



CITY OF OAKLEY

200 W. Main - P.O. Box 266
Oakley, ID 83346 Phone (208) 862-5313

March 4, 2016

Ms. Megan Ronk, Director
Idaho Department of Commerce
P.O. Box 83720
Boise, Idaho 83720-0093

Re: Oakley Valley Senior Center Application

Dear Director Ronk:

The City of Oakley is submitting this application for an Idaho Community Development Block Grant to assist the Oakley Valley Senior Center.

The existing Oakley Senior Center is housed in a 100-year old, unreinforced masonry church building on the east side of the community. This building was damaged by an earthquake several years ago, and has been deemed unstable by two structural engineers. With a crumbling foundation, cracking walls, a reputation as unsafe for occupancy, and one small tremor away from collapse, the center has been seeing a decrease in patrons and rentals for family and community events. This downward spiral will only continue unless and until the Oakley Valley Seniors find a new home and the City believes that they have a duty to help the communities most vulnerable members.

We need your \$149,956 to help us relocate the operations of the center to a new home in the heart of downtown Oakley. The City of Oakley has the financial resources to purchase the building, but we lack sufficient funds to cover the rehabilitation expenses. Our community has stepped up and offered \$90,000 in cash to buy the building and \$35,359 in in-kind construction labor. With your participation, we can develop a \$275,315 facility that will serve our community for decades to come.

In the following pages, we hope that you will see the problems and concur with our solutions – and most importantly, join us in creating the future for the residents of the City of Oakley. If you have any questions regarding our proposal, please do not hesitate to call the City offices.

Thank you for your consideration.

Sincerely,

Robert Bell, Mayor

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ICDBG Application Information Form

Applicant: City of Oakley Chief Elected Official: Robert Bell, Mayor
 Address: P.O. Box 266, Oakley, ID 83346 Phone: (208) 862-3313
 Email Address: Oakley@pmt.org
 DUNS # 832599497 CAGE Code _____

Sub recipient: Oakley Valley Senior Center, Inc. Chief Elected Official: Larry Hinds
 Address: P.O. Box 82, Oakley, ID 83346 Phone: (208) 862-

Application Prepared by: Carleen Herring Phone: (208) 732-5727 ext. 3010
 Address: Region IV Development Association P.O. Box 5079 Twin Falls, ID 83303

NATIONAL OBJECTIVE (MARK ONE)

- LMI Area LMI Clientele Imminent Threat
 LMI Jobs Slum & Blight LMI Housing

PROJECT TYPE (MARK ONE)

- Public Facility Community Center
 Infrastructure for Jobs Senior Center
 Downtown Revitalize Imminent Threat

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO BENEFIT: 172 TOTAL # LMI TO BENEFIT: 172
 % LMI TO BENEFIT: 100 %

PROJECT DESCRIPTION: The proposed project includes the acquisition and remodel of a vacant building in Oakley for use as a senior center for the residents of the Oakley Valley. The City anticipates acquiring the building and overseeing its extensive remodel, including development of a commercial kitchen (relocating kitchen equipment from the existing Oakley Senior Center), installation of a new roof, windows, insulation, HVAC, and flooring, electrical and plumbing improvements, and the construction of a handicapped accessible restroom, and paved parking spaces.

ICDBG	\$ 149,956				
Local Cash	\$ 90,000			3/4/2016	1
Local Loan *					
Local In-Kind **	\$ 35,359			3/4/2016	1
USDA-RD					
State Grant					
Foundation Grant					
Private Investment					
Other (Identify)					
Total Project Financing	\$ 275,315				

*Identify Loan Source(s): _____

Date Bond Passed: NA

***Identify in which appendix is corresponding documentation. Documentation should be a letter from the appropriate source.

Economic Advisory Council Page

Since 1979, the elder residents of Oakley have enjoyed gathering together to share a meal, play games, get in some exercise, and reminisce with their peers. Housed in a historic 100-year old church, the Oakley Valley Senior Citizens Center has been a cherished fixture in the fabric of rural Cassia County community life for more than three decades.

As picturesque as it may sound, that lovely historic church is in reality an unreinforced masonry building that was damaged by an earthquake several years ago, and has been deemed seriously unstable by two structural engineers. With a crumbling foundation, cracking walls, a reputation as unsafe for occupancy -- and one small shake away from collapse -- the center has been seeing a decrease in patrons and rentals for family and community events as there is a fear that the next 'big one' might happen while vulnerable family members are in the building. The community consensus is that a new location for the senior center operations must be found to reestablish a viable senior center in Oakley, and City leadership believes that they have a duty to help the community's most vulnerable members by facilitating that dream. The barriers are all financial.

A vacant commercial building at the corner of Main and Center is for sale. This 4,700 square foot building has been an implement dealership, a service station, and a sandwich shop. Today, that building has ambition to be the new Oakley Valley Senior Center. With several rooms with clear sight-lines and big windows, a rudimentary commercial kitchen, and ample parking, the building has all the hallmarks of a great location. To make the transformation complete, the building needs some additional kitchen improvements, a new roof, flooring, energy efficient lighting, windows, and HVAC systems, handicapped accessible restrooms and an overall exterior/interior facelift. The price tag for everything - \$275,315.

A close knit farming and ranching community, Oakley's 763 residents wear their independent, pioneering roots on their sleeves. In the Guinness Book of World Records for building their community airport in one day, community members are all about service to one another. Volunteer labor for this project is literally coming out of the woodwork (only in this case, out of the quartzite bedrock for which Oakley is world renowned). The City of Oakley has the financial resources to purchase the building (\$90,000 in cash), and our community members have stepped up and offered \$35,359 in in-kind construction labor, including licensed trades.

With a more modern, accessible, and inviting space, the senior center hopes to recapture its role in the Oakley community as --- THE -- place for lunch, socializing, activities, and companionship for Oakley's elder population. The new location will also offer the ability to regain additional income for senior activities by facilitating community rental activity. Presently, the old church building can no longer be used by public groups and the adjacent Fire Station is standing in as the defacto Oakley Community Center - hosting weddings, family and class reunions, senior Fit and Fall classes (that ideally should be at the Senior Center), County Weed Board meetings, Cemetery District meetings, Girl Scouts -- activities and groups that formerly met at the Senior Center. With your participation, we can develop a facility that will serve our community for decades to come.

We need your \$149,956 to help us relocate the operations of the center to a new home in the heart of downtown Oakley. We hope that you can understand the problems and concur with our solutions -- and most importantly, that you will join us in creating the future for the residents of the City of Oakley.

Threshold Factors

A. Eligible Applicant:

The applicant is a city The applicant is a county

The City of Oakley is an eligible applicant for Community Development Block Grant funding under IDAPA 28.02.01 Rules 012 and 013. The City has jurisdiction over this area and is not designated as an Entitlement Community by the U.S. Department of Housing and Urban Development.

Sub-Grantee: The Oakley Valley Senior Center, Inc. is a legally formed 501(c)3, non-profit organization, and is the proposed beneficiary of this project. The center currently serves meals once a week, and is working to implement a variety of activities to meet the needs of Oakley's senior citizens. A copy of the Articles of Incorporation for Oakley Valley Senior Center are provided in Exhibit 2. The City of Oakley will retain responsibility for the construction of the project improvements and as such, no sub-grantee agreement is anticipated to be required.

B. Eligible Activities:

The proposed project consists of activities eligible under II-C of the Idaho Community Development Block Grant Application Handbook – new construction for the use and enjoyment of the community's senior population. The proposed project is comprised of improvements to an existing, vacant commercial building in Oakley. The Oakley Valley Senior Center will be relocated from their present facility to the new location closer to downtown once renovations and accessibility improvements have been completed.

C. National Objective:

The proposed project meets the national objective by serving the senior population residing within the City of Oakley and throughout the Oakley Valley.

C.2. Low- and Moderate-Income Limited Clientele

This project will meet the National Objective by benefitting a group generally assumed to be comprised of low-and moderate-income persons. HUD considers that the elderly are LMI and the proposed project supports activities that will improve the Oakley Valley Senior Center. There are 172 seniors, age 60 and over, in Oakley according to the U.S. Census Bureau's 2010 Census. The relevant community demographic profile derived from 2010 Census data are included in Exhibit 3.

D. Citizen Participation:

ICDBG Citizen Participation Plan adopted? Yes No

Date of Notice February 24, 2016 Date of Hearing March 3, 2016

In accordance with the Citizen Participation requirements of the Idaho Community Development Block Grant (ICDBG) program, the City of Oakley adopted a Citizen Participation Plan on March 3, 2016. As outlined in this plan, the City held a public hearing on this proposed senior center project on March 3, 2016 to receive input on the application. Forty-two (42) members of the community were present and many voiced their support for the project. A notice of public hearing was

published in the Times-News on February 24, 2016. A copy of the City's Citizen Participation Plan, Public Hearing Notice, Affidavit of Publication, and sign-in sheet are provided in Exhibit 4. Minutes will be available following approval at the next city council meeting.

In addition, many community residents, business owners, and community leaders drafted letters of support for the project. Those letters are also included in Exhibit 4.

E. Statewide Goal and Strategy: *(Intentionally left blank. No action required)*

F. Administrative Capacity:

1. Applicant Capacity

The City of Oakley has experienced staff and the administrative ability to successfully manage and implement this project. The City has previously implemented successful ICDBG projects and has the administrative capacity to handle all ICDBG administrative requirements.

Beckie Clark, the Oakley City Clerk, has been with the City for over 20 years and has the fiscal background to successfully manage the financial requirements for the proposed project. There have been no staff turnovers or recall elections within the community. An annual audit of the City's financials has produced no adverse findings. A copy of the City's most recent audit (2015) was submitted electronically to the Idaho Department of Commerce on March 4, 2016 in conjunction with this application.

2. Grant Administrator

The City of Oakley utilized the small purchase procedure as it is outlined in the ICDBG Administration Manual to select a certified grant administrator. The City emailed Requests for Proposal letters to three certified grant administrators on February 23, 2016. The City also submitted an Idaho Procurement Technical Assistance Center – Solicitation Notice to the Idaho Department of Commerce on February 23, 2015. The City received only one response – from Region IV Development Association, Inc. (RIVDA). After reviewing the qualifications of RIVDA, the City felt they would be the most advantageous choice, and selected Region IV Development Association as the City's grant administrator for the project. Documentation regarding this process is provided in Exhibit 5.

G. Fair Housing:

The City of Oakley adopted the current Fair Housing Resolution (Resolution #: 2016-03-03-B) at their March 3, 2016, City Council meeting. The City also proclaimed April 2016 as Fair Housing Month. A copy of the Fair Housing Resolution and Fair Housing Proclamation are provided in Exhibit 6.

