

## WIFA Operating Policies and Procedures

**WIFA Policy #: I.1**

**Purpose:**

*Establish the process for WIFA staff to generate policies and procedures. Establish the process for the Board of Directors to review and approve policies.*

**Policy:**

**Section 1: WIFA Operating Policies**

WIFA's Board of Directors may consider and act on the following policy types:

**Table 1**

	<b>Policy Type</b>	<b>Purpose</b>	<b>Review and Recommend Action</b>
I.	Operations Management and Outreach	<ul style="list-style-type: none"> <li>• Board and Committee responsibilities, policies, procedures, and actions</li> <li>• Administrative responsibilities, policies, procedures, and actions</li> </ul>	Executive Committee
II.	Technical and Environmental	<ul style="list-style-type: none"> <li>• Project Priority List development and updates</li> <li>• Requirements for project development and inspections</li> <li>• Requirements for Environmental Review</li> <li>• Planning and Design Assistance Grants</li> </ul>	Project Finance Committee
III.	Loan Origination	<ul style="list-style-type: none"> <li>• Requirements for applicants to submit project finance application</li> <li>• Requirements for WIFA to perform a due diligence analysis of project finance applications and presentation to Board</li> <li>• Debt authorization requirements</li> <li>• Terms and conditions extended by WIFA to recipients of financial assistance</li> <li>• Annual Loan Reviews</li> </ul>	Project Finance Committee
IV.	Information Technology	<ul style="list-style-type: none"> <li>• Maintenance of the WIFA Website</li> <li>• Maintenance of the Loans and Grants Tracking System (LGTS)</li> <li>• Development and maintenance of e-Apps</li> <li>• Development and maintenance of Intranet</li> <li>• Provide system security and technical support</li> </ul>	Executive Committee
V.	Fiscal and Loan Servicing	<ul style="list-style-type: none"> <li>• Processing financial assistance disbursement requests</li> <li>• Accounting and fiscal reporting requirements</li> <li>• Minority and women owned enterprise solicitation requirements</li> </ul>	Fiscal Committee and/or Executive Committee

In addition to adopting and tabling policies, the Board may require that a proposed or existing policy be adopted as a rule in accordance with applicable rule promulgating procedures.

Business Manager shall maintain and update policies in accordance with this policy.

WIFA staff shall seek Board approval for significant and substantive modifications to approved WIFA policies.

WIFA staff may update and edit approved WIFA policies for minor, format and non-substantive changes including, but not limited to, references to statutes, rules, policies, procedures, and staff positions.

**Section 2: WIFA Operating Procedures**

WIFA staff may detail procedures to further define and implement Board policies, resolutions, directives, and other actions. WIFA's procedure types will follow the policy types laid out in Table 1, and the majority of procedures will link directly to a policy adopted by the Board as described in Section 1 of this policy. In limited circumstances, WIFA staff may implement procedures to define:

- Procedures prior to the Board adopting a related policy,
- Internal administrative procedures not directly linked to a policy, or
- Procedures connected to Board actions other than adopted policies.

Unless required by WIFA's Board of Directors or the Executive Director, WIFA's Board of Directors does not need to approve procedures.

The Board may require that a proposed or existing procedure be adopted as a rule in accordance with applicable rule promulgating procedures.

Business Manager shall maintain and update procedures in accordance with this policy.

**Responsibility:** Business Manager

**Statutory Reference:** A.R.S. Title 49, Chapter 8

**Rule Reference:** N/A

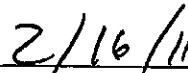
**Original Issue Date:** January 11, 2000

**Previous Amendment Date(s):** September 2, 2003

**Most Recent Amendment Date:** February 16, 2011 (*Replaces All Previous Versions*)

**Approval:**

  
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Executive Director

  
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Date