
B. UNEARNED INCOME	18
C. EARNED INCOME	19
D. SELF-EMPLOYMENT INCOME	20
E. INCOME EXCLUSIONS	21
F. INCOME DISREGARDS	22
G. MEDICAL, CHILD SUPPORT, ALIMONY, AND TARGET GROUP QUALIFIED DEDUCTIONS	22
ELIGIBILITY DETERMINATION	25
A. APPLICATION TYPES	25
B. APPLICATION SIGNATURES	25
C. ACCEPTABLE VERIFICATION	26
D. DATE OF APPLICATION	26
E. DATE OF PAYMENT	27
F. INTERNAL CONTROLS	27
PAYMENT CALCULATION	28
A. WATER ASSISTANCE BENEFIT CALCULATION	28
B. PERCENT OF POVERTY	28
C. WATER BURDEN	28
D. TARGET GROUPS	29
E. SUPPLEMENTAL PAYMENTS	30
F. TABLE I – WATER ASSISTANCE BENEFIT CALCULATION	30
G. TABLE II – FEDERAL POVERTY LEVEL	31
PROGRAM BENEFITS	32
A. PROGRAM BENEFITS	32
B. FORMS OF WATER ASSISTANCE PAYMENTS	32

RECORDS AND BENEFIT MANAGEMENT	33
A. CASE RECORDS	33
B. NOTIFICATION	33
C. WATER ASSISTANCE PAYMENTS	33
D. APPLICATION, DOCUMENTATION, AND PAYMENT ERRORS	33
E. WATER CONSUMPTION DATA TRACKING	35
FRAUD	36
A. OVERVIEW	36
B. PROCEDURES FOR FRAUD, WASTE, AND ABUSE	36
MONITORING	38
A. OVERVIEW	38
B. MONITORING OBJECTIVES	38
C. PRE-AWARD RISK ASSESSMENT	38
D. GUIDELINES FOR AGENCY MONITORING REVIEWS	39
E. MONITORING RECORDS RETENTION	40
OUTREACH AND CONTINUED ACCESS TO ON-SITE APPLICATION	41
A. OUTREACH AND CONTINUED ACCESS TO ON-SITE APPLICATION	41
FINANCIAL REPORTING	42
A. LOCAL WATER ASSISTANCE OFFICE BUDGETS AND CLAIMS SUBMISSION	42
B. BUDGETS	42
C. ADMINISTRATIVE COSTS	43
D. CASE MANAGEMENT COSTS	43
E. WATER EDUCATION	43
F. PROCESS FOR REQUESTING ADDITIONAL FUNDS	44
G. ONLINE CLAIMS SUBMISSION	44

GENERAL PROVISIONS

The Water Assistance policies and procedures in this manual are rules for determining eligibility, delivering benefits and administering the program. It is impossible to foresee all situations. Water Assistance staff should use reason and good judgment in making decisions when rare or unusual situations come up based on common sense and the best information available. In these situations, document the rationale used to make the decision along with applicable policy manual references. The Water Assistance program is funded by the Low Income Household Water Assistance Program (LIHWAP) and is referred to herein as the Water Assistance Program.

A. CLIENT RIGHTS

Any person living in the State of Utah has the right to apply or reapply for Water Assistance and is entitled to the following rights:

1. To receive reasonable assistance from agencies, if needed, to complete an application including having an outreach worker come to his/her home upon permission.
2. To have a case worker clearly identify themselves.
3. To have confidential, personal information safeguarded. (See E. Confidential Information below.)
4. To be notified in writing of any decisions affecting his/her case and to be provided with a reason for denial.
5. To discuss his/her case with a supervisor.
6. To request a Fair Hearing in writing if he/she disagrees with any action taken on his/her case. (See I. Fair Hearings below)
7. Access to the Water Assistance Policy Manual.
8. To receive one Water Assistance benefit per household per season if eligible.
9. To reapply if an application is denied any time prior to the end of the current Water Assistance season.

B. CLIENT RESPONSIBILITIES

Any person wishing to apply for water assistance is responsible for the following:

1. To complete and sign an application and submit it to the Water Assistance Office. If applying through a local Water Assistance office or online, the application may be signed with an electronic signature. The applicant must acknowledge that they have read the disclaimer and agree with it.
2. To provide complete and accurate information and requested verifications in order to determine eligibility.
3. To immediately report any address changes while he/she is under moratorium protection. (See MORATORIUM SECTION below.)
4. To repay the State of Utah any overpayment of Water Assistance if required.

C. AUTHORITY OF STATE WATER ASSISTANCE PROGRAM MANAGER

The State Water Assistance Program Manager or designee will make policy decisions when situations arise that are not specifically covered in the Water Assistance Policy Manual. These

1

decisions and the person making them must be noted in the policy manual. The State Water Assistance Program Manager has sole authority to make policy exceptions that do not contradict federal LIHWAP regulations.

D. SAFEGUARD PROTECTED INFORMATION

The Water Assistance Program must safeguard client information. Strict rules exist for the treatment of data from the Income Eligibility Verification System for Medicaid and food stamp clients. Information kept in the case record, in the computer system (eREP), Department of Workforce Services information sharing systems (i.e., eVerifs), or anywhere else, cannot be shared except as described in Sections E, F and G. Any person who fails to safeguard information is subject to both civil and criminal penalties and termination from employment in the Water Assistance program.

E. CONFIDENTIAL INFORMATION

Workers will have access to confidential information. All Water Assistance client records are considered confidential and are open only to State and local agency personnel carrying out eligibility and audit functions. Such information cannot be shared with unauthorized personnel. Private/Non-Public Information includes the following:

1. Social Security number
2. Birth date
3. Home phone number
4. Home address
5. Health records
6. Income information
7. Citizenship
8. Veteran and Disability status
9. The name of a person who has disclosed information about a household without the household's knowledge
10. Any data regarding the nature or status of a pending criminal prosecution

F. RELEASING INFORMATION TO THE CLIENT

1. Information that can be released to the client:
Upon presentation of government issued photo identification, the client may view and copy anything to do with the case record unless it has been obtained from a third party. The client or their representative cannot remove the client file from the Water Assistance office.
2. Information that cannot be released to the client:
Information obtained from third-party sources (i.e., eVerifs, CUBS, anonymous reports, etc.) cannot be released to the client or representative.

G. RELEASING INFORMATION TO SOURCES OTHER THAN THE CLIENT

1. If the client names an authorized representative in writing, case record information may be released to that person as if he/she were the client. Written authorization must be signed in the presence of a Water Assistance worker or must be notarized. Anything mailed by the

2

Water Assistance Program will be mailed to the client's address of record unless the client provides a reasonable explanation of an alternate address.

2. Information about a Water Assistance or Moratorium client can be released only when that information is to be used in the following ways:
 - a) Administration or enforcement of the Water Assistance or Moratorium Programs.
 - b) Administration or enforcement of any means-tested methods program.
 - c) Audit or review of expenditures in connection with the Water Assistance or Moratorium Programs.
 - d) Criminal or civil proceedings connected with the administration of the Water Assistance or Moratorium Programs.
 - e) When an outside source subpoenas a file. The State Water Assistance Program Manager must be contacted immediately so legal counsel can be consulted.
 - f) In the event of an emergency. (The State Water Assistance Program Manager or his/her designee is responsible to decide if an emergency actually exists and may give a supervisor permission to release the information prior to obtaining the client's permission. The client must be informed as soon as possible. Details about the nature of the emergency must be documented in eREP.)
3. Who information can be released to:
The Water Assistance Program can release case record information to an authorized outside source that safeguards the case record information on clients. This includes community groups who have written internal confidentiality policies.
4. Who information cannot be released to:
 - a) Anyone requesting information for commercial or political reasons.
 - b) Any outside source for any reason not previously listed.
 - c) The general public. There are no provisions for taxpayers to see Water Assistance or Moratorium client files.

H. COMPLAINTS

The client may make a complaint in person, by phone, or in writing. The complaint can be taken in the local office or be referred to the State Water Assistance Program Manager or his/her designee. A response to a complaint will be provided in person, by phone, or in writing.

I. FAIR HEARINGS

The client has the legal right to ask for a Fair Hearing any time he/she does not agree with an action taken on his/her Water Assistance case. The client has the right to have the policy and the action explained to him/her upon request, and to speak directly with a supervisor and/or a member of the State Water Assistance Program staff. If a client wants to apply for a Fair Hearing, the following conditions will apply:

1. The client must request a Fair Hearing in writing within 60 days of the effective date of the case action with which he/she disagrees.
2. Requests must be submitted to the local or State Water Assistance Office or mailed to the Division of Adjudication, P. O. Box 45244, Salt Lake City, Utah 84145-0244.

3. The Hearing Examiner must inform the client and the State Water Assistance Office about the time, date, place, and reason for the hearing. This notice should be mailed at least ten (10) days prior to the hearing.
4. The client may ask for a postponement of the scheduled hearing. This postponement cannot exceed a total of 30 days. Postponement of the scheduled hearing will not be granted beyond the 30 days for any reason.
5. Legal counsel will be provided for the Water Assistance Office by the Utah Department of Workforce Services Legal Division.
6. Fair Hearings are not open to the public. The only parties that may attend are the Hearing Examiner, representatives and witnesses for the State Water Assistance Program, and representatives, witnesses, friends, and relatives of the client. The Hearing Examiner may limit the number of people at a hearing if there is not sufficient room for everyone wishing to attend.
7. What happens during a Fair Hearing:
The Hearing Examiner conducts the hearing informally. All parties will have the opportunity to tell their side without undue interference. They may also examine, question, or refute any testimony or evidence. All parties may confront and cross-examine witnesses. All evidence must be pertinent and acceptable. Some examples are:
 - a) Papers signed or completed by the client.
 - b) Recent official or business documents that verify current facts in the case.
 - c) Personal testimonies from a person having first-hand knowledge of the case. The person can testify only as to what he/she knows or has observed. He/she cannot testify as to what someone else told him.
 - d) Signed statements by persons willing to testify at a hearing.
8. Written statements submitted after the hearing to be considered in the decision:
 - a) If any written statements from an outside party are sent to the Hearing Examiner after the hearing, a copy must be sent to the client and his/her representative at the same time. The client has five (5) working days to reply, and his/her reply must be in writing.
 - b) If the client or his/her representative sends any written statements to the Hearing Examiner after the hearing, they must send the Water Assistance Office a copy at the same time. The Water Assistance Office has five (5) working days to reply and it must reply in writing.
 - c) If more facts are found in his/her process, the Hearing Examiner will call all parties back for another hearing.
9. Fair Hearing decisions:
 - a) The Hearing Examiner must issue a written decision within 60 days of the date of the hearing request. However, if the client received a postponement, the 60-day time limit starts at the end of the postponement period.
 - b) The Hearing Examiner must send a copy of the decision to the State Water Assistance Program Manager or designee, the client, and the client's authorized representative. The decision must be based on more than just hearsay evidence. The written decision must include:
 - i. The evidence that was presented.
 - ii. Findings of fact based on the evidence.
 - iii. Laws and rules upon which the decision was based.
 - iv. Reasons such laws and rules apply to these facts and result in this decision.
 - v. The client's right to appeal and the potential for free legal help.

10. When a hearing decision is received:
 - a) The Water Assistance Office must comply within ten (10) days of a hearing decision. A hearing decision is binding on both the state and local Water Assistance offices.
 - b) The State Water Assistance Program Manager, or his/her designee, must review the case within thirty (30) days to make sure the action has been taken.
 - c) The State Water Assistance Office will also look at corrective action if a decision indicates a statewide problem.
11. Appealing a decision
 - a) The Water Assistance office can appeal a hearing decision only by filing a petition in District Court within 30 days of a hearing decision.
 - b) The client can appeal a hearing decision to the Division of Adjudication or to the District Court within 30 days of a hearing decision.
12. Holding records of hearing decisions and who can see them
 - a) The Division of Adjudication keeps a record of the hearing request, the content of the hearing, and the hearing decision. These detailed records are safeguarded. They are available under the same conditions as any other eREP information.
 - b) The Division of Adjudication also keeps summary records of hearing decisions. Specific clients cannot be identified in the summaries, as these are available to the public.

J. CONFLICT OF INTEREST

Anyone employed by the Water Assistance Program may not approve a Water Assistance application for a relative, friend, or self (exception for some rural areas is outlined below). Water Assistance workers have the right to apply for and receive Water Assistance, but the application must be taken by the Water Assistance Supervisor and edited by a member of the State Water Assistance Program staff with whom there is no conflict of interest. To prevent any perceived conflict of interest, if a relative or someone known by a Water Assistance worker applies for water assistance, the water assistance application must be approved by an unrelated Water Assistance worker, with the following exception:

1. If a Water Assistance intake worker receives an application from a relative for Water Assistance benefits in a rural service area where no other worker is available, he/she must do the following:
 - a) Notify his/her supervisor immediately.
 - b) The supervisor must approve or deny the employee to access the case and process the Water Assistance application.
 - c) If approved by the supervisor, the employee will enter the information into eREP along with any supporting documentation and note the relationship with the applicant and the approval from the supervisor.
 - d) The initial intake will then be forwarded to an editor in a separate office to determine eligibility.
 - e) A violation of conflict of interest can lead to immediate termination from DWS programs.

K. ZERO TOLERANCE

Anyone working in the Water Assistance Program who accesses, compiles, distributes, discloses, alters, destroys, removes, reproduces, or misuses confidential department information without a legitimate business purpose will be discharged. With the exception of Water Assistance intake in rural offices, there is never a legitimate business purpose for working on a case or accessing records for oneself, a family member, friend, close acquaintance, or anyone who could be perceived to create a conflict of interest. A worker who is aware or suspicious of a violation of this policy is obligated to report it to his/her supervisor. In case of inadvertent access, notify a supervisor immediately. There is zero tolerance for violation of this policy. Violation of Zero Tolerance Policy will result in termination from DWS programs.

PROGRAM STANDARDS

A. OPENING AND CLOSING DATES FOR WATER ASSISTANCE PROGRAM

The Water Assistance Program year begins October 1st and ends the following September 30th of each year or when federal LIHWAP funds are exhausted, whichever comes first. The Water Assistance Program conducts outreach during the month of October. Outreach and application processing in October includes elderly, disabled, and households with children under six years of age. Applications for the general public will be processed beginning November 1st of each year. Applications taken on or before the program closing date will be processed. If funds are exhausted before all applications are processed, notice of non-payment will be sent to those households whose applications could not be processed.

B. ELIGIBILITY STANDARDS

Benefits are available to all eligible Utah residents regardless of race, religion, national origin, sex, age, or political belief. Utah households that meet the following three points of eligibility are eligible for LIHWAP/Water Assistance benefits:

1. Total household income is at or below 150% of the federal poverty level after allowable deductions.
2. The household is "vulnerable," meaning they are responsible (either directly or indirectly) for paying their home water costs. This could include drinking water, wastewater, storm water or groundwater.
3. The household has at least one person who is a U.S. citizen or a "qualified non-citizen." To be eligible for Water Assistance, a person must be a U.S. born citizen, a naturalized citizen, or qualified non-citizen as documented by the U.S. Citizenship and Immigration Services (USCIS). Ineligible residents are listed below in PROGRAM STANDARDS, Section C. INELIGIBLE RESIDENTS.
4. U.S. citizenship verification for a household is confirmed by completion of the following:
 - a) The applicant must declare citizenship status for all household members by (1) marking the box next to "Yes" on the HEAT application form at the question, "Are you a U.S. Citizen?" and (2) marking "Yes" in the "Citizen" column on the HEAT application form next to the household members' names and (3) signing the HEAT application form; OR
 - b) If the application is being taken in-person or by telephone/over the phone, the applicant must (1) verbally declare the citizenship status for all household members by stating all household members' names and "Yes" or "No" for each household member and (2) worker must read the declaration from the bottom of the HEAT application form to the client, and (3) the applicant must either sign the eREP Benefit Calculation Summary or HEAT application form or provide a verbal signature as listed under the ELIGIBILITY DETERMINATION SECTION, B. APPLICATION SIGNATURES OR INCOME ELIGIBILITY SECTION, E. COUNTABLE INCOME AND OTHER EXCEPTIONS DURING A STATE OF EMERGENCY OR PUBLIC HEALTH EMERGENCY, 5. Application Signatures of the HEAT Policy Manual; AND
 - c) The household members' Social Security Numbers (SSNs) must be verified in eVerifs OR the applicant must provide for each U.S. citizen household member a valid Social

Security card or present any of the documents listed under the PROGRAM STANDARDS SECTION, I. SOCIAL SECURITY NUMBERS, 1. Social Security Cards of the HEAT Policy Manual.

5. Individuals from these U.S. Territories are U.S. citizens and are eligible for Water Assistance:
 - Guam
 - American Samoa
 - Northern Marianas Islands
 - U.S. Virgin Islands
 - Puerto Rico
6. Any of the following documents are proof of naturalized citizenship or qualified resident status. Examples of most of these documents may be viewed in the U. S. Immigration and Customs Enforcement 11/2011 "Guide to Selected U.S. Travel and Identity Documents"—page numbers referenced if available.
 - i. A current U.S. Passport—p.2
 - ii. A valid Certificate of Naturalization (Form N-550)—p.7
 - iii. A Permanent Resident Card (Form I-551)—p.10-12. (Expired is acceptable)
 - iv. A valid Employment Authorization Card (Form I-766)—p.13 only if it is one of the following categories: A03, A04, A05, A10, C11, C25, RE1, RE2, RE3, RE4, RE5.
 - v. A valid Arrival/Departure Record (Form I-94)—p.20 only if the Customs and Border Protection endorsement stamp is marked with one of the following classes: I-551, 203A7, 207, 208, 212D5, RE1, RE2, RE3, RE4, RE5.
 - vi. A valid Approval Notice (Form I-797A)—p.21 only if issued with one of the following classes: I-551, 203A7, 207, 208, or 212D5.
7. Special Classes of Immigrants: Some immigrants have been granted special status and may not have the documents listed above. These could include Asylees, Cuban or Haitian entrants, Battered Alien Spouses, Trafficking Victims, Amerasians, and certain immigrants from Iraq and Afghanistan. If a client claims special status as part of one of these groups contact the state office for assistance determining necessary documentation.

C. INELIGIBLE RESIDENTS

1. Persons ineligible to participate in the Water Assistance Program are:
 - a) Persons who hold an USCIS I-94 who are admitted as temporary entrants (such as students, visitors, tourists, diplomats, etc.).
 - b) Non-citizens who have none of the documents listed in PROGRAM STANDARDS, Section B. ELIGIBILITY STANDARDS, 3. b) of the Water Assistance Policy Manual.
 - c) Persons possessing an Individual Taxpayer Identification Number (ITIN) are not considered legal residents. An ITIN is issued by the U.S. Internal Revenue Service to individuals who are required to have a U.S. taxpayer identification number but who do not have, and are not eligible to obtain a Social Security Number issued by the Social Security Administration. The ITIN is for tax purposes only, and may be used if an individual is listed as an applicant, dependent, or spouse on a U.S. Tax form.
 - d) Immigrants from the Marshall Islands, Palau, and Micronesia are not eligible for Water Assistance or any other federal benefit unless they have one of the documents listed in PROGRAM STANDARDS, Section B. ELIGIBILITY STANDARDS, 3. b) of the Water Assistance Policy Manual. The U.S. treaty with the Marshall Islands, Palau, and Micronesia that gives

special privileges does not allow access to benefits. Contact USCIS to apply for a Permanent Resident card.

D. ELIGIBILITY DETERMINATION OF A HOUSEHOLD CONTAINING AN INELIGIBLE RESIDENT

1. Verify that the household is vulnerable to home water costs.
2. Count the income of all household members, including the ineligible resident.
3. Allow the 20% disregard on the earned income of all household members, including the ineligible resident.
4. Allow an eligible deduction for medical payments and child support payments of all household members, including the ineligible resident.
5. Do not count ineligible residents in determining the total household size, or to determine the poverty level for household size; however, all income must be counted. **Example:** A household has seven members, two of which are ineligible residents. All members' income is counted, but the poverty table is only used for a household size of five, and the total household size is counted as five.
6. The application should be put in the name of one of the eligible adult household members, unless the following conditions apply:
 - a) If all the adults in the household are undocumented, open the water assistance case using the adult's name and leave the social security number field blank. The primary applicant must be at least 18 or emancipated.
 - b) If needed, call the State Water Assistance Office for instructions on a case-by-case basis.
7. Target group credit will not be given for ineligible residents.

E. UTAH RESIDENTS - LENGTH OF RESIDENCY

Only Utah residents with a current physical address in Utah are eligible. There is no length of residency requirement in the State of Utah.

F. UTAH TRIBAL RESIDENTS

Members of Utah's five Native American Tribes may apply at the Water Assistance agency in their area, or may apply directly through their local tribal program, if available. They cannot, however, apply at both offices and cannot receive assistance from both programs in the same program year. Local Water Assistance offices must attempt to verify that tribal members have not received tribal water assistance prior to applying for water assistance and document in case notes in eREP. If it is identified that a customer received a benefit from their local tribal water program and the State of Utah Water Assistance Program in the same program year, the State Water Assistance Office will contact the utility vendor to recoup the duplicate payment. If the State Water Assistance Office is unable to recoup the duplicate payment from the utility vendor, they will contact the customer to recoup the duplicate payment.