H. Anti-Displacement Resolution:

The City of Oakley does not anticipate that the proposed project will result in any displacement of individuals, families, or businesses. By signing the certification located on pages 27-30 of this application, the City certifies that they will follow the Idaho Department of Commerce's Anti-Displacement and Relocation Assistance Plan.

Program Income:

Although the seniors may rent the facility to the public, revenue generated will not likely exceed \$35,000 annually. As a result, a program reuse plan has not been developed. The City does not have any existing program income from previously funded ICDBG projects that can be used in conjunction with the project.

Project Description and Property:

A. Project Description:

Detailed Scope of Work

The proposed project involves the acquisition of a vacant 4,700 square foot building at the corner of Main and Center Street in Oakley. The former service station will be converted into a fully-functioning senior center for use and management by the Oakley Valley Senior Citizens. Specific project components include the construction of a new roof, replacement of doors and windows, remodeling of interior walls, flooring, and kitchen areas, and upgrade of the HVAC, plumbing and electrical systems. Additionally, a new handicapped accessible restroom will be built and accessible parking spaces will be paved. Exterior and interior paint, trim and rain gutters will round out the large scale improvements. Minor landscaping will also help enhance the curb appeal of the new Senior Center.

The Senior Center will occupy slightly more than 2/3rds of the building and the costs associated with the total renovation budget have been prorated to include in the ICDBG project only the share directly attributable to the Senior's square footage.

Existing Situation to be addressed by the project

The existing Oakley Senior Center is housed in a 100-year old, unreinforced masonry church building adjacent to the Fire Station on the east side of the community. This building was damaged by an earthquake several years ago, and has been deemed unstable by two structural engineers. With a crumbling foundation, cracking walls, a reputation as unsafe for occupancy, and one small tremblor away from collapse, the center has been seeing a decrease in patrons and rentals for family and community events. This downward spiral will only continue to trend unless and until the Oakley Valley Seniors find a new home. A new location for the senior center operations must be found to reestablish a viable senior center in Oakley.

Why is the Project Necessary?

Oakley's existing senior center location is not safe, is not handicapped accessible, and is not a place where the community's seniors feel comfortable. Structural issues with the building's foundation and walls now require a steel turnbuckle in the attic to keep the exterior walls from falling away from the building. The fire department has cited only one exit from the building – this one near the kitchen where one cooking mishap would trap frail seniors within the building. *Grandfathered* in, the code violation is only allowed since the building is occupied for lunch just one time per week and is situated within shouting distance of the Oakley Fire Department's station.

Additionally, the age and deteriorated condition of the building are creating havoc with the meager center budget. Heating and cooling power bills now exceed \$1,000 per month as the old systems cannot keep up with the constant drafts and lack of weathertight walls/roof.

Handicapped access is a problem as the building is located on a hill with an unpaved gravel/dirt parking lot. In winter or rainy weather, the parking lot becomes a bog and many seniors fear becoming stuck and therefore avoid attending the Friday luncheon. Heavy oaken doors at the top of a long and arduous ramp also prevent an ease of access for frail or wheelchair bound seniors, and the restrooms are not fully handicapped accessible. More information on the existing conditions is provided in the section addressing the requirements of the ICDBG application handbook's – Chapter 7 regarding Senior and Community Centers.

Photos of the existing conditions are included in Exhibit 7.

Expected Outcomes

The proposed project will rehabilitate a large, vacant former service station for use as the Oakley Valley Senior Center. With a more modern, accessible, and inviting space, the senior center hopes to recapture its role in the Oakley community as --- THE -- place for lunch, socializing, activities, and companionship for Oakley's elder population.

The new location will also offer the ability to regain additional income for senior activities by facilitating community rental activity. Presently, the old church building can no longer be used by public groups and the adjacent Fire Station is standing in as the defacto Oakley Community Center, hosting weddings, family and class reunions, senior Fit and Fall classes (that ideally should be at the Senior Center), County Weed Board meetings, Cemetery District meetings, Girl Scouts – activities and groups that formerly met at the Senior Center. A letter from Harlo Clark, Oakley Fire Chief is attached as Exhibit 8.

Specific ICDBG-Funded Components

The ICDBG funds will be used for the purchase of materials, and to facilitate contracting with licensed professional tradesmen for HVAC, plumbing and electrical improvements. A portion of the ICDBG funds will also be used to defray soft costs, e.g. appraisal and closing fees, project administration, and construction contingency.

Site Plans

Maps of the community, the existing Senior Center location, and the new center location are attached in Exhibit 9.

B. Project Property & Permits:

1. Does the applicant have current ownership or title to property applicable to the project?
 Yes No
 Provide copy of deed in Appendix.

2. Will any property be needed for this project? Yes No
 Status of the purchase: The City of Oakley anticipates entering into negotiations with the property owner in accordance with the Uniform Act. The building is for sale and had been actively marketed. At this time, the family of the owners are very agreeable to working with the City to accommodate the purchase and create a place for the Oakley Senior Center. An appraisal will be conducted and the process required for a voluntary acquisition will be followed.

Estimated date of final purchase: Summer 2016

What funds will be used to make purchase? The City of Oakley will use general revenues for the purchase of the property.

3. Will any easements/or rights-of-way be needed for this project? Yes No
 Status of the purchase: _____
 Estimated date of final purchase: _____
 What funds will be used to make purchase? _____

4. Will any lease be needed for this project? Yes No
 Status of the lease: The City of Oakley will develop a lease agreement that will be used between the City and the Oakley Valley Seniors for occupancy of the building.
 Estimated date of lease execution: January 2017

5. Is anyone living on the land or in the structures at the proposed site? Yes No

6. Is any business being conducted on the land or in the structures at the proposed site?
 Yes No

7. Are there any businesses, individuals, or farms being displaced as a result of this project?
 Yes No

8. Are there permits that will be needed for the project, i.e.,

- well permit Yes No
- water rights Yes No
- land application Yes No
- demolition permits Yes No
- zoning permit Yes No
- air quality permit Yes No
- building permit Yes No
- other (_____) Yes No

Status of the permits (has application for the permit been submitted, if so what is projected date of issue?): The City of Oakley will be responsible for overseeing construction elements of the proposed project. Appropriate building permit submissions will be processed within the City prior to the start of construction.

9. Describe the ownership or lease arrangements for the property involved in the project: City Attorney, Al Barrus will prepare a lease agreement for the property that will identify the responsibilities of the City and Senior Center for occupancy and use of the building. No draft agreement is available at this time.
-

Budget Narrative:

A. Government

The City of Oakley, on behalf of Oakley Valley Senior Center, Inc., is applying for \$149,956 from the Idaho Community Development Block Grant program. This grant funding is being sought to help fund the renovations needed to prepare the building for occupancy by the seniors, and pay for grant administration services, appraisal services and other soft costs.

B. Local

The City of Oakley has committed \$90,000 in cash for the purchase of the building as well as an additional \$ 35,359 in in-kind services for the construction of certain elements of the project.

Information and documentation regarding both of these matching commitments are provided in Exhibit 1.

C. Private

None

Idaho Community Development Block Grant Budget Form

Applicant of Grantee: The Oakley Valley Senior Center

LINE ITEMS	ICDBG	Cash	In-Kind	Federal	State	Private Cash	Private In-Kind	Total
Planning								\$ -
Facilities Plan								\$ -
Administration	\$ 5,000							\$ 5,000
Design Professional								\$ -
Acquisition		\$ 90,000						\$ 90,000
Appraisal	\$ 5,000							\$ 5,000
Construction	\$ 137,456		\$ 35,359					\$ 172,815
Financing Expenses								\$ -
Legal	\$ 2,500							\$ 2,500
Total Costs	\$ 149,956	\$ 90,000	\$ 35,359	\$ -	\$ -	\$ -	\$ -	\$ 275,315

54%

46%

*Identify funding source.

**ICDBG funding for Administration cannot exceed 10% of the ICDBG total costs

Detailed Cost Analysis

1. Have preliminary plans and specs been submitted to regulatory agencies for review? Yes No N/A

If yes, list date submitted: _____

If no, list expected date to be submitted: _____

2. Has final design (for bidding) begun? Yes No N/A

If yes, % complete: _____%

If no, what is expected start date: _____

3. Will project include bid alternatives to meet project budget if necessary? Yes No

4. Are Davis Bacon wage rates applicable to the project? Yes No
If yes, are they included in the project costs? Yes No

5. Have known environmental measures been included in project costs? (e.g., dust mitigation, archaeological survey, storm water drainage, wetland mitigation etc.) Yes No

As a previous use of the building was as a service/gas station, an environmental scan and research of the status of the underground storage tank was conducted. The property had two underground storage tanks in the past. According to the Idaho Department of Environmental Quality Underground Storage Tank Database, in January of 1997, both tanks were removed from the ground, site assessments performed, and the holes filled with inert materials. Documentation from the database is provide in Exhibit 10.

6. List the last date the owner and design professional discussed project design and details. Date: N/A

No design professional is needed for this project.

7. Design Professional Cost Estimate may be found in Appendix.

There is no design professional needed or associated with this project. However, a copy of the project budget is provided in Exhibit 10. Material and bid prices were obtained from multiple sources by City Superintendent, Jared Mitton.

Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Design Professional Contract Executed	N/A	
Grant Administration Contract Executed	May 2016	
Environmental Release	June 2016	
Voluntary Acquisition Notice Sent	June 2016	
Appraisal or Valuation Conducted	July 2016	
Start of Construction Activities	August 2016	
Second Public Hearing	September 2016	
Update Fair Housing Plan	August 2016	
Construction Complete	October 2016	
Update 504 Review and Transition Plan	August 2016	
LEP Four Factor Analysis	August 2016	
Occupancy Certificate Issued	October 2016	
Final Closeout	December 2016	

Grantee and Sub-recipient Financial Profiles

Is the Grantee a (circle one) City County

If a sub-recipient, what type of Organization (circle one)

Water District Sewer District Water Association
For-Profit Company Non-Profit Company Other (explain): Senior Citizen's Center
Fire District Hospital District

Section I. Water System (only): Not applicable, this project does not involve a water system.

Section II. Sewer System (only): Not applicable, this project does not involve a sewer system.

Section III. All Applicants (except Sewer and Water):
Grantee or Sub-Recipient Taxing Authority:

A. Does the organization have taxing authority? Yes No

1. Do you tax? Yes No

a) If yes:

(1) What is the tax rate? Not applicable

(2) What is the annual tax amount generated? Not applicable

2. If your organization does not tax, how are operational costs sustained? Examples: bonds, donations, assessments, etc.: Oakley Valley Senior Center, Inc. is a 501(c)(3) non-profit organization, and therefore does not have the authority to tax. The center generates income in a variety of ways, which include providing meals once a week, fundraisers, special events, and receiving meal reimbursement from the Office on Aging.

