

**Statutory Required Reports of the
Department Heritage and Arts (DHA),
Governor's Office of Economic Development (GOED), and
Department of Workforce Services (DWS)**

October 2015

Report and Frequency	Summary of Content	Reporting Entity/ Receiving Entity	Utah Code Reference	Notes
Department Heritage and Arts Reports				
1. Department of Heritage and Arts Annual Report – annually by October 1	Description of programs, performance data, budget data, historical data, goals, challenges, achievements, contact information, and other useful information that promotes accountability and transparency	Department of Heritage and Arts (DHA) to the governor and the Legislature	9-1-208	
2. Arts and Culture Business Alliance Account Report – annually	A complete accounting of the use of money from the account	Division of Arts and Museums to DHA for inclusion in annual report	9-6-806	New report effective July 1, 2015
3. Library Boards Compliance Report – annually	Compliance with internet safety policies for minors	State Library Division to DHA for inclusion in annual report	9-7-217	
4. Division of Indian Affairs Report – annually	Division of Indian Affairs' operations and recommendations	DHA for inclusion in annual report	9-9-107	
5. Native American Remains Review Committee Report	Description of the progress made, and any barriers encountered, by the review committee in implementing identification and return of Native American remains	DHA for inclusion in annual report	9-9-405	
6. Local Libraries Report – annually	The condition and affairs of each library as required by the State Library Board	All municipal, city, county, and public school libraries to the director of the State Library Division	9-7-211	
7. City Library Report – annually	Condition and operation, including the financial statement and records of the library	City library boards of directors to the State Library Board	9-7-406	
8. County Library Report – annually	Condition and operation, including the financial statement and records of the library	County library boards of directors to the State Library Board	9-7-506	

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Governor's Office of Economic Development Reports				
1. Governor's Office of Economic Development Annual Report – annually by October 1	Description of programs, performance data, budget data, historical data, goals, challenges, achievements, contact information, and other useful information that promotes accountability and transparency	Governor's Office of Economic Development (GOED) to the governor and the Legislature	63N-1-301	
2. Governor's Office of Economic Development Coordinating Council Report – annually	Council activities	GOED Coordinating Council to GOED for inclusion in annual report	63N-1-502	
3. Attracting New Commercial Projects Report – annually	Success in attracting new commercial project to development zones, number of new incremental jobs, and tax credit commitments	GOED for inclusion in annual report	63N-2-106	
4. Evaluating the Enterprise Zone Program Report – annually	Conduct a continuing evaluation of the progress made in the enterprise zones	GOED for inclusion in annual report	63N-2-203	New report effective May 12, 2015
5. Recycling Development Zones Report – annually	Evaluation of the effectiveness of the program and recommendations for legislation	GOED for inclusion in annual report	63N-2-403	
6. New Convention Facility Development Incentives Report – annually	The state's success in attracting new conventions and corresponding new state revenue, the estimated amount of convention incentive commitments made and the period of time over which convention incentives are expected to be paid, the economic impact on the state, and the estimated and actual costs and economic benefits of the convention incentive commitments made	GOED for inclusion in annual report	63N-2-510	
7. Alternative Energy Manufacturing Tax Credit Report – annually	The office's success in attracting alternative energy manufacturing projects to the state resulting in an increase in new state revenues, the amount of tax credits the office has granted and the time period during which the tax credits have been granted, and the economic impact on the state	For inclusion in annual report	63N-2-705	