G. ELIGIBLE HOUSEHOLDS

1. What is an Eligible Household
 - a) An eligible household is any individual or group of individuals who are living together under one roof and sharing a single water source. This includes, but is not limited to, a person or persons who live together as one economic unit for whom residential water is

9

customarily purchased in common, or as separate economic units (e.g., roommates) sharing the cost of water, or who make undesignated payments for water in the form of rent. Eligibility is based on the situation that exists on the date of application.

- b) The applicant must be living in the residence on the date of application.
 - c) Household members need not be related.
 - d) Multiple family dwellings (duplexes, apartment buildings, etc.) are considered separate households.
2. One Water Assistance Benefit Per Program Year
 - a) A household member can receive water assistance benefits only once during any program year. If an applicant household contains anyone who has already received a water assistance benefit in any other household during the program year, the Water Assistance application will be DENIED. An exception can be made if custody of a minor child is in question. An entire household does not have to be denied if it claims a minor child that has already been claimed as part of another household; however, the child can only count once per program year.
 3. Age and Emancipation
 - a) Household members are considered adults if they are 18 years of age or older or are emancipated. A child can be emancipated (considered an adult) by age, marriage, or court order.
 4. Temporary Household Guests
 - a) A temporary guest is defined as someone who has resided in the household less than three consecutive months and who the applicant certifies will be in the home less than three consecutive months.
 - b) Temporary guests are not to be included on the application. They are not counted as a member of the household or as part of the income calculations. If an applicant wishes to count a temporary guest as a part of the household, the applicant must wait and apply after the guest has reached the three-month requirement. If a person resides or is expected to reside in the household more than three consecutive months, that person should be considered as any other household member.
 5. Length of Time in Household
 - a) If a household member is absent from the home for more than three consecutive months that person is not counted as part of the household.
 - b) If there is a question on the part of the local Water Assistance office as to the status of any household member the local Water Assistance office may require address documentation or a collateral contact. This could be in the form of a note or statement from a neighbor, friend, or relative as to the living situation of the person(s) in question.

H. VULNERABILITY

An eligible household is considered vulnerable if it is responsible for home water costs either directly or indirectly.

1. Households Considered Responsible for Home Water Costs:
 - a) Households that are presently paying water costs directly to a water company on currently active accounts. A copy of the water bill must be uploaded into Content Navigator in eREP.
 - b) Households that are currently paying water costs indirectly through rent.

10

- i. A copy of the Lease Agreement or Landlord Statement Form must be in eREP.
 - ii. A copy of the bill in the landlord's name must also be provided and uploaded into Content Navigator.
 - iii. The worker must make a note in eREP regarding this situation as payments can not be made directly to a household.
2. Households NOT Considered Responsible for Home Water Costs:
 - a) Persons found living in the following places or circumstances on the date of application ARE NOT eligible (unless the situation is temporary and they meet the requirements listed in 1 a or b above):
 - i. Nursing homes
 - ii. Hospitals
 - iii. Skilled Nursing Facilities
 - iv. Rehabilitation Centers
 - b) Persons found living in the following places or circumstances on the date of application ARE NOT eligible:
 - i. Alcoholism and Drug Treatment Centers
 - ii. Prisons and Jails
 - iii. Group homes administered under a contract with a governmental unit or administered by a government unit
 - iv. Households not connected to a Water Assistance source (a wood fireplace or stove is considered a Water Assistance source)
 - v. If living in a motor home, trailer, or fifth wheel with an electrical source connected to a residence, the occupants are considered part of the permanent household residence.
 - vi. Automobiles
 - vii. Tents
 3. Subsidized Housing:

Housing or utility subsidies are NOT counted as income. A household living in government subsidized (federal, state, or local) housing pays an amount for rent based on a percentage of the household income. In order for a household living in government subsidized housing to be considered vulnerable and, thus, eligible for the Water Assistance Program, they must pay a utility bill for water costs directly to a utility provider. If the water bill is in the name of the landlord or property management agency, the client may provide acceptable documentation (e.g., Lease Agreement, billing, or master meter statement) to show that they are responsible for the water charges or in addition to the subsidized rent.

I. SOCIAL SECURITY NUMBERS

1. Social Security Cards

Each household member must have a valid Social Security Number (SSN). Social Security numbers are required for all household members. If eREP is unable to validate the SSN to match the given name of a household member, a SSN card (or another acceptable document listed below) must be provided for that household member. An exception may be made for infants under twelve (12) months old if they have a valid birth certificate and for children adopted within the past twelve (12) months if legal proof of adoption is presented. There are four ways to provide a correct SSN. The client may submit one of these documents:

 - a) An official Social Security card.

11

- b) Other official documents from Social Security Administration (SSA) such as SSA or SSI award letters and SSA or SSI checks.
 - c) An SSA receipt (Form 5028 or 2880) on which the SSA lists the SSN for that person. If SSA does not write the number on the receipt, request any other official document with the number on it along with the receipt.
 - d) Other official documents including Veterans Administration cards, eVeris printout for the individual, W-2. Exceptions must be approved by the State Water Assistance Office.
2. If the verification listed above shows a social security number with a claim letter/number at the end, that letter/number must be one of the combinations listed below:

A M M1 T TA HA J1 J2 J3 J4

Any other combination means that the Social Security number does not belong to the client whose name is on the Medicare card, award letter, or check.
 3. SSNs must:
 - a) Have 9 digits, appear to be a plausible SSN (Not 000-00-0000 for example)
 - b) Not conflict with another SSN in eREP
 - c) Not be impossible—one that has not yet been assigned by SSA
 - d) Be divided as follows:
 - i. Area number = first 3 digits
 - ii. Group number = 4th and 5th digits
 - iii. Serial number = last 4 digits

4. Here are examples of SSNs that are impossible:

Area Number	Group Number	Serial Number
000		
666		
900 to 999		
	00	
		0000

J. ORDER OF PRIORITY GROUPS FOR ASSISTANCE

There are three priority groups for the Water Assistance Program.

1. Households that have been shut off due to arrearages/fees
2. Households that have been issued a shut off notice and are in danger of losing their water. This includes households with a lien on the property due to delinquency in paying the water bill.
3. Households that need assistance paying their current water bill

The first six months of the season will prioritize groups 1 and 2 for assistance. The State Water Assistance Office will determine during that period when to begin accepting applications for group 3 depending on available funding.

The month of October will be dedicated for outreach to vulnerable households with a member who is 60 years old or older, disabled, or under 6 years old AND meets the criteria for groups 1 and 2.

K. WATER ASSISTANCE BENEFITS AND CATEGORICAL ELIGIBILITY

12

A household may only receive one water benefit within the season regardless of the priority group they fall in.

1. If a household is eligible for the HEAT program, they may be categorically eligible for water assistance. This means that all verifications used to determine eligibility for the HEAT program may and should be used to determine eligibility for water.
2. A copy of the water bill must be supplied by the customer and uploaded into eRep.
3. If a customer is paying for water as part of their rent, the worker must verify the situation with the landlord.
 - a) The customer is responsible for obtaining a copy of the water bill from the landlord.
 - b) The worker may also contact the landlord for a copy if the landlord refuses to supply one to the renter.
 - c) If we are unable to obtain a copy of the water bill, the application must be denied.
4. Payments must be made directly to a water company. If a customer provides a bill for a company that is not known to eRep, contact the State Water Assistance Office promptly to contact the water company for a vendor agreement.
5. Water assistance includes the following services:
 - a) drinking water
 - b) wastewater
 - c) groundwater
 - d) stormwater
6. Water benefits may be paid to multiple vendors if the water type is billed by separate vendors.
7. A household only needs to be in danger of disconnection (shut off notice or lien action) or have been disconnected from one water type in order to be considered part of priority groups 1 or 2.
 - a) For example, if a household's drinking water supply has been shut off, but they also pay wastewater to a different vendor and it is in good standing, the agency may pay all of the water bills and fees associated with the household's water needs including the wastewater bill.
8. Arrearages and fees may be paid for priority groups 1 and 2.
 - a) If a household has a shut off notice or lien on the property due to arrearages and fees or the household's water has been shut off, the agency must obtain all water bills to verify amounts of arrearages and fees including reconnection fees, late fees, interests, lien removal fees, etc.
9. All fees associated with a single vendor must be added together and one payment made per vendor in eRep.
10. For Priority groups 1 and 2, the benefit amounts paid to the vendor must not create a credit on the household's account. The benefits should pay for exactly the amount owed including all bill amounts, fees, and arrearages in order to have the household's water remain on or reconnected.
11. If the local office determines that a household's water has been disconnected or is in danger of being disconnected (priority groups 1 and 2) and the household is eligible to receive water assistance, the following procedures must be followed:
 - a) Gather all bill data including amounts of arrearages and fees and enter all evidence into eRep for the exact amounts owed per vendor.
 - b) A credit can not be created on a client's account for priority groups 1 and 2.

13

Assistance agency and request that the credit balance be forwarded to their new water utility vendor as long as the new water account is in the name of the Water Assistance client or a Water Assistance household member and the new service address is located in Utah. The client must furnish the name and address of the new vendor together with his/her account number within six months of termination of service.

O. UTILITY COMPANY PROGRAMS

Any utility vendor programs which benefit the qualifying population can be evaluated and counted as leveraged funds. This may include utility company fee waivers, discounts, deposit waivers, arrearage forgiveness and/or the value of any other household benefit provided.

P. ALLOWABLE/NOT ALLOWABLE CHARGES

Sewer, garbage, and other bill charges may be allowable only if they are required as part of the water portion of the vendor bill to keep the water source to the household.

12. If the household falls into priority group 3 and the State Water Assistance Office has opened the program to serve priority group 3, then the following procedure must be followed:
 - a) Enter all evidence into eRep pertaining to the customer's water bill. eRep will use the benefit matrix to calculate the appropriate benefit amount based on income and water burden.
 - b) If the customer pays water bills to multiple vendors for drinking water, wastewater, storm water, or groundwater services, the customer must identify how they would like the benefit split. They may choose to split between vendors in 25% increments. Total split must equal 100%.

L. WATER SUPPLY VENDORS - SECURITY DEPOSITS

1. Public Service Commission (PSC) regulated utilities
 - a) Monies received by a regulated utility from third-party sources (such as Water Assistance or similar programs) shall not be applied to the security deposit, but shall be applied only to the cost of water services.
 - b) A PSC regulated utility is required to waive the security deposit requirement for all moratorium clients during the period of the moratorium. They are also required to waive the security deposit for Water Assistance customers for the period of the moratorium.
2. Non-regulated utilities
 - a) The security deposit policy for a non-regulated utility is set by the local governing board such as the city council, the company owner, or other policy board.
3. If the water company has signed a Water Assistance contract, the company agrees to waive any security deposit billed to households for the Water Assistance Program. This does not apply to service initiation fees that are routinely charged as a condition of service.

