

# Memorandum

March 23, 2018

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**TO:** Infrastructure Finance Authority Board  
**FROM:** Chris Cummings, Assistant Director  
**SUBJ:** Award Increases

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## Requested Action

Informational Only       For Board Input       For Board Action (see Recommended Motion)

## Request

The department seeks a policy regarding increasing previous Infrastructure Finance Authority Board awards by \$300,000 or 10%, whichever is greater, without returning to the IFA Board.

## Background

The following awards require Infrastructure Finance Authority Board approval:

1. Awards for loan funding of \$3,000,000 and above,
2. Safe Drinking Water Revolving Loan Fund awards, which include principal forgiveness in excess of 60 percent of the total award or in excess of \$750,000, and
3. Special Public Works Fund and Water Wastewater Fund awards, which include grants in excess of \$500,000 require board approval.

Occasionally, recipients request increases to their awards. These requests are mostly due to construction cost beyond the budgeted contingency, but occasionally due to scope of work changes. In the case of scope changes, they are typically changes that may be required for regulatory reasons or unforeseen benefits to the project.

In order to process these requests in a timely manner and not delay project completion, and additionally, to provide direction and clarity to the department, the department recommends the following motion.

## Recommended Motion

Move to approve policy for award increases. The IFA Board authorizes the department director, or the director's appointee, to approve award increases to previous IFA Board approved awards by \$300,000 or 10%, whichever is greater, without returning to the IFA board for review.