

Utility Grant Recommendation Form
(Item 16.01 - SBC Bylaws, Policy & Procedure)

Project / Location

SBC Number

Grant Amount:

Name of Grantee:

Instructions

It is the general policy of the State Building Commission (SBC) to favor grants for construction of extensions of utility service upon terms that are fair and equitable to all parties. No approval will be granted by the SBC unless the documents and information required by the following procedures are completed and presented along with a copy of the grant contract and a cover memo from the Department or Agency head approving the project.

Procedure Checklist

1. The Department or Agency shall conduct a feasibility study in conjunction with SBC Executive Subcommittee staff which shall consider available alternatives, including installation and operation of a wholly-owned, independent system, and a report of such study shall be provided to the State Building Commission. The Department or Agency shall obtain the financial statements and consider the financial condition of the utility.
2. The Department or Agency shall provide to the State Building Commission a written agreement between it and the utility covering construction of the extension, and the quality of service to be provided by the utility, setting forth the maximum amount of funds to be paid by the State, and containing safeguards to ensure that the project is completed at or before the payment of all State funds. If the rates for utility service(s) and maintenance to be charged to the Department or Agency are other than the standard rates charged by the utility, the agreement shall specify the method of computing such rates. The agreement shall contain provisions setting forth any specific fees and the capacity that would exist for the State to tap into the line and a requirement that approval by the State be obtained if anyone else taps into the line and how that would affect the State's ability to tap into the line. The reason for these provisions being included is to ensure the State's capacity needs are not depleted in time and to ensure consideration is given to the State's capacity needs before allowing others to tap into the line. The agreement shall contain such provisions as are required by regulations of the Department of Finance and Administration for service contracts to the extent applicable.
3. The Department or Agency shall provide to the State Building Commission the following, **either**
 - a. A copy of the written policy of the utility with regard to extension of utility services, **or**
 - b. A written statement from the chief operating officer of the utility (1) stating that there is no written policy on extension of utility services and (2) describing in detail the practice as it is then in effect for all persons or classes of persons; **and**

A written statement from the Head of the Department or Agency stating either that (1) the agreement between the Department or Agency and the Utility is at least as favorable to the Department or Agency as the generally applicable policies, or (2) the agreement is less favorable than the generally applicable policies, together with the justification for deviation from the standard policies of the utility.
4. Prior to submission of the project to the State Building Commission, the Department or Agency shall obtain the approval of the State Architect for the proposed engineering plans and estimated costs.
5. The Department or Agency shall provide to the SBC a worksheet showing the computation of the costs to be paid by the Department or Agency in connection with the extension of utility services, and the rates to be charged for service to the Department or Agency if other than the standard rates for persons in the same category, together with the assumptions upon which such computations were based and the sources of such assumptions.

Submitted by SPA Agency Manager:

Signature

Print Name:

Date: