



# APPLICATION FOR A COMMUNITY DEVELOPMENT BLOCK GRANT

**CITY OF PRESTON**

MARK BECKSTEAD  
MAYOR, CITY OF PRESTON  
MARCH 2019



*City of Preston*  
*70 West Oneida ▪ Preston, Idaho 83263*  
*Office 208-852-1817 Fax 208-852-1820*

January 14, 2019

Director Bobbi-Jo Meuleman  
Idaho Department of Commerce  
P.O. Box 83720  
Boise, ID 83720-0093

Dear Director Meuleman:


The City of Preston, on behalf of the Oneida Stake Academy Foundation, respectfully submits this application for an Idaho Community Development Block Grant. The Oneida Stake Academy plans on using its facility as a community center to improve the quality of living for the citizens of Preston, Idaho.

The Oneida Stake Academy building is three stories tall. The bottom floor of the building has been planned and designed to be a community center that can be utilized by everyone. The designs include having open space that can be used for meeting, activities, and events. Plans also include a kitchen and installing a restroom facility. Plumbing and electrical work will be performed

This application for a \$150,000 grant will help to eliminate the problem. The Oneida Stake Academy Foundation has raised \$\_\_\_\_\_ to help finance this project.

We appreciate your concern and attention to our CDBG request.

Sincerely,

  
\_\_\_\_\_  
Mark Beckstead  
Mayor, City of Preston

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## Appendix

### **EXHIBIT ONE: Income Survey**

- ❖ Income Survey
- ❖ Commerce's Approval of Survey

### **EXHIBIT TWO: Citizen Participation**

- ❖ Citizen Participation Plan
- ❖ Notice of Public Hearing and Proposed Grant Activities
- ❖ Public Hearing Brochure
- ❖ Sign In Sheet
- ❖ Minutes for Sponsoring Agreement

### **EXHIBIT THREE: Administration**

- ❖ Grant Administration Contract
- ❖ City Council Minutes Selecting Grant Administrator

### **EXHIBIT FOUR: Fair Housing and 504 ADA Documents**

- ❖ Fair Housing Resolution
- ❖ Fair Housing Assessment
- ❖ 504/ ADA Assessment

### **EXHIBIT FIVE: Project**

- ❖ Site Map
- ❖ Cost Estimates
- ❖ Preliminary Design

### **EXHIBIT SIX: Operations**

- ❖ Oneida Stake Academy Brochure
- ❖ Operating Income Budget
- ❖ Board of Directors, Oneida Stake Academy Foundation
- ❖ 501c3 Tax Status
- ❖ Articles of Incorporation
- ❖ Foundation By-Laws

### **EXHIBIT SEVEN: Pictures**

### **EXHIBIT EIGHT: Match**

### **EXHIBIT NINE: Property**

- ❖ Deed

### **EXHIBIT TEN: Letters of Support**

# ICDBG Application Information Form

Applicant: Preston City Chief Elected Official: Mark W. Beckstead  
 Address: 70 West Oneida, Preston, ID 83263 Phone: (208) 852-1817  
 Email Address: julies@prestonid.us  
 DUNS # 037025595 CAGE Code \_\_\_\_\_

Sub recipient: Oneida Stake Academy Foundation Chief Elected Official: Saundra Hubbard  
 Address: 90 E. Oneida St., Preston, ID 83263 Phone: (208) 339-1674

Application Prepared by: Michael Patton Phone: (208) 233-4535  
 Address: 214 E. Center St., Pocatello, ID 83205

Architect: Design West Architects Phone: (435) 752-7031  
 Address: 255 South 300 West, Logan, UT, 84321

**NATIONAL OBJECTIVE (MARK ONE)**

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

**PROJECT TYPE (MARK ONE)**

Public Facility     Imminent Threat  
 Infrastructure for     Senior Center  
 Downtown Revitalize     Public Park  
 Community Center

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

**TOTAL # TO BENEFIT:** 5,204    **TOTAL # LMI TO BENEFIT:** 3,621

**% LMI TO BENEFIT:** 68.07%

**PROJECT DESCRIPTION:** Create a community center by installing a restroom, conference rooms, plumbing, electrical, and an ADA accessible ramp.

SOURCE	AMOUNT	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX **
ICDBG	\$150,000		
Local Cash*	\$52,992	02/28/2019	Exhibit 9
Local Loan			
Local In-Kind			
USDA-RD Grant			
State Grant			
Foundation Grant			
<b>TOTAL PROJECT FINANCING</b>	<b>\$202,992.00</b>		

\*\$5,000 in cash went towards planning and development of the project and grant.