Section IV. All Applicants (City or County)

Land Use Planning related to Fair Housing

As part of the CDBG program, cities and counties are required to further fair housing within your community. In 2011, Commerce and Idaho Housing and Finance Association conducted an analysis of impediments (AI) related to fair housing. The AI examined policies and practices among Idaho's cities, counties, and housing industry to determine potential barriers to fair housing.

The AI identified two impediments and one concern that are related to city and county policies and practices.

The first impediment identified is the lack of cities and counties providing for the allowance of group homes in designated residential zones or their narrow definitions of the types of group homes allowed (e.g., nursing and rest homes) Why is this a barrier? The regulation may treat residents who are disabled, differently. Therefore;

Have you reviewed your zoning codes specific to group homes to ensure that you are in compliance with the Fair Housing Act? (group homes are allowed in residential zones and that your definition of a group home is not too restrictive)

Yes No

If No, what steps are you taking to address the issue? _____

The second impediment, is that Idaho's fair housing law does not provide protection based on familial status. Familial status is the presence of one or more children under the age of 18, pregnant woman, or someone in the process of acquiring legal custody of a child. Why is this a barrier? Residents who are unfamiliar with fair housing law may believe that they are not protected from housing discrimination based on familial status because Idaho's law does not cover familial status.

Do you have an ordinance that prohibits discrimination against individuals based on their familial status?

Yes No

If No, has the council or commission discussed the issue and/or are willing to pass such an ordinance? Explain. The City Council has not explored the possibility of crafting a new ordinance. The City will look to the Association of Idaho Cities for guidance on language.

The state study also identified a concern related to the lack of basic accessibility standards for new residential construction. Does your building code or ordinance encourage accessibility standards in housing? (example: at least one entrance with no step, doors at least 32 inches wide, switches no higher than 48 inches, hallways 36 inches wide, etc.)

Yes No

If Yes, explain the standards. _____

Project Site – Field Notes Review

The purpose of this review is to identify potential environmental related issues that could delay, hamper or derail the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable in order to commence project construction.

1. Limitations on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project?

Yes No

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? Yes No

Have tribes with possible cultural and religious sites been notified of the project? Yes No

3. Floodplain

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site www.store.msc.fema.gov Yes No Not Sure

If yes what is the floodplain map number? N/A

If the project is located in a floodway or floodplain, is the community where the project is taking place a participant in the National Flood Insurance Program. Check Web site www.idwr.idaho.gov/water/flood Yes No N/A

4. Wetlands

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? Yes No

If yes, has the Army Corps of Engineers (Corps) been notified? Yes No N/A

Has the Corps indicated what permit level will be required? Yes No N/A

5. Asbestos and/or Lead Based Paint

For building renovations, remodeling or demolition, has an asbestos analysis been planned for or conducted?

Yes No N/A

Although the project includes building renovations, remodeling and demolition, the facility has undergone significant renovation in the past, including transition from a service station to a restaurant. There are no remaining issues with asbestos or lead based paint.

For housing rehabilitation, has a lead based paint assessment been planned for or conducted?

Yes No N/A

This project does not include the rehabilitation of residential housing.

6. Noise Sensitive Use

Is the project new construction or rehabilitation of noise sensitive use (i.e., housing, mobile home parks, nursing homes, hospitals, and other uses where quiet is integral to the project functions)?

Yes No

If yes, is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3,000 feet of a railroad? Yes No N/A

7. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial or industrial use? Yes No Unknown at this time

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? Yes No N/A

If yes, have you been able to identify what the container is holding and the container's size?

Yes No N/A

8. Site or Soil Contamination

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? Yes No Unknown at this time

If yes, explain Not Applicable

During the visual inspection of the site, are there signs of distressed vegetation, vents or fill pipes, storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc.

Yes No

If yes, explain Not Applicable

At this time, are the site's previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc.? Yes No

As previously discussed, the property did have two underground fuel storage tanks during its use as a service station. Those tanks have been removed and site assessments completed. Documentation is included in Exhibit 10.

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. Yes No

9. Other Agency Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? Yes No

If yes, identify who is conducting the review.

10. Information Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

Note: If other funding agencies have sought comment, in writing, from the agencies listed below for the same project, you may not need to send an information letter. Contact your Specialist if other environmental information or scoping letters have been sent.

- Idaho State Historic Preservation Officer
- Tribal Historic Preservation Officer or Tribal Office
- Idaho Department of Water Resources – Local Regional Office
- Army Corps of Engineers (if wetlands are applicable)
- U.S. Fish and Wildlife
- NOAA Fisheries (if salmon and/or steelhead are applicable)
- Idaho Fish and Game
- USDA Natural Resource Conservation Service (if farmlands are applicable)
- Idaho Department of Environmental Quality
- Local Government – Planning Department
- Others