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8. Technology and Life Science Tax Credit Certificates Report – annually	The total amount listed on tax credit certificates the office issues, the criteria that the office uses in prioritizing the issuance of tax credits amongst tax credit applicants, and the economic impact on the state related to providing tax credits	GOED for inclusion in annual report	63N-2-810	Every five years, the Revenue and Taxation Interim Committee is required to study the tax credits
9. Rural Fast Track Program Report – quarterly	The awards made by the administrator under this section, and submit a report to the office on the awards and their impact on economic development in the state's rural areas	GOED administrator to the Board of Business and Economic Development for inclusion in annual report	63N-3-104	
10. Technology Commercialization and Innovation Program Grants and Loans Report – annually	Review the activities and progress of grant recipients	GOED for inclusion in annual report	63N-3-204	
11. Utah Business Resource Centers Report – annually	The measured performance of economic development programs offered by or through established business resource centers	GOED for inclusion in annual report	63N-3-304	
12. Office of Rural Development Report – annually	The program's operations and recommendations	GOED for inclusion in annual report	63N-4-106	
13. Business Development for Disadvantaged Rural Communities Report – annually	The total amount of grants and loans the board awarded to eligible counties during the fiscal year, a description of the projects awarded a grant or loan, the total amount of outstanding debt service that is being repaid, whether the grants and loans awarded have resulted in economic development within project areas, and whether the board recommends that the grants and loans be continued or modified	The Board of Business and Economic Development to GOED for inclusion in annual report	63N-4-205	
14. Utah Fund of Funds Audit Report – annually by September 1	A valuation of the assets owned by the Utah Fund of Funds as of the end of the reporting year, an opinion regarding the accuracy of the information provided in the annual report, and an opinion regarding the accuracy of the information that supports the	The state auditor or an independent auditor engaged by the state auditor to the Utah Capital Investment	63N-6-405	

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	economic development impact in the state of the Utah Fund of Funds	Corporation and the Board of Business and Economic Development (included in the annual report in 63N-6-301)		
15. Tourism Development Plan Report – annually	The economic efficiency of the advertising and branding campaigns conducted by the office	GOED for inclusion in annual report	63N-7-201	
16. Motion Picture Incentives Report – annually	GOED's success in attracting within-the-state production of television series, made-for-television movies, and motion pictures; the amount of incentive commitments made by the office and the period of time over which the incentives will be paid; and the economic impact on the state	GOED for inclusion in annual report	63N-8-108	
17. Health Insurance Exchange Report – annually	Operations of the Health Insurance Exchange	Office of Consumer Health Services to GOED for inclusion in annual report	63N-11-104	
18. Mineral Lease Funds Report – annually before November 1	Expenditure and utilization of certain mineral lease funds and recommendations to the Legislature on the further uses of mineral lease funds in order to stimulate research and development directed toward the more effective utilization of the state's natural resources	State Advisory Council on Science and Technology to GOED for inclusion in annual report	63N-12-105	
19. STEM Action Center Board Report – annually	The progress of the Science, Technology, Engineering, and Mathematics (STEM) Action Center	STEM Action Center Board to the Education Interim Committee, the Public Education Appropriations Subcommittee, the State Board of Education, and GOED for inclusion in annual report	63N-12-208	
20. Utah Broadband	The center's operations and recommendations	Utah Broadband Outreach Center to GOED for	63N-12-305	

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Outreach Center Report – annually		inclusion in annual report		
21. New State Revenues from New Commercial Projects Report – annually by October 1	Reports of new state revenues from new commercial projects in development zones, including sales tax, income tax and corporate franchise and income tax, new jobs and tax credits	GOED to the Governor's Office of Management and Budget, the Office of the Legislative Fiscal Analyst, and the Division of Finance	63N-2-107	
22. New Agreements Between GOED and a Business Entity Report – by the first business day of each month	Reports on each new agreement entered into since the last report, the estimated amount of new state revenues that will be generated, the estimated maximum amount of tax credits that a business entity could qualify for, and the minimum number of new incremental jobs and high paying jobs that will be created before any tax credit is awarded	GOED to the Governor's Office of Management and Budget, the Office of the Legislative Fiscal Analyst, and the Division of Finance	63N-2-107	
23. County and Municipal Enterprise Zone Applicants Report – annually	Report regarding the economic activity that has occurred in the enterprise zone following the designation	Counties and municipalities to GOED	63N-2-214	
24. Targeted Business Income Tax Credit Applicants Report – annually by June 30	Application approved, applicant information and status, including criteria, maximum income tax credit and time period	A local zone administrator shall report to GOED	63N-2-304	
25. County And Municipal Recycling Market Development Zone Report – annually by July 31	Report regarding the economic activity that has occurred in the recycling market development zone following the designation	Counties and municipalities to GOED	63N-2-411	
26. Qualified Low-Income Community Investments Report – annually	Documentation of investment in qualified low-income community investments in qualified active low-income community businesses located in the state	A qualified community development entity to GOED	63N-2-610	
27. Alternative Energy Entity Report – annually	Showing the new state revenues generated by the alternative energy manufacturing project during the taxable year for which the alternative	An alternative energy entity that seeks to receive a tax credit or has	63N-2-703	