M. CONSUMER COMPLAINTS AGAINST UTILITIES

1. Public Service Commission regulated utilities

Consumer complaints against a PSC regulated utility should be referred to the Public Service Commission at 801-530-7622, or toll free at 1-800-874-0904.
2. Non-regulated utilities

Consumer complaints against a non-regulated utility should be referred directly to the individual utility company.

N. BENEFIT REFUNDS

1. A refund occurs when a water assistance benefit was paid, but the water account was subsequently closed leaving a credit balance on the account.
2. If a household discontinues service with a vendor, the vendor may forward to the new vendor any credit balance remaining on the account as long as the new utility account is in the name of the water assistance client or a water assistance household member and the new service address is located in Utah. The client must furnish the name and address of the new vendor together with his/her account number within six months after termination of service.
3. If the vendor is unable to forward the funds to the new vendor, the refund should be returned to the State Water Assistance Program. The client may contact their local Water

14

INCOME ELIGIBILITY MONTH

A. Water Assistance Income Eligibility Month

1. The "Income Eligibility Month" is the month prior to the date of application entered into eRep. (See ELIGIBILITY DETERMINATION SECTION, E. Date of Application, for the date of application to be entered into eRep for each application type.)
2. All countable income for the applicant household will be used to determine the water assistance payment. If the client does not verify ALL income received by current household members in the income eligibility month, the application will be denied.
3. To verify countable income in the income eligibility month, documentation that represents the actual income received will be used.

a. Countable Household Income in the Income Eligibility Month

1. Subtract all verified medical, child support, and alimony payments from the monthly income amount.
2. In calculating income, **DO NOT** round any amounts. Use actual amounts for all calculations including the total income.
3. Income will be counted as received at the time: a) it is automatically deposited into a financial institution, or b) it is dated.
4. Use the income (after adjustments for the 20% earned income disregard, the medical deduction and the child support/alimony paid deduction) to compute the household's Water Assistance benefit as per the Water Assistance Benefit Formula. If income is less than zero, enter zero.
5. Terminated income is treated like all other income.

C. Income Deficit/Zero Income

1. When a household claims little or no income, the water assistance worker will need to ask them how they are meeting their expenses, and note their response in eRep.
2. An Income Deficit Statement must be completed by each adult or each couple in the household. If additional documentation is required to verify income, the client will be given a list of required documents and will have ten (10) days from that date to return the needed verifications or the case will be denied.
3. Any adult reporting zero (0) income may be asked to complete an Income Deficit Statement.

D. Asset Standards

The value of any household assets, either real or personal property, is not considered when determining eligibility for the Water Assistance Program. Payments received or drawn down from assets on a regular basis will be counted as income (e.g., reverse mortgages or withdrawals from accounts).

E. Countable Income and Other Exceptions During a State of Emergency or Public Health Emergency

A state of emergency or public health emergency is any situation of danger or disaster in which normal government operations are limited or suspended in order to address the emergency and regain control of normal operations.

If a state of emergency or public health emergency is declared within the state, county, or city where Water Assistance applications are being received, point-in-time income will be accepted. The following income verification exceptions may be made by the local Water Assistance agency:

1. Unemployment Benefits:
 - a) Count all projected unemployment benefits to be received in the month of application.
 - b) All temporary supplements to unemployment benefits must be disregarded.
2. Income deficit/zero income:
 - a) An income deficit or zero income statement may be accepted through email.
 - b) An acceptable verification must include a client statement in the body of an email, or a filled out pdf form of the income deficit statement, or a clear picture of the filled out paper form uploaded and attached to the email.
 - c) If using a client statement in the body of an email, the email must include all of the applicable information from the income deficit form.
 - d) The Water Assistance worker must document in case notes the state of emergency or public health emergency and which verification method is being accepted.
3. Self-employment income:
 - a) An agency may forgo gathering income from the previous 12 months as an income estimate.
 - b) Any income received in the month of application must be counted on the application.
 - c) Self-declared income projections for the application month is acceptable verification.
4. Lay-offs/reduction in income:
 - a) An agency must verify that the individual is no longer employed and that the prior month's income has been terminated.
 - b) Any income received in the month of application must be counted on the application.
 - c) All other sources of income must be accounted for.
 - d) Telephone verification via collateral contact to the employer is an acceptable method of verification and must be documented in case notes. Case notes will include the date of contact, name and title of the person contacted, and the date income was terminated.
 - i. If the employer cannot be reached, a customer statement is acceptable verification.
5. Application signatures:
 - a) Signatures may be waived for applications conducted by telephone/over the phone; however, the Water Assistance worker must read the declaration from the Water Assistance application over the phone and the client must provide a voice signature over the phone to certify that the information provided is true and accurate.
 - b) When a telephone/over the phone application is taken, the worker must document in case notes that the client responded in the affirmative to the declaration and asked to sign the application verbally.

17

INCOME STANDARDS

A. INCOME

1. For Water Assistance cases, the local Water Assistance office shall determine the net income of the household received in the income eligibility month. (See INCOME ELIGIBILITY MONTH SECTION, A1 Water Assistance Income Eligibility Month).
 - a) Net income is gross income minus exclusions, disregards, and deductions. (See INCOME STANDARDS SECTION, E. Income Exclusions, F. Income Disregards, and G. Medical, Child Support, Alimony, and Target Group Qualified Deductions.)
 - b) This amount must be at or below 150% of the federal poverty level for the household size. Verification of income must be maintained in eREP.
 - c) Income that is received on a "regular" basis (i.e., quarterly, monthly, bi-weekly, etc.) is considered countable.
2. Any information reviewed in eVerifs related to income including unemployment insurance, General Assistance benefits, and child support benefits must be accounted for as unearned income.
 - a) TANF Assistance is not countable as income for water assistance.
3. Social Security income amount to be reported (Social Security Retirement; Supplemental Security Income [SSI]; Social Security Disability Insurance [SSDI or SSD]; Retirement, Survivors, and Disability Insurance [RSDI]):
 - a) Workers must use the actual amount of Social Security income received in the income eligibility month, except as noted in 3 b below.
 - i. If an overpayment is being deducted from a client's monthly Social Security payment, the worker must count the actual amount the client received as unearned income.
 - ii. If a client provides a bank statement showing their Social Security deposit for the income eligibility month, the worker may accept that as proof of Social Security unearned income.
 - b) If a client receives two Social Security payments in a month, one at the beginning and one at the end of the month due to a holiday or the pay date falling on a weekend, the unearned income amount must be applied to the month it was intended for. Example: A client receives a payment on 12/1 for December and another payment on 12/29 for January because 1/1 is a holiday. Count the amount received on 12/29 toward January unearned income.

B. UNEARNED INCOME

Unearned income is money received by an individual for which he/she does not incur costs related to "going to work." Unearned income includes but is not limited to the following:

1. Pensions and annuities such as Railroad Retirement, Social Security Retirement, Veterans Assistance, Civil Service.
2. Supplemental Security Income (SSI).
3. Disability benefits such as Social Security Disability Insurance (SSDI), Workers Compensation, mortgage insurance, paycheck insurance.
4. Unemployment Compensation.

18

5. Strike or union benefits.
6. Veterans Administration Benefits (VA).
7. Child support or payments made in lieu of child support (e.g., rent, car payment, mortgage payment, etc.).
 - a) If there is reason to believe that the question of child support should be addressed (e.g., a single-parent household with one or more children under the age of 18 living in the household), worker must address child support as possible unearned income. You may use the following website to verify child support: <https://ors.utah.gov/housingverification.html> or the HCD-884 Child Support/Alimony Statement Form.
8. Alimony, or payments made in lieu of alimony (e.g., rent, car payment, mortgage payment, etc.).
9. Veterans Educational Assistance intended for family members of the student. (The student's portion is exempt.)
10. Trust payments, withdrawals, and/or dividends received on a regular basis.
11. Money from sales contracts and mortgages.
12. Personal injury settlements.
13. General Assistance (GA), and Transitional Cash Assistance, or other financial payments made by the Department of Workforce Services or other agencies.
14. Emergency Work Program (EWP) Work allowances (including WEAT).
15. Foster care payments.
 - a) The household may choose to count foster children in the household. If they are counted then the stipend for the children, received in the income eligibility month, is counted as household income.
16. Rent amount when a client works for rent.
17. Rental Property Income. If the client also manages the property but does not live in the property, the income is earned. (See Item D Self-Employment Income below.) Call the State Water Assistance Office for clarification if you have questions.
18. 401k payments.
19. Retirement income.
20. Payments received or drawn down from assets (e.g., reverse mortgages or withdrawals from accounts).
21. Gifts received, or payments made on client's behalf, on a regular basis.

C. EARNED INCOME

Earned income is income in cash or in-kind received by an individual for which a service is performed. Earned income includes but is not limited to the following:

1. Wages, including military base pay.
2. Salaries.
3. Commissions.
4. Monies from self-employment, including babysitting.
5. Tips and gratuities.
6. Sale of livestock and poultry.
7. Military payments to cover Basic Allowance for Quarters (BAQ) and Basic Allowance for Subsistence (BAS).

19

8. Money the employee chooses to have withheld for benefit plans such as Health Savings Accounts (HSAs), Flex Plans, and Cafeteria Plans. (Check the pay stubs to determine if these amounts are already included in the gross pay amount).
9. Income from rental property if the client manages the property but does not live there.