Review and Ranking Narrative

I. Physical Conditions and Building Assessment (350 points):

A. Senior or Community Center: (250 points)

Criticalness and Urgency of Problems

Identification of Problem	Problem or Need Rating			
	Critical (3)	Urgent (2)	Potential Concern (1)	Reviewed No Problems
	(insert ✓)	(insert ✓)	(insert ✓)	(insert ✓)
Physical Conditions:				
Roof			✓	
Walls	✓			
Foundation	✓			
Floors		✓		
Weatherization	✓			
Expansion			✓	
Other:				
New Center	✓			
Interior Problems:				
Asbestos/lead based paint		✓		
Restrooms		✓		
Electrical/plumbing/lighting	✓			
Heating/air conditioning	✓			
Fire safety	✓			
Unusable space	✓			
Other:				
New Center	✓			
Kitchen and Food Storage:				
Health inspection			✓	
Capacity of dry storage		✓		
Capacity of cold storage		✓		
Equipment			✓	
Other:				
New Center			✓	
Access for Persons w/Disabilities:				
Parking		✓		
Entry		✓		
Restrooms		✓		
2 nd Floor Access				n/a
Other:				
New Center	✓			
Subtotals	10	8	5	0

Identify why any component considered critical or urgent is such. Provide photos when possible:

Physical Conditions: The 100-year old building in which the Center is currently housed is structurally unsound due to a failing foundation, and bulging outside walls. The unreinforced masonry and lime-mortared foundation are cracked in several places due to an earthquake centered in northern Nevada several years ago. The outside walls are in danger of falling away from the building and a turnbuckle has

been installed in the attic to hold the end walls in position. Two structural engineers have inspected the property and both stated that other small earthquake could bring the building down. Obviously, with this much damage to the walls, it is very difficult and expensive to keep the building cool in summer and warm in the winter. Electric bills are now in excess of \$1,000 per month – and the building is still cold in the winter and too warm in the summer to be comfortable for the center’s elderly patrons. The floors are identified as an urgent situation, based on the age of the building. The center has uneven flooring throughout the main dining room area and patrons have fallen while walking across the floors.

Interior Problems: the condition of the center’s electrical/plumbing/lighting, heating/air conditioning, fire safety systems and the significant amount of unusable space are considered critical issues. The center’s electrical circuits blow quite often, most of the pipes have drips or do not even run properly. The heat or a/c have to run constantly to keep the heat or cool inside due to the air leakage from the cracked walls. Fire safety is one of the center’s biggest concerns. A fire will quickly destabilize the floor and walls, and the center has only one exit to get out of the building. The center has a basement and an attic, but both are completely impossible to use. The upper floor has been sealed off, and the basement, which would be good for storage, has crumbling walls, and ceilings, and a very small/narrow stairway. The urgent interior matters are asbestos/paint, and the restrooms. The paint is cracked and crumbling with the rest of the walls and since the building is over a hundred years old, the potential for harmful paint or wall treatments is substantial. The woman’s restrooms is completely inaccessible for handicapped patrons.

Kitchen and Food Storage: the center has identified 2 urgent concerns in regards to storage areas. The building does not have enough room for all of the dry goods and supplies, and center staff are constantly on the fight between the rodents and our food. Cold storage is a concern simply because the center must use most of what they have and quite often run out of space due to using residential freezer/refrigerator units. Most importantly, if the center is going to be able to expand the number of patrons served, the center will need more storage.

Access for Persons with Disabilities: The parking area only has 4 handicap spots marked; however, the ‘parking lot’ ground is simply dirt and gravel. As soon as the community receives any amount of rain or snow, the senior center knows that there will not be many patrons out since they do not feel safe walking across the mud or snow. To get to the center’s front door, patrons have to walk up a long ramp, and open a heavy metal door. The opening is large enough for a wheelchair, but it is not possible to open the door without help from someone else. In fact, as far as any patrons bound to a wheelchair, the building has barely adequate sized areas, but none that are easily attainable by someone wanting or needing to take care of themselves. Frail patrons need assistance for entering/exiting the building and using the restrooms.

B. Facility / Building Assessment (100 points)

The proposed site is structurally sound and has been most recently used as a café/sandwich shop. With a rudimentary commercial-grade kitchen and large areas capable of handling dry and cold storage, as well as space for meal seating and activities, the building has the ‘bones’ necessary for conversion to a full-service senior center. A floor plan is included in Exhibit 12. Jared Mitton, the City’s superintendent has completed a walkthrough assessment of the building and offers his construction expertise in Exhibit 12.

Pictures of the existing facility are provided in Exhibit 7. Pictures of the proposed facility are included in Exhibit 12.

II. **Project Implementation (200 points).**

1. **Planning (40 points).** Respond to the following questions.

Explain expected form of procurement for construction.

The City will use a combination of methods for construction with the City acting as the General Contractor. Sealed bids will be solicited from licensed contractors for the HVAC, plumbing, and electrical work. Other bids will be prepared and let for materials with the majority of the construction labor being supplied by volunteers from the community and the City of Oakley.

Has there been any site plans, schematics, or sketches prepared for the project?

Yes No

What energy efficiency considerations and operating cost savings are incorporated into the project?

New lighting fixtures and kitchen equipment will be Energy Star – the most energy efficient models affordable. Idaho Power will be consulted regarding credits or other incentives that can be gained through the installation of the proposed new lights and kitchen fixtures.

List of work that has been completed on the facility in the last year.

None. The City and the Senior Center do not own or occupy the building that will be acquired and rehabilitated as a result of this grant project.

2. **Design Professional (20 points):**

Option 2: City Superintendent Jared Mitton is qualified to act as the general contractor and construction inspector for the proposed project. A copy of Jared's resume is attached as Exhibit 13.