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	energy entity seeks to receive a tax credit	entered into an agreement reports to GOED		
28. Technology and Life Science Tax Credit Certificates Report – annually	The total amount listed on tax credit certificates the office issues and the criteria that the office uses in prioritizing the issuance of tax credits	GOED to the Governor's Office of Management and Budget, the Office of the Legislative Fiscal Analyst, and the Division of Finance	63N-2-811(1)	
29. New Agreements Between GOED and a Business Entity Report – by the first business day of each month	Each new agreement entered into by the office since the last report, the total amount listed on tax credit certificates the office issues, and the criteria that the office uses in prioritizing the issuance of tax credits	GOED to the Governor's Office of Management and Budget, the Office of the Legislative Fiscal Analyst, and the Division of Finance	63N-2-811(2)	
30. Utah Fund of Funds Report – annually by September 1	Activities conducted by the Utah Fund of Funds, including a copy of the audit of the Utah Fund of Funds; a detailed balance sheet, revenue and expenses statement, and cash flow statement; detailed information regarding new fund commitments made during the year; the net rate of return of the Utah Fund of Funds from the inception after accounting for all expenses; detailed information regarding realized gains and losses from investments; unrealized gains and any unrealized losses based on the net present value of ongoing investments; and detailed information regarding all yearly expenditures	The Utah Investment Corporation, in consultation with the Board of Business and Economic Development, to the governor; the Business, Economic Development, and Labor Appropriations Subcommittee; the Business and Labor Interim Committee; and the Retirement and Independent Entities Interim Committee	63N-6-301	
31. Sports Organization Use of Tourism Marketing Performance	An accounting of the use of money a sports organization receives for advertising, marketing, branding, and promoting the state in attracting sporting events into the state	Sports organization to GOED	63N-7-301	

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Account Report – annually				
32. Utah Office of Outdoor Recreation Report – annually	Activities of the Office of Outdoor Recreation	The director of the Office of Outdoor Recreation to the executive director of GOED	63N-9-106	
Department of Workforce Services Reports				
1. Department of Workforce Services Annual Report – annually by October 1	Description of programs, performance data, budget data, historical data, goals, challenges, achievements, contact information, and other useful information that promotes accountability and transparency	Department of Workforce Services (DWS) to the governor and the Legislature	35A-1-109	
2. State Council on Workforce Services Report – annually	Information and accomplishments related to the activities of the department	State Council on Workforce Services to DWS for inclusion in annual report	35A-1-206	
3. Office of Child Care Report – annually	Information regarding the status of child care in the state	Office of Child Care to DWS for inclusion in annual report	35A-3-203	
4. Child Care Fund Report – annually	Status of the Child Care Fund and the programs and services funded by the fund	Office of Child Care to DWS for inclusion in annual report	35A-3-206	
5. Cash Assistance Performance Report – annually	The difference between actual performance and performance goals for the second, third, and fourth quarters of the prior fiscal year and the first quarter of the current fiscal year	DWS to DWS for inclusion in annual report	35A-3-313	
6. Refugee Services Fund Report – annually	The status of the fund, including programs and services funded by the fund	The director of Refugee Services to DWS for inclusion in annual report	35A-3-701	
7. Disclosure of Employer Classification Report – annually	The benefit to the state from disclosure of information regarding employer misclassification of workers for unemployment benefits	The Wage and Hour Division of the United States Department of Labor to DWS for inclusion in annual report	35A-4-312	New report effective May 12, 2015, repeated July 1, 2017
8. Permanent Community	The number and type of loans and grants made and a list of subdivisions	DWS for inclusion in annual report	35A-8-307	