D. SELF-EMPLOYMENT INCOME

A self-employed person actively earns income directly from his/her own business, trade, or profession, rather than as a salary or wages from an employer. A self-employed person will use the estimated monthly income from last year to determine eligibility for Water Assistance. Estimated Monthly Income can be determined in one of two ways:

1. Previous Year's Federal Tax Return
 - a) The preferred option is to use the previous year's Internal Revenue Service (IRS) 1040 Schedule 1 (Additional Income and Adjustments to Income) to determine a self-employed person's income when applying for Water Assistance. The supervisor can choose to require the applicant to file their previous year's tax return prior to applying for Water Assistance benefits. Add Line 3 (business income) + Line 5 (rental real estate, royalties, partnerships, S corporations, trusts, etc.) + Line 6 (farm income) from IRS 1040 Schedule 1 to get total self-employment income. Divide by 12 to determine estimated monthly income. If the amount is less than zero, enter zero as estimated monthly income. Subtract the 20% disregard from estimated monthly income, then subtract any eligible medical expenses, alimony, or child support paid during the income eligibility month to determine eligibility. If the amount is less than zero, enter zero.
2. Self-Employment Income Worksheet (DWS-HCD 877)
 - a) The client is responsible to fill out the Self-Employment Income Worksheet (DWS-HCD 877) in its entirety. The total net income for the year is divided by 12 to determine the estimated monthly income. (If documentation shows that the business is less than a year old, divide total net income by the number of months the business has been operating to determine estimated monthly income.) If the amount is less than zero, enter zero as estimated monthly income. Use the estimated monthly income to calculate the 20% disregard. Subtract the 20% disregard then subtract any eligible medical expenses, alimony, or child support paid during the income eligibility month to determine eligibility. If the amount is less than zero, enter zero. When the Self-Employment Income Worksheet is used, IRS Form 8821 may be completed and signed for each adult household member and for each business owned by the household members. The local Water Assistance office may request a copy of the client's IRS tax transcripts if they deem it necessary for verification.
3. Self-Employed Health Insurance Deduction
 - a) Use line 16 of the 1040 Schedule 1 and divide by 12 for the monthly medical deduction amount for self-employed clients.
4. Income from Odd Jobs
 - a) If a Water Assistance worker determines that a client earns income from odd jobs rather than from his or her own business, the client can provide a list of income and sources for the relevant month. Additional verification may be required.

20

E. INCOME EXCLUSIONS

Certain kinds of income or benefits are excluded from being counted as income when determining Water Assistance eligibility. Excluded income includes, but is not limited to, the following:

1. Earned income of a child 18 years or younger who is enrolled as a K-12 student. Worker must note in eREP.
2. Funds that are not paid on a regular basis. Examples of this would include a Christmas bonus, tax refund, and lump sum severance pay.
3. Reimbursements for expenses directly related to employment, training, schooling, and volunteer activities.
4. Temporary Assistance to Needy Families (TANF) and Family Employment Program (FEP).
5. Reimbursements for other expenses incurred, such as medical expenses.
6. Supplemental Nutrition Assistance Program benefits (food stamps).
7. Special Supplemental Nutrition Program for Women, Infants and Children benefits (WIC).
8. Federal student aid.
9. Temporary Assistance for Needy Families (TANF) also known as the Family Employment Program (FEP) in Utah.
10. Bona fide loans of money that must be repaid by the client. Executed loan documents and repayment schedule may be required.
11. Compensation paid to individual volunteers under the Retired Senior Volunteers Program (including Green Thumb) and the Foster Grandparent Program established under the Older Americans Act of 1965.
12. Incentive and training expenses paid by self-sufficiency programs.
13. Earned Income Tax Credit refunded to the household.
14. Job Training Partnership Act (JTPA) or equivalent youth work experience.
15. Value of Food Stamp benefits, Food Stamp Cash Out checks, and surplus commodities donated by the U.S. Department of Agriculture and WIC coupons.
16. Student portion of Veterans Educational Assistance (portion of Veterans Educational Assistance Intended for family members of the student are not excluded).
17. Bank interest.
18. Subsidies for adoption of the hard-to-adopt child including Title IV-E Adoptive Assistance for Disabled Children.
19. Compensation or reimbursement paid to AmeriCorps volunteers, Senior Health Aides, SCORE, Senior Companions and ACE or programs under Section 418 of P. L. 93-113.
20. Church cash assistance and voluntary cash contributions by others if not received on a regular basis.
21. Rental subsidies and employer relocation assistance.
22. Utility subsidies.
23. Monetary allowances for certain children of Vietnam War veterans.
24. The full military pay for an active duty soldier not in the home. However, you must count as income any allotment that is taken out of his/her military pay and sent home for the family's support.
25. Payments made under the Alaska Native Claims Settlement Act, Public Law 92-203.
26. Payments made under the Maine Implementing Act and the Maine Indian Claims Settlement Fund, Section 9 of Public Law 96-240.

21

27. Payments made under the Agent Orange Settlement Fund or any other fund established pursuant to the settlement in the Re Agent Orange Product Liability Litigation, Public Law 101-203, Section 10405 of Public Law 101-239.
28. Payments under Public Law 100-383 to Japanese and Aleut people who were relocated during wartime.
29. Payments made from the Radiation Exposure Compensation Act. These are exempt under Public Law 101-426.
30. Payments under the Disaster Relief and Emergency Assistance Amendments of 1988. Public Law 100-707.
31. Distributions from Tribal Trust Funds (per-capita payments) are not to be considered income or used as a basis for denying or reducing Water Assistance benefits to Native Americans.
32. Educational assistance or college work-study payments.
33. Easter Seals.

F. INCOME DISREGARDS

Twenty percent (20%) of the total household gross earned income, including self-employment earned income, shall be disregarded (subtracted) to determine the income for Water Assistance eligibility. The 20% disregard for self-employed households will be subtracted from the Estimated Monthly Income, either from the Self-Employment Income Worksheet or from IRS Form 1040, along with IRS Schedule 1 (as noted in the Income Standards Section under Self-Employment Income above). This 20% disregard is applied to all households with earned income. The purpose for the disregard is to help working persons cover expenses related to having to go to work.

G. MEDICAL, CHILD SUPPORT, ALIMONY, AND TARGET GROUP QUALIFIED DEDUCTIONS

The below expenses are allowed as deductions from the total income in determining Water Assistance eligibility for all households. To be eligible for the deductions, the amounts must be PAID in the income eligibility month. Proof of payment must be in the client's file. Copies or scans of all receipts for paid expenses are required.

1. Medical Deductions

Allow a deduction for payments on uncompensated medical bills when those payments are actually made by a member of the household, including an ineligible household member, during the income eligibility month. To allow this deduction, the client must verify the payment was made directly to a medical provider by a member of the household, for a member of the household, in the income eligibility month, and that they will not be reimbursed by a third party.

a) Allowable Medical Deductions

- i. Health insurance, dental insurance, and vision insurance premiums.
- ii. Payments made to doctors, hospitals, health professionals, or medical/dental clinics.
- iii. Prescriptions written by a health professional and filled by a pharmacy or an authorized facility such as a state or privately run medical facility. A medical cannabis facility is an allowable facility. A link to Utah medical cannabis facilities is here: <https://medicalcannabis.utah.gov/pharmacies/pharmacy-locations/>.

22

- iv. Payments for prescription eyeglasses, contact lenses, hearing aids, oxygen, oxygen and blood pressure monitors, diabetic supplies, and medical supplies that require a prescription with an itemized receipt attached to the case. Deduct sales tax from the receipt total.
- b) Examples of Unallowable Medical Deductions
 - i. Payments made to lending institutions on money borrowed for medical expenses are not an allowable deduction.
 - ii. Vitamins, herbs, and health drinks.
 - iii. Food or groceries for special diets are not deductible, even when prescribed by a doctor.
 - iv. Medicare tax deducted from a person's paycheck is a tax and is not a medical deduction.
 - v. Contributions to a Health Savings Account (HSA) or Flex Spending Account (FSA).
 - vi. Supplemental insurance plan premiums (e.g., AFLAC, long-term disability insurance, short-term disability insurance). Please note that a Medicare supplement is a health insurance policy, not a supplemental policy, and is an allowable deduction.
 - vii. Payments for over-the-counter medicines and remedies such as aspirin, cold remedies, and Depends are not deductible.
2. Child Support and Alimony Deductions
 - a) Deductions for child support/alimony payments are allowed when those payments were made by a member of the household during the income eligibility month. Alimony/child support payments that are made directly to a mortgage or car company can also be deducted. Workers must verify payment and document in eREP.
3. Target Group Window or Room Air Conditioner Unit Qualified Deduction
 - a) Target groups may apply the purchase of a window or room air conditioner unit as a deduction to qualify for the Water Assistance Program.
 - b) Requirements for a target group window or room air conditioner unit qualified deduction are listed below:
 - i. A member of the applicant's household must meet one of the three target groups:
 - a. Disabled
 - b. Sixty (60) years of age or older
 - c. Under age six (6) years
 - ii. The applicant's total household income must fall within 150% FPL (after all qualified deductions).
 - iii. A household member must purchase a window or room air conditioner unit within the month of eligibility.
 - iv. Proof of payment:
 - a. The applicant must provide a receipt showing a household member purchased the unit.
 - b. The unit must be purchased within the month of eligibility AND between April 1 through September 30. Exceptions may be made for units purchased in a different month and must be approved by the State Water Assistance Office.
 - c) Regardless of the price of the unit, the Water Assistance Program will only allow a deduction up to \$500.
4. Target Group Space or Unit Heater Qualified Deduction
 - a) Target groups may apply the purchase of a space or unit heater as a deduction to qualify for the Water Assistance Program.

23

b) Requirements for a space or unit heater qualified deduction are listed below:

- i. A member of the applicant's household must meet one of the three target groups:
 - a. Disabled
 - b. Sixty (60) years of age or older
 - c. Under age six (6) years
- ii. The applicant's total household income must fall within 150% FPL (after all qualified deductions).
- iii. A household member must purchase a space or unit heater within the month of eligibility.
- iv. Proof of payment:
 - a. The applicant must provide a receipt showing a household member purchased the unit.
 - b. The unit must be purchased within the month of eligibility AND between October 1 through March 31. Exceptions may be made for units purchased in a different month and must be approved by the State Water Assistance Office.
- c) Regardless of the price of the unit, the Water Assistance Program will only allow a deduction up to \$500.

24

ELIGIBILITY DETERMINATION

The local Water Assistance office shall determine a household's eligibility by applying the program and income standards in the Water Assistance Policy to the household's circumstances, and by establishing the validity and accuracy of the information given by the applicant's household.

A. APPLICATION TYPES

In order to determine eligibility, the client must submit a completed application with the required documents to the local Water Assistance office. Water and other utility assistance will be combined on the same application. Local offices should encourage households to apply for all assistance benefits at the same time.

There are four (4) ways to apply for Water Assistance benefits:

- In-Person (In-Office, Outreach, Community Partner Outreach Events):** Each office holds appointments for clients to apply in-person throughout the Water Assistance Program year. Appointments are made through the local Water Assistance office. In-person appointments are also conducted by Water Assistance workers at outreach events and by Community Partner Outreach Workers.
- Mail-In/By Mail:** To apply by mail, the client must obtain and complete an application, gather all required documents, and mail them to the local Water Assistance office for processing. If all documents are not received with application, client will be notified to submit required documents or application will be denied.
- Online:** To apply online, clients must login to their myCase account at jobs.utah.gov, complete and submit an application for utility assistance, and provide all required documents to the local Water Assistance office for processing. If all documents are not received with the application, the client will be notified to submit required documents or the application will be denied.
- Telephone/Over the Phone:** The local Water Assistance office may take Water Assistance applications by telephone/over the phone, based on agency capability. See B. APPLICATION SIGNATURES below for information on storing the verbal application signature.

B. APPLICATION SIGNATURES

- Signatures may be waived for applications conducted by telephone/over the phone; however, the Water Assistance worker must read the declaration from the Water Assistance application over the phone and the client must provide a voice signature over the phone to certify that the information provided is true and accurate.
- The agency must keep a recording to document the voice signature. The recordings must be stored in a safe location and be available for retrieval, when needed, for case file reviews. Workers must document in case notes that the voice signature was recorded and the location of the recording.
- When a telephone/over the phone application is taken, the worker must also document in case notes that the client responded in the affirmative to the declaration and asked to sign the application verbally.

25

- Date the application is taken at the outreach event (e.g., the date the Water Assistance worker meets with the client, which is also the date the client completes and signs the application).
- Community Partner Outreach Worker Applications:**
 - Date the application is received in the local Water Assistance office. An exception to the income eligibility month may be made on Community Partner Outreach Worker applications that are received.
- Over the Phone/Telephone Applications**
 - Date the application interview is conducted by telephone/over the phone.
- The application process must be completed within 45 days of the date of application entered into eREP unless an acceptable reason for the delay has been documented in eREP case notes. Office delay or backlog in editing/processing is not an acceptable reason.
- The Water Assistance application type must be narrated in eREP case notes.

E. DATE OF PAYMENT

The payment date is the date the Water Assistance check is actually issued. Generally the check is mailed the working day following the check date.

F. INTERNAL CONTROLS

Each local Water Assistance office must abide by the written policies in the Water Assistance Policy Manual provided by the State Water Assistance Office to ensure accurate client eligibility determination, benefit approval, and protection of the funds from fraud, waste, and abuse. Individual Water Assistance offices must be able to show that they have procedures in place that outline the local Water Assistance office's process for completing appointments, processing mail-in applications, processing online applications, and calculating benefits. Validation of these procedures is completed through Water Assistance agency monitoring reviews. The procedures must be available at any time during the Water Assistance season and will be reviewed during monitoring to ensure total internal compliance.

27

C. ACCEPTABLE VERIFICATION

- All factors of eligibility must be verified and documented in eREP.
- It is the applicant's responsibility to obtain acceptable verification that may not already be captured in eVerifs.
- Acceptable verification may include, but is not limited to, any official document, such as SSA letter, eVerifs or other approved system verification, bank statement, blessing certificate, etc.
- The client has ten (10) days to provide the requested verification.
- Copies of all documents must be maintained in eREP including SSN documentation. If verification is provided through an outreach worker, case notes itemizing information from each document may be accepted as verification.
- If the household refuses to present the required documentation the application will be denied.

D. DATE OF APPLICATION

- Mail-In/By Mail Applications:**
 - Should be stamped in and dated the date the application is received in the local Water Assistance office.
 - The date stamp must always be used as the date of application in eREP (except as noted in E. 1 (a) ii. below). The income eligibility month is the month prior to the date of application entered into eREP. (See INCOME ELIGIBILITY MONTH SECTION, A1 Water Assistance Income Eligibility Month.)
 - Exception to date of application to be entered into eREP: When an application is received during the first seven (7) days of a month and includes verification document(s) for the month prior to the signature date on the application, the worker may use the signature date as the date of the application in eREP and must narrate an explanation in eREP case notes. In extenuating circumstances supervisors have the flexibility to make a determination on the application date and must narrate an explanation in case notes.
 - Example: Mail-In application received during the first seven (7) days of the month that includes verification document(s)
 - Agency received a mail-in Water Assistance application on April 3 that was signed on March 30. Included with the application were verification documents from February. Since the application was received during the first seven (7) days of the month and included verification document(s), the worker may use the signature date as the date of application in eREP and February as the income eligibility month. Worker must narrate an explanation in eREP case notes.
- In-Office Applications:**
 - Date of the initial office visit.
- Online Applications:**
 - Date the application is submitted online by the client.
- Outreach Applications** (applications taken at outreach events by Water Assistance workers):

26

PAYMENT CALCULATION

A. WATER ASSISTANCE BENEFIT CALCULATION

For priority groups 1 and 2, the amount of the benefit will be exactly the amount owed on the bills including arrearages and other fees required to reconnect the household with water services. If the household has theft charges on their bill for unlawfully restoring their own service, the household will be responsible to pay their fees. If the household is unable to pay the theft fee, they are not eligible for water assistance.

For priority group 3, a benefit will be determined using a benefit matrix. See Table 1, Water Assistance Benefit Calculation, (below) for a worksheet to calculate a Water Assistance benefit payment. The Water Assistance benefit payment calculation is based on a household's income (percent of poverty), water burden, and target groups (see Tables I and II). Households with the lowest income and the highest water burden will receive a higher Water Assistance payment. Households with children under age six years, elderly sixty (60) years of age or older, or disabled persons receive an additional water assistance benefit amount.

The first six months of the season will be open for priority groups 1 and 2. During this period, the State Water Assistance Office will determine when to open the program for priority group 3 depending on available funding.

B. PERCENT OF POVERTY

To determine a household's percent of poverty, divide the household's net monthly income by the amount shown for the household's size in Table II, 2020-2021 Federal Poverty Level & Monthly Income Limits, (below) under the column labeled, "100% of Poverty." Net income is gross income minus exclusions, disregards and deductions. Remove the decimal point, rounding the product up to the nearest whole number. This is the household's Percent of Poverty. Households above 150% of poverty are not eligible.

C. WATER BURDEN

Water burden is the proportion of a household's income used to pay for home water needs including drinking water, wastewater, stormwater, and groundwater. To determine a household's water burden, divide the average household monthly water cost (determined to be \$70) by the household's NET monthly income (Net income is gross income minus exclusions, disregards, and deductions as noted in the INCOME STANDARDS SECTION, E. Income Exclusions, F. Income Disregards, and G. Medical, Child Support, Alimony, and Target Group Qualified Deductions.) Remove the decimal point, rounding the product to the nearest whole number. This is the household's water burden. The maximum water burden allowed is 15%.

- Households who pay all their water costs as part of their rent
 - Households who pay all their water costs as part of their rent directly to their landlord must obtain a copy of the water bill from the landlord with a verification stating how much of the bill the customer is responsible for. The local water agency may contact the landlord on behalf of the customer if needed. The household must provide the Landlord

28

Statement Form or lease agreement completed by their landlord in order to verify the landlord/tenant relationship and that the bill is in the landlord's name.

D. TARGET GROUPS

If a household has at least one eligible member of a target group (listed in 1-3 below), an additional benefit amount of \$70, called a target group credit, will be added to the water assistance benefit calculation. Only one target group credit is allowed per household even if more than one target group is met. The target group credit will not be given to ineligible non-citizens.

1. Young children

The household is eligible for the target group credit if it includes a child under age six (6) years. The household must provide documentation, such as a birth certificate, blessing certificate, or immunization record in order to be eligible for this additional benefit.

2. Elderly persons

A household is eligible for the target group credit if it has at least one person sixty (60) years of age or older. Date of birth on the application is sufficient proof of age for the elderly.

3. Disabled persons

a) Persons aged sixty (60) years and older may self-declare their disability. They do not need to provide 3rd party documentation of the disability, but the worker must make note of what the client says the disability is.

b) For those under age sixty (60) to qualify for the disability target group credit, eREP must include one of the following:

- I. Proof of SSD, SSI, General Assistance, an active ABD case in eREP (Aged, Blind, Disabled Medicaid), a veteran disability document, proof of Medicare enrollment, or DMV Registration with permanent disability designation.
- II. A completed Water Assistance Program Release of Medical Information and Disability Verification form (or letter from licensed physician on physician office letterhead which includes the same information that is required on the Water Assistance Program Release of Medical Information and Disability Verification form) signed by a licensed physician and faxed, emailed, or mailed from the doctor's office. The form must be signed in the current program year or we must have the form on file from a previous year indicating the disability is permanent.
 - A person cannot walk two hundred feet without stopping to rest;
 - Cannot walk without the use of, or assistance from, a brace, cane, crutch, another person, prosthetic device, wheelchair or other assistive devices. This does not include temporary injuries such as a broken leg, a sore back, etc.;
 - Is restricted by lung disease to such a degree that the person's forced (respiratory) expiratory volume for one second, when measured by spirometry, is less than one liter, or the arterial oxygen tension is less than sixty mm/hg on room air at rest; Uses portable oxygen;
 - Has a cardiac condition to the degree that the person's functional limitation is classified (according to American Heart Association standards) in severity as Class III or Class IV;
 - Is severely limited in their ability to walk due to an arthritic, neurological or orthopedic condition;

29

- Has a medically determined mental or physical disability expected to last longer than six months; OR
- Other visible conditions that suggest a disability.

E. SUPPLEMENTAL PAYMENTS

Supplemental payments are created to correct the amount of a water assistance benefit paid or to re-process a rejected water assistance benefit payment. Corrections may be the result of a miscalculated water assistance benefit.

F. TABLE I – WATER ASSISTANCE BENEFIT CALCULATION

TABLE I WATER ASSISTANCE BENEFIT CALCULATION		
1. INCOME FORMULA Total NET Income \$ _____ Divided by 100% of the Poverty Amount for a household size of _____ (see Federal Poverty Chart, Table II below) \$ _____ = _____ % (Ineligible if over 150%) Subtract the % amount from \$200.00 = \$ _____	2. WATER BURDEN Average Household Water Cost: \$70 Divide Average Household Water Cost above by total NET Income = _____ X \$10.00 = _____ (Max. of 15)	3. TARGET GROUPS Child under 6 _____ Disabled _____ Over 60 _____ If household has any members in a target group listed above, add \$70. Only one target credit is allowed even if more than one target group is met.
Total #1: \$ _____	Total #2: \$ _____	Total #3: \$ _____
Add totals from boxes 1, 2 & 3 for estimated Total Water Assistance Benefit: \$ _____		

30

G. TABLE II – FEDERAL POVERTY LEVEL

TABLE II 2020-2021 FEDERAL POVERTY LEVEL (FPL) & MONTHLY INCOME LIMITS Effective 3/1/2021						
Household Size	100% of Poverty	150% of Poverty		Household Size	100% of Poverty	150% of Poverty
1	1,073	1,610		8	3,722	5,583
2	1,452	2,178		9	4,100	6,150
3	1,830	2,745		10	4,478	6,718
4	2,208	3,313		11	4,857	7,285
5	2,587	3,880		12	5,235	7,853
6	2,965	4,448		13	5,613	8,420
7	3,343	5,015		14	5,992	8,988
				Family over eight add \$	378	568

For households with more than 8 persons, add \$568 for each additional person (for 150% of FPL).