3. **Grant Administration (20 points):**

The City of Oakley utilized the small purchase procedure as it is outlined in the ICDBG Administration Manual to select a certified grant administrator. The City emailed Requests for Proposal letters to three certified grant administrators on February 23, 2015. The City also submitted an Idaho Procurement Technical Assistance Center – Solicitation Notice to the Idaho Department of Commerce on February 23, 2015. The City received only one response – from Region IV Development Association, Inc. (RIVDA). After reviewing the qualifications of RIVDA, the City felt they would be the most advantageous choice, and selected Region IV Development Association as the City's grant administrator for the next three years. Documentation regarding this process is provided in Exhibit 5.

4. **Schedule (5 points):**

A project schedule was prepared and is located on page 12 of this application.

5. **Project Site – Field Notes Review (10 points):**

The Field Notes Review has been completed and is located on pages 15 through 17 of this application.

6. Property acquisition (20 points):

The City anticipates working with the property owners to reach a viable purchase price that lines up with an independent appraisal of the building's value. At this time, the property owners have agreed to hold the building until such time as the City knows whether they have received award of the ICDBG funding for the renovations to allow the Senior Center to take occupancy. Without the ICDBG funds for renovation, the City cannot extend their meager resources for the speculative purchase of the building.

7. Cost analysis (20 points):

The Detailed Cost Analysis sheet was completed and can be found on page 11 of this application.

8. Applicant administrative capacity (65 points):

- a. The City of Oakley has experienced staff and the administrative ability to successfully manage and implement this project. The City has previously implemented other successful ICDBG projects and has the administrative capacity to assist the Oakley Valley Senior Center with following all ICDBG administrative requirements.

City Clerk, Beckie Clark has been with the City for over 20 years and has the fiscal background to successfully manage the financial requirements for the proposed project. There have been no staff turnovers or recall elections within the community. An annual audit of the City's financials has produced no adverse findings. A copy of the City's most current audit (2015) was submitted electronically to the Idaho Department of Commerce on March 4, 2016 in conjunction with this application.

- b. Has the applicant completed an ADA/Section 504 self-assessment of the accessibility of its public programs and facilities and also completed a Transition Plan? (5 points) Yes No

The City of Oakley has completed a 504-Self-Evaluation and Transition Plan. A copy can be provided on request. The City's ADA coordinator is City Clerk, Beckie Clark.

- c. Document that Fair Housing Accessibility Standards have been incorporated into the adopted building code. Applicant must have adopted the standards either separately or inclusively with most current building codes utilized by the applicant. (5 points)

What is the most current edition of the International Building Code (IBC) the applicant has adopted? 2012 IBC Standards

Does the applicant have building codes? (5 points)

Yes No

- d. Provide an operating income statement pro forma for the facility (revenue/expenses) for two years designating income sources operating cost (include: staff, insurance, utilities, maintenance, reserves for repair and replacement, etc.) (15 points)

Financial statements for 2014 and 2015 operating years are provided in Exhibit 14. No proformas have been developed as the City and Senior Center have not entered into negotiations regarding the terms of any lease for the new facility. The change of venue will likely impact utility expenses and meal/facility rental income.

- e. Does the sub recipient have unrestricted cash reserves in the amount of at least 5% of estimated construction cost to cover unforeseen expenses such as higher than expected bids or necessary change orders? This cash reserve is in addition to contingencies in the cost estimate and cash match committed to the project in the budget. This can be in the form of a line of credit, a loan commitment, or a cash commitment from the applicant. (15 points)

Yes No

If yes, identify the form. _____

If no, what changes to the scope of work is the sub recipient prepared to make to reduce the project cost by at least 10%? Reduction in the amount of exterior siding, decrease in amount of paving in the parking lot.

III. Benefits (150 points)

1. Activities provided (100 points):

The following chart outlines both the existing and proposed activities of the Oakley Valley Senior Center.

Senior Center Activities

Activity	Existing Activity	Proposed Activity	Days Offered Per Month or Year*	Facilitated By
Health				
Medication Management				
Health Seminars / Fairs				
Blood Draw				
Blood Pressure Testing				
Flu Shots				
Foot Clinic				
Diabetes Clinic				
Hearing Tests				
Vision Screening				
Medical Alert Presentations				
Recreation				
Quilting				
Art Classes				
Bingo, Board Games	✓		45/yr	Oakley Senior Center
Cards-Bridge, Pinochle etc.				
Crafts, Sewing, Crochet, etc.				
Meals				

Congregate Meals	✓		4 days/month	Oakley Senior Center Site Manager
Home Delivery Meals	✓		4 days/month	Oakley Senior Center Site Manager / Cook
Congregate Meals				
Home Delivery Meals				
Special Event Catering				
Special Event Dinner/Holiday				
Other				
Email and Internet Basics Class				
Community Rentals – Weddings, Anniversary, Family parties, etc.	✓		320 days/yr	Oakley Senior Center Site Manager
School Activities	✓		145 days/yr	Oakley Senior Center Site Manager
Funeral Services / Meals	✓		320 days/yr	Oakley Senior Center Site Manager
Totals	6			
This facility is open to the seniors 45 days per year				

* A service/activity that is offered 6 times per year = .5 days per month.

2. Outreach (50 points).

The Oakley Valley Senior Center uses a variety of outlets to advertise and distribute information throughout the community. The most effective is “Word of Mouth”. Phone calls are made to local senior citizens to inform them of any upcoming meals – or special events. The center also uses “Facebook” and “Instagram” posts to keep the area residents informed of upcoming meals or special events. The Senior Center has posted signs in the local post office, grocery store and convenience stores. Menus are posted in the local paper every Monday. The Center has also used the local radio stations to make service announcements. The Senior Center is also considering the installation of a marquee sign to post all upcoming events. These posts will be done in both English and Spanish to reach the majority of the residents in the Oakley Valley. The Oakley Valley Senior Center will be fully ADA accessible facility, and is welcome to all people regardless of age, race, or ability.