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Impact Fund Report – annually	and interlocal agencies that received impact fund assistance			
9. Olene Walker Housing Loan Fund Report – annually	Accounting for expenditures authorized by the board and evaluation of the effectiveness of the program	Olene Walker Housing Loan Fund Board to DWS for inclusion in annual report	35A-8-508	
10. Pamela Atkinson Homeless Account Report – annually	The programs and services funded by contributions to the Pamela Atkinson Homeless Account	Homeless Coordinating Committee to DWS for inclusion in annual report	35A-8-602	
11. Housing Coordination and Planning Act Report – annually	The scope, amount, and type of housing assistance provided to municipalities and counties, including the number of low- and moderate-income housing units constructed or rehabilitated within the state	Housing and Community Development Division to DWS for inclusion in annual report	35A-8-804	
12. State Small Business Credit Initiative Program Fund Report – annually	An accounting of expenditures made from the fund and an evaluation of the effectiveness of the loan and loan guarantee program	Housing and Community Development Division to DWS for inclusion in annual report	35A-8-1203	
13. Uintah Basin Revitalization Fund Report – annually	The number and type of loans and grants made and a list of recipients of Revitalization Fund assistance derived from severance taxes held in trust by the United States for Ute Indian Tribe of the Uintah and Ouray Reservation and their members	Housing and Community Development Division director to DWS for inclusion in annual report	35A-8-1607	
14. Navajo Revitalization Fund Report – annually	The number and type of loans and grants made and a list of recipients of this assistance to eligible entities to serve persons who are or may be socially or economically impacted, directly or indirectly, by mineral resource development	Housing and Community Development Division director to DWS for inclusion in annual report	35A-8-1708	
15. Intergenerational Poverty Tracking System Report – annually	The data, findings, and potential uses of the tracking system to identify groups that have a high risk of experiencing intergenerational poverty; identify incidents, patterns, and trends that explain or contribute to intergenerational poverty; and assist case workers, social scientists, and government officials in the study and	DWS for inclusion in annual report	35A-9-201	

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	development of effective and efficient plans and programs			
16. Intergenerational Poverty Report – annually	Include the five and 10-year plans with measurable goals and benchmarks, including future action needed for decreasing the incidence of intergenerational poverty; describe how the commission fulfilled its statutory purposes and duties during the year; describe policies, procedures, and programs that have been implemented or modified to help break the cycle of poverty and end welfare dependency for children in the state affected by intergenerational poverty; and contain recommendations on how the state should act to address issues relating to breaking the cycle of poverty and ending welfare dependency for children	DWS for inclusion in annual report	35A-9-305	
17. DWS Divisions and Offices Budget Report – annually	Information to aid in preparation of departmental budgets	DWS divisions and offices to the executive director of DWS	35A-1-105	
18. Employment Security Act Report – annually by October 1	Covering the administration and operation of Employment Security Act during the preceding calendar year, including recommendations for amendments	DWS to the governor	35A-4-502	
19. Tax Credit for Employment of Persons Who Are Homeless Report – annually	The amount of tax credits DWS grants under Tax Credit for Employment of Persons Who are Homeless Act	DWS to the Economic Development and Workforce Services Interim Committee and the Revenue and Taxation Interim Committee	35A-5-306	
20. Career and Technical Education (CTE) Comprehensive Study Report – on or before November 1, 2015, 2016, and 2017.	In 2015, on the progress of the comprehensive study; in 2016, on the final results of the comprehensive study ; and in 2017, the CTE Board report on the recommendations of the study	CTE Board to the Education Interim Committee, the Executive Appropriations Committee, the governor, the State Board of Education, the State Board of	35A-5-403	New report effective May 12, 2015, repeated July 1, 2018

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		Regents, and the Utah College of Applied Technology Board of Trustees		
21. Community Services Block Grant Funds Report – annually	The distribution and expenditure of Community Services Block Grant funds	State Community Services Office to the appropriate legislative appropriations subcommittee	35A-8-1006	
22. Women in the Economy Commission Report – annually	Description of how the commission fulfilled its statutory purposes and duties during the year and recommendations on how the state should act to address issues relating to women in the economy	Women in the Economy Commission to the governor; Education Interim Committee; Economic Development and Workforce Services Interim Committee; Executive Appropriations Committee; Legislative Management Committee; Business, Economic Development, and Labor Appropriations Subcommittee; and State Council on Workforce Services	35A-11-203	
23. Implementation of the state Achieving a Better Life Experience Program Report – on or before the November 2015 interim meeting	The issues the department studied on implementation of the state Achieving a Better Life Experience Program and recommendations on whether the state Achieving a Better Life Experience Program should be modified	DWS to the Social Services Appropriations Subcommittee	35A-12-402	One-time report enacted in 2015