An additional \$70 will be awarded to households that have at least one person who is disabled, age 60 or older, or a child under the age of 6.

31

PROGRAM BENEFITS

A. PROGRAM BENEFITS

Program benefits are limited to a one-time payment per household, per program year. If an applicant household contains anyone who has already received a water assistance benefit in any other household during that program year, the application will be denied. An exception can be made if custody of a minor child is in question. An entire household does not have to be denied if it claims a minor child that has already been claimed as part of another household; however, the child can only count once per program year.

B. FORMS OF WATER ASSISTANCE PAYMENTS

1. Water assistance benefit payments are always paid directly to the household's water vendor.
2. Split Payments
 - a) Payments may be made to multiple vendors.
 - b) For priority group 3, water assistance payments may only be split in increments of 25% between eligible vendors.
3. After a Water Assistance benefit has been awarded, neither the vendor nor the percentage of the Water Assistance payment may be changed. Any exceptions to this rule must be approved by the State Water Assistance Office.

32

RECORDS AND BENEFIT MANAGEMENT**A. CASE RECORDS**

1. All documentation used to determine eligibility must be kept in eREP. If phone application recordings are unable to be stored in eREP, the agency must store the recordings in a safe location and they must be available for retrieval when requested.
2. Water assistance case records shall not be removed from the local water agency except by subpoena or request of the State Water Assistance Office, the Office of Recovery Services, or in accordance with the Archives Schedule.

B. NOTIFICATION

1. The Water Assistance Program will notify Water Assistance applicants of the final determination on their case. The notification will be mailed to the last known address of record.
2. The notification letter will explain the applicant's hearing rights and how to file for a hearing if the applicant is not satisfied with the decision on his/her case.
3. If the client is denied they are eligible to reapply any time prior to the end of the current Water Assistance season.

C. WATER ASSISTANCE PAYMENTS

1. Payments appear on a daily warrant register. Each warrant register must be compared with actual applications to prevent unsubstantiated or unauthorized information from entering the Water Assistance system and ensure that warrants are generated for all authorized cases. Any discrepancies must be reported to the State Water Assistance Office immediately.
2. Lost or stolen Water Assistance checks:
 - a) The client must report a lost or stolen Water Assistance check to their local Water Assistance Agency and request a replacement within one year of issue date. The local Water Assistance agency will enter a Correction into eREP to request that a new check be issued.
 - b) Lost or stolen checks may be reported 21 days after issuance.
 - c) A check that has been cashed will not be replaced.

D. APPLICATION, DOCUMENTATION, AND PAYMENT ERRORS

1. Wrong Account Numbers
 - a) The State Water Assistance Office must be notified immediately and the local Water Assistance office must update case evidence and narrate a correction explanation in case notes in eREP when the wrong account number has been posted on a pay run.
 - b) The local Water Assistance office must reconcile the error with the respective utility companies and narrate an explanation in eREP case notes.
2. Underpayments

33

- a) The State Water Assistance office must be notified and the local Water Assistance office must narrate a correction explanation in case notes in eREP documenting the reason for the underpayment as soon as an underpayment error is discovered.
 - b) All underpayments, regardless of the amount, will receive a supplemental payment.
 - c) Supplemental payments can only be made by the State Water Assistance Office.
3. Overpayments
 - a) The State Water Assistance Office must be notified and the local Water Assistance office must narrate a correction explanation in case notes in eREP documenting the reason for the overpayment as soon as an overpayment error is discovered.
 - b) Overpayment of More than \$75 Due to Client Error
 1. When Water Assistance Benefit is Paid to a Utility Vendor
 1. If a mistake is discovered resulting in an overpayment of more than \$75 on a benefit paid to a utility vendor due to client error, the local Water Assistance office must reconcile the overpayment error with the respective utility companies and request that the overpayment amount be mailed to the State Water Assistance Office, along with the Vendor Return Funds to State Form. The local Water Assistance office must narrate a correction explanation in case notes in eREP including the name of the person they talked with at the utility company and the amount the utility company is returning to the State Water Assistance Office.
 - c) Overpayment of More than \$75 Due to Local Water Assistance Office Error
 1. When Water Assistance Benefit is Paid to a Utility Vendor
 1. If a mistake is discovered resulting in an overpayment of more than \$75 on a benefit paid to a utility vendor due to a local Water Assistance office error, the local Water Assistance office must reconcile the overpayment error with the respective utility companies and request that the overpayment amount be mailed to the State Water Assistance Office, along with the Vendor Return Funds to State Form. The local Water Assistance office must narrate a correction explanation in case notes in eREP including the name of the person they talked with at the utility company and the amount the utility company is returning to the State Water Assistance Office.
 - d) Overpayments of \$75 or less are not required to be collected.
 4. Other Errors
 - a) Local Water Assistance office enters a correction in eREP; reconciles the error with the utility vendor, client, or anyone else who needs contacting; and works with the State Water Assistance Office to make sure all necessary steps are taken to resolve the error.

34

E. WATER CONSUMPTION DATA TRACKING

Agencies must ensure that all clients who are in danger of disconnection or already disconnected are documented appropriately in eREP at the time of their initial application. The State of Utah will use this information in conjunction with data collected from the state's water vendors to track services provided to clients. This information will be used to calculate the average water use by households to ensure Water Assistance benefits are distributed to clients with the lowest income and highest water burden.

35

FRAUD**A. OVERVIEW**

Fraud occurs when a Water Assistance applicant, vendor, grantee, sub-recipient, or employee knowingly and willfully misuses or withholds information, or provides false information to receive assistance to which he/she is not entitled, or distributes funds or benefits improperly.

1. If client fraud is suspected, the agency or the public can email cws_fraud@utah.gov. Allegations of fraud will be investigated for the current program year and the preceding program year only.
2. If the local Water Assistance agency questions the veracity of information presented and requires additional documentation to verify eligibility, the worker will provide the client with a detailed list of needed documents and client will have ten (10) days to present the documentation. If the documentation is not provided within ten (10) days, the client and/or household will be debarred from the Water Assistance program until they repay the State Water Assistance Office the full amount of the Water Assistance benefit or the full amount of the overpayment. The Water Assistance worker will explain the situation in eREP.
3. If the agency, State Water Assistance Office, or fraud investigator finds evidence that client fraud has been committed and the client received a Water Assistance benefit or an overpayment of their Water Assistance benefit, the client and/or household will be debarred from the Water Assistance program until they repay the State Water Assistance Office the full amount of the Water Assistance benefit or the full amount of the overpayment. The debarred client will receive a letter from the State of Utah Water Assistance Program's Legal Department informing them of this decision. All Water Assistance benefits and overpayments due to fraud must be paid in full before the client's debarment from the State of Utah Water Assistance Program will be lifted. The client must contact the State Water Assistance Office to make payment(s) and/or payment arrangements. The local Water Assistance office must enter a detailed explanation of the situation in eREP case notes.
4. If there is evidence that fraud has been committed by a vendor, grantee, subrecipient, or employee, appropriate measures will be taken under the direction of the Water Assistance Program Manager or DWS Internal Audit team.

B. PROCEDURES FOR FRAUD, WASTE, AND ABUSE

Each local Water Assistance office has the authority to request additional information from a household to verify information provided during the eligibility process. If a local Water Assistance office believes that an applicant has received a benefit in error due to misrepresentation or false reporting of their household information, it must begin an investigation. In the event that the local Water Assistance office confirms that the benefit should not have been administered, the local Water Assistance office will begin its process to request repayment from the household and contact the State of Utah Water Assistance Program to ensure that the household members are added to the list of ineligible applicants until the time that payments are made. The local Water Assistance office can make a recommendation that the household is debarred from being able to participate in the program indefinitely; however, this is subject to State approval. All applicants must be informed of their right to appeal the decision.

36

The monitoring review process ensures that each local Water Assistance office has internal controls that would protect Water Assistance funds from waste, fraud, and abuse. During the monitoring reviews, the State Water Assistance Office will ensure that all agencies are compliant with these requirements.

MONITORING

A. OVERVIEW

Local Water Assistance agencies are responsible for planning and carrying out the administration of the Water Assistance Program in accordance with the rules and regulations of state and federal law as specified in their contract with the State. The State Water Assistance Office has the responsibility to ensure that grantees are carrying out the administration of the Water Assistance Program in accordance with these applicable laws and regulations. To accomplish this, the Housing and Community Development Division (HCD) will help grantees identify problems and solutions in order to correct them through monitoring reviews by the State Water Assistance Office. Whenever possible, deficiencies should be corrected through discussion, negotiation, and technical assistance in a manner that preserves local discretion. Problems should be identified and addressed as they happen, rather than waiting until monitoring occurs. Regular communication with the State Water Assistance Office can be helpful in avoiding problems at the end of the Water Assistance season.

B. MONITORING OBJECTIVES

The objectives of monitoring reviews are to determine if grantees are:

1. Carrying out the administration of the Water Assistance Program as described in their contract,
2. Carrying out the Water Assistance administration in a timely manner in accordance with the time frames required by the contract,
3. Charging costs to the program that are eligible under the Water Assistance Program,
4. Complying with other applicable laws, regulations, and terms of the contract,
5. Conducting the program in a manner which minimizes the opportunity for fraud, waste, and mismanagement, and
6. Maintaining capacity to carry out the approved program.

C. PRE-AWARD RISK ASSESSMENT

Risk Assessments will be scored by the Fiscal Monitoring Team, and the completed Risk Assessment results will be posted in a location available to division staff administering various programs, for example in the division shared drive, Google Drive, or attached in the WebGrants Organization Database. Before making awards for federal funds (or as early as appropriate), staff will check that database to be sure that a Risk Assessment is in place and is current as defined in this document. If it is not, then an assessment will be conducted.

Each year, before entering into a contract with local Water Assistance agencies, a review of the Division Risk Assessment will be completed. For agencies with a medium or high on the pre-award risk assessment, a review of the risks will be conducted and a discussion of the impact on the program will be held. If the risk is determined to impact the program, adjustments to the monitoring checklist will be made. If the risk is determined to not impact the program, no adjustments to monitoring will be made. Review of the risk assessment, discussions, and any adjustments to the monitoring plan will be documented. Additional monitoring may include:

1. Review additional case management files. The number of additional files will be determined by the number of applications the local office processed; the nature of the risk identified.
2. Review Additional Request for Funds (RFF). The number of additional RFF reviews will be determined by the amount of funding an agency receives through the Water Assistance Program.