IV. Project Local Match (100 points):

A. Project cash match (60 points):

The City of Oakley has committed \$90,000 in cash match towards the proposed project. A commitment letter for the matching funds is included in Exhibit 1.

B. Project in-kind match (40 points):

The City has also committed \$ 35,359 in kind for the project. Documentation of the in-kind match is also provided in Exhibit 1.

Local match for this project totals \$125,359 or roughly 46% of the total project cost.

CERTIFICATIONS

I certify the data in this application are true and correct, that this document has been duly authorized by the governing body of the City of Oakley and we will comply with the following laws and regulations if this application is approved and selected for funding.

Compliance Certification and Provisions:

Section 110 of the Housing and Community Development Act of 1974, as amended, by the Housing and Urban-Rural Recovery Act of 1983 and the Housing and Community Development Act of 1987, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;

It will comply with all parts of Title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws;

Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;

Provide opportunities for citizen participation comparable to the state's requirements (those described in Section 104(a) of the Act, as amended);

Not use assessments or fees to recover the capital costs of CDBG funded public improvements from low and moderate income owner occupants;

Adopt and implement an Excessive Force Policy;

Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce's anti-displacement and relocation assistance plan; Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24);

Civil Rights and Equal Opportunity Provisions:

Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United State shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subject to discrimination under any program or activity for which the applicant received Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;

The Fair Housing Act (previously known as Title VIII of the Civil Rights Act of 1968) (Public Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services;

Section 109 of Title I of the Housing and Community Development Act of 1987, as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 shall also apply to any such program activity;

Executive Order 11063, as amended by Executive Order 12259 on equal opportunity in housing and non-discrimination in the sale or rental of housing built with Federal assistance, and requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;

Executive Order 11246 as amended by Executive Order 11375 and 12086, and the regulations issued pursuant hereto (24 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontracts on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship;

It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing within the unit of local government;

Property Acquisition Provision:

It will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and Federal implementing regulation at 49 CFR Part 24, and the requirements of section 570.496a and it is following a residential anti-displacement and relocation assistance plan under section 104(d) of Title I of the Housing & Community Development Act of 1974, as amended;

Environmental Standards and Provisions:

Its chief executive officer or other officer of applicant approved by the Idaho Department of Commerce:

- 1) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) (42 U.S.C. S 4321 et seq.) and other provisions of Federal law, as specified at 24 CFR 58.1 (a) (3) and (a) (4), which further the purposes of NEPA insofar as the provisions of such Federal law apply to the Idaho Community Development Block Grant Program; and
- 2) Is authorized and consents on behalf of the applicant and himself/herself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his/her responsibilities as such an official.

It will comply with:

- 1) The National Environmental Policy Act of 1969 (42 U.S.C. S 4321 et seq.) and 24 CFR Part 58, and in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470), Executive Order 11593, and the Preservation of Archaeological and Historical Data Act of 1966 (U.S.C. 469a-1, et seq.) by:
 - a) Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the proposed activity; and
 - b) Complying with all requirements established by the State and to avoid or mitigate adverse effects upon such properties.
- 2) Executive Order 11988, Floodplain Management;
- 3) Executive Order 11990, Protection of Wetlands;
- 4) Endangered Species Act of 1973, as amended, (16 U.S.C. Section 1531 et seq.);
- 5) The Fish and Wildlife Coordination Act of 1958, as amended, (16 U.S.C. Section 661 et seq.);
- 6) The Wild and Scenic Rivers Act of 1968, as amended, (16 U.S.C. Section 1271);
- 7) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Section 300f et seq.);

- 8) Section 401(f) of the Lead-Based Paint Poisoning Prevention Act, as amended, (42 U.S.C. Section 4831 (b));
- 9) The Clean Air Act of 1970, as amended, (42 U.S.C. Section 7401 et seq.);
- 10) The Federal Water Pollution Control Act of 1972, as amended, (33 U.S.C. Section 1251 et seq.);
- 11) The Clean Water Act of 1977 (Public Law 95-217); and
- 12) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Section 6901 et seq.);
- 13) Section 202(a) of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106) as it relates to the mandatory purchase of flood insurance for special flood hazard areas.

Labor Standards and Provisions:

The provisions of the Davis-Bacon Act (46 U.S.C. S 276a-5) with respect to prevailing wage rates (except for projects for rehabilitation of residential properties of fewer than eight units);

Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basic wage rates for all hours worked in excess of forty in a work-week;

Federal Fair Labor Standards Act, 29 U.S.C. S 102 et seq., requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week;

Anti-kickback (Copeland) Act of 1934, 18 U.S.C. S 874 and 40 U.S.C. S 276c, which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities;

Anti-Lobbying Certification:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The applicant shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Administrative and Financial Provisions:

2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Miscellaneous:

It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties;

It will comply with the provisions of the Hatch Act, which limits the political activity of employees;

It will give State, HUD and the Comptroller General through any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant; and

The local government hereby certifies that it will comply with the above stated assurances.



Robert Bell, Mayor - City of Oakley

March 4, 2016

Date