D. GUIDELINES FOR AGENCY MONITORING REVIEWS

1. At least once per Water Assistance Season, each agency will be monitored for the completeness and accuracy of a sampling of Water Assistance applications. Initial sampling and file review will be done as desk audits. If all of the applicant documents are not electronically saved, files will be requested from the agency and must be provided to State staff within a reasonable time period.
2. The sampling of Water Assistance applications will be determined by the State Water Assistance Office and may include any of the following application types: In-Person (In-Office, Outreach, Community Partner Outreach Events), Mail-In/By Mail, Online, and Telephone/Over the Phone applications.
3. The sampling will include applications containing medical deductions, target populations, and each type of water assistance.
4. The files will be reviewed for completeness and accuracy.
5. The Program Specialist assigned to the agency will discuss with the Regional Director/Supervisor and agency Executive Director the monitoring review process and schedule an on-site visit. In extenuating circumstances, a virtual meeting visit may be done in place of an on-site visit.
6. eREP must include the following for each applicant:
 - a) Complete and accurate application.
 - b) Copies of Social Security cards for applicants and any household members that are not known to or verified in eREP.
 - c) Documentation of income received in the income eligibility month for all household members.
 - d) Proof of residency.
 - e) Recent water bill.
 - i. Address between bill and application must correlate or have explanation in eREP.
 - ii. Account should be in the head of the household or spouse's name – case workers are required to explain any deviations.
 - iii. If the applicant pays for utilities through rent, a copy of the lease agreement or landlord statement is required. A copy of the water bill in the landlord's name is also required.
 - f) Proof of payment (e.g., itemized print out, bank statement, original receipt, or payment history) for eligible medical expenses paid directly to a health professional by a member of the household, for household members in the income eligibility month.
 - g) Review of application processing time.
 - h) Use of correct office code.
 - i) Performance measure data.
 - j) Agency review will include:
 - i. Contract – timely spend down of funding.
 - ii. Carryover funds from year to year, administrative funds expenditures.

- k) On-site visit will include a review of application intake area, privacy, file storage, etc.
 - l) Agencies will have the opportunity to respond to errors and to provide any additional documentation or explanations that may have been missing from eREP.
 - m) All monitoring findings will require the agency to complete a "Correction" in eREP and any other steps necessary (i.e., collecting additional information from client, collecting overpayments of over \$75 if warranted, contacting utility company, etc.).
 - n) Any errors found during monitoring, including errors that have been subsequently corrected, will be counted as errors in the final monitoring letter with an acknowledgement that they have been corrected.
 - o) Recurring errors in concurrent years are considered serious and will require consultation with the State Water Assistance Office to develop an approved corrective action plan.
7. Monitoring will include compliance with all State Water Assistance Policies.

E. MONITORING RECORDS RETENTION

Documents resulting from the program monitoring will be retained by program staff for a period of 5 years.

OUTREACH AND CONTINUED ACCESS TO ON-SITE APPLICATION**A. OUTREACH AND CONTINUED ACCESS TO ON-SITE APPLICATION**

In order to reach those clients who did not apply during the previous Water Assistance year, information should be made available throughout the community explaining the mail-in and online application procedures, the mail-in target population and a telephone number for acquiring a mail-in packet. The State of Utah has designed a rack card for the Water Assistance Program. These rack cards are available to agencies upon request. Federal regulations mandate that walk-in sites be available for those clients who need crisis assistance, intake services or help with completing their application. These sites must, of course, be available once the regular program begins. Social media campaigns will also be used to communicate the benefits of the program and encourage participation.

41

C. ADMINISTRATIVE COSTS

1. Costs directly related to program operations, planning and development. These may include indirect costs attributed to the work environment of employees that administer the program. Examples of these costs are:
 - a) Payroll Services Costs
 - b) Fiscal Reporting
 - c) Auditing
 - d) Program Reporting
 - e) HR functions
 - f) Executive Management
 - g) Public Relations
 - h) Procurement
 - i) Property Management
 - j) IT costs related to the support of the administrative functions
 - k) Costs such as rent, utilities, and supplies directly associated with administrative staff activities

D. CASE MANAGEMENT COSTS

1. Costs directly related to the Water Assistance application process
2. These may include indirect costs attributed to the work environment of employees that case management costs are attributed to
3. Examples of case management costs are:
 - a) Salaries for employees engaged in the intake and editing process of the Water Assistance applications
 - b) Outreach expenses including travel to location
 - c) Postage
 - d) Supplies
 - e) Forms
 - f) Computers
 - g) Equipment
 - h) Translation Services
 - i) IT costs related to the support of the application process
 - j) Referral to ancillary programs for additional assistance
 - k) Case work in response to a household's water emergency, including all related activities, such as intervention with water companies, negotiation with township trustees or other agencies on behalf of a household
 - l) Costs such as rent, utilities and supplies directly associated with staff costs in case management activities
4. LIHWAP budgets related to the application process for water assistance should not be confused with other programs such as HEAT. The HEAT (LIHEAP) program has their own rules for allocated funds to program activities.

E. WATER EDUCATION

43

FINANCIAL REPORTING**A. LOCAL WATER ASSISTANCE OFFICE BUDGETS AND CLAIMS SUBMISSION**

As a condition for receiving the Water Assistance block grant, the State of Utah is required to account for the expenditure of those grant funds. The subcontracting network participates in this process by providing fiscal and statistical information.

B. BUDGETS

1. The Water Assistance Program budget will be submitted by each local Water Assistance agency to the State of Utah at the time of initiation of the annual contract, its renewal, or upon a change of funding notification from the State of Utah. The budget is effective October 1st through September 30th each year. The State of Utah will approve all budgets and subsequent modifications. Contract amendments occur when funds are added or taken away from the local Water Assistance office's award. The Executive Director of the local Water Assistance office will sign the legal documents and return to the State of Utah with an updated budget. The line item descriptions will look like this:
 - a) Administrative Costs
 - b) Case Management Costs
2. Budget modifications occur when agencies change the dollar amounts between line items. Budget modifications can be completed any time during the program year, except for Administration budgets.
3. An agency may use the following guidelines for assigning reimbursement costs or they may have their own procedures. However, the State suggests using the following budget guidelines for case management and administrative costs for assigning expenses to budget line items. If an agency uses the 80/20 percent of total expenses for reimbursement purposes, back-up documentation must be available to support why they are assigning 80% of their expenses to case management and 20% to administrative costs.
4. When filling a claim for program support expenses, the local Water Assistance office should include reports, ledgers, or registers from the accounting software, as well as purchase orders, invoices and receipts where applicable. The documentation should support expenses that cover outreach, referrals, case management, administration, materials and supplies, rent, utilities and other necessary eligible expenses related to the maintenance of seasonal outreach sites.

42

Water education materials and personnel time associated with water education materials should be charged to Case Management. Knowledge about water use and basic home conservation is part of the intake process and continued throughout the Water Assistance process.

F. PROCESS FOR REQUESTING ADDITIONAL FUNDS

1. Agencies may request additional funds from the state if they have obligated at least 85 percent of their current available benefit dollars (regular and crisis assistance). A request for additional funds must be sent to the Water Assistance Program Manager or his/her designee. The request should be sent by the Executive Director or his/her designee. It is preferred that the request be submitted on local Water Assistance office letterhead and must include:
 - a) Estimated amount of funds to be used toward program administration
 - b) Total amount of funds needed
 - c) Estimated length of time that the funds will cover
2. The Water Assistance Program Manager will review the funding request to ensure that the information provided reconciles and evaluates historical trends from the previous year to ensure that the estimated service delivery seems reasonable given trends from the previous years. If there is not enough available funding to complete the request, the Water Assistance Program Manager will request that the agencies amend the request based on the balance of available funds. The funds are not available to the local Water Assistance office until the amendment is signed and returned to the State of Utah.
3. Benefit costs funds for regular water assistance are paid by the State of Utah to the designated vendor or recipient of the benefit amount.

G. ONLINE CLAIMS SUBMISSION

All service providers must submit claims for their administrative expenses at least monthly. All claims and supporting documentation are submitted online at Webgrants.utah.gov. Program Specialists assigned to each local Water Assistance agency will review the request for funds and approve payment if appropriate. If necessary, the Program Specialist will contact a local Water Assistance agency for additional information or clarification of a request for funds prior to approval of payment.

44

ACTIVE FIRE RESTRICTION DOCUMENTS

IT IS UNLAWFUL TO DISCHARGE ANY FIREWORKS IN UTAH UNTIL December 31.

FIREWORKS ARE NEVER ALLOWED ON US FOREST SERVICE, BLM OR NATIONAL PARKS.

Stage 1 Restrictions	Stage 2 Restrictions	Special Restrictions
1. No open fires of any kind <u>except</u> within established public facilities in improved campgrounds, picnic areas. -OR- In permanently constructed fire pits at private homes where running water is present. 2. No smoking, except within an enclosed vehicle, trailer or building, a developed recreation site or while stopped in an area that is paved or free from dry vegetation. 3. No fireworks, tracer ammunition or other pyrotechnic devices including exploding targets. 4. No cutting, welding or grinding metal in areas of dry vegetation. 5. No operating a motorcycle, chainsaw, ATV, or other small internal combustion engine without an approved and working spark arrestor.	NO OPEN FIRES OF ANY KIND (compressed or liquid gas grills, stoves, firepits with a shutoff valve ARE ALLOWED with proper clearance of flammable materials.) -PLUS- All of the restricted activities listed under "Stage 1"	Special Restrictions (See restriction document)

Statewide

No Active Restrictions

Central Utah

No Active Restrictions

Southeastern Utah

No Active Restrictions

Southwestern Utah

No Active Restrictions

Wasatch Front

No Active Restrictions

Northeastern Utah

No Active Restrictions

Northern Utah

No Active Restrictions

RESOURCES

- Active Fire Restriction Documents (<https://utahfireinfo.gov/active-fire-restriction-documents/>)
- Active Wildfires and Projects (<https://utahfireinfo.gov/active-wildfires/>)
- Fire Restrictions (<https://utahfireinfo.gov/fire-restrictions/>)
- Prevent Wildfires (<https://utahfireinfo.gov/prevention/>)
- Report A Wildfire (<https://utahfireinfo.gov/report-a-wildfire/>)
- Utah Fire Info Home (<https://utahfireinfo.gov/>)
- Utah Wildfire Training (<https://utahfireinfo.gov/training/>)
- Wildfire Contacts (<https://utahfireinfo.gov/contacts/>)

Search

CATEGORIES

- Closures (<https://utahfireinfo.gov/category/uncategorized/closures/>)
- Jobs (<https://utahfireinfo.gov/category/jobs/>)
- News (<https://utahfireinfo.gov/category/news/>)
- Training (<https://utahfireinfo.gov/category/training/>)
- Uncategorized (<https://utahfireinfo.gov/category/uncategorized/>)