V. **Economic Advisory Council Page:** *(One Page)*

The mission of the Oneida Stake Academy Foundation is to promote the historical community values of the City of Preston and Franklin County through the Oneida Stake Academy building. The building is the heartbeat of the community and a place where people of all abilities can gather and enjoy. The OSA Foundation wants to utilize this historical site by providing a cultural community center that will host multiple activities and community events.

The City of Preston lacks a functioning and operable community center. The Oneida State Academy Foundation wants to address the lack of a community center in the community of more than 5,000 residents by developing one in the Oneida Stake Academy facility. The addition of a facility for the community to come together will strengthen community bonds and unity.

The building is a three-story facility. All levels of the building contain historical attributes and are unique in their own manner. The bottom level of the facility has been designated to become a community center. The proposed community center will have a kitchen, conference rooms, open space for recreation, a restroom facility, and access into the building. The attributes in the proposed community center will address the community's wants and needs.

The Oneida Stake Academy is currently under rehabilitation. The original building has been relocated and many upgrades have been made to accommodate the needs of a cultural center/community center of local history. The members are requesting financial support from the Idaho Department of Commerce through the Community Development Block Grant program to assist in funding the development of the community center with the funds going towards the plumbing for the restroom and the creation of a kitchen facility. The Foundation has received multiple donations and grants from various individuals and organization and plans to use those funds with the CDBG funding to complete the community center portion and open it to the public.

The community has truly come together to raise the funds for the restoration of the Oneida Stake Academy, the investments and donations that have been made to date, just prove how much this facility means to the community. It also shows the importance, dedication and love the community will show to all who utilize this facility. When this magnificent monument is fully restored it will inspire all who visit, to grasp and appreciate the history of Franklin County while enjoying the many advantages that the building has to offer people of all ages and abilities.

VI. **Threshold Factors**

A. **Eligible Applicant:**

The applicant is a city  The applicant is a county

If the applicant is sponsoring a sub-recipient or this is a joint application, describe the relationship and attach a draft agreement between the parties.

The Applicant is the City of Preston. The City is sponsoring a sub-recipient, The Oneida Stake Academy Foundation. The Oneida Stake Academy Foundation owns the building.

There is a verbal agreement in place at the time of the grant submission for the City to be the sponsoring entity. If the Community Development Block Grant is awarded, a formal agreement will be entered into utilizing the sub-recipient agreement recommended and prepared for by the Department of Commerce. *See City Council Minutes in Exhibit 2*

B. **Eligible Activities:** This project will be creating a community center for all community members to use. The project will consists of plumbing, drywall, a kitchen, restroom facility, and open space to host meetings and recreation.

C. **National Objective:** There are six National Objectives listed below. Complete only the National Objective that will be met with the project.

C.1. Low- and Moderate-Income Area Benefit:

Total number of households\* in project benefit area 1,868

\*Note: For water and sewer projects, this is the number of households hooked onto the system and any households that will hook onto the system once the project is complete.

LMI Percentage Determined by: (Check one and complete requested information)

Census Data – provide supporting documentation in Appendix.

Income Survey – provide Survey Report in Appendix. *See Exhibit One*

Census and Survey – provide supporting documentation/report in Appendix.

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

C.3. Low- and Moderate-Income Housing

C.4. Low- and Moderate-Income Job Creation

C.5. Prevention / Elimination of Slum and Blight

C.6. Imminent Threat

**D. Citizen Participation:** *See in Exhibit 2.*

ICDBG Citizen Participation Plan adopted?  Yes  No

Did you hold a public hearing prior to application? Yes

Date of Notice: December 19, 2018

Date of Hearing: January 14, 2019



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

F. **Administrative Capacity:**

1. Applicant Capacity (*1/4 page narrative*)

- a. The City of Preston is a municipality that has been officially designated as a City since 1900. The City has an excellent staff including a City Treasurer and separate City Clerk. There are no findings from previous monitoring and independent audits. There are no concerns with staff turnover or recall elections.

The City has been a recent recipient of CDBG funding for their drinking water project. The City Treasurer is also a certified grant administrator through the Idaho Department of Commerce.

- b. The Oneida Stake Academy Cultural Center is the sub-recipient of the grant. The organizational structure consists of a chairman, executive director, and four board members.

2. Grant Administrator. (*1/4 page narrative and documentation in Appendix*)

- a. A Certified Grant Administrator has been procured for the project to provide administration services. Micro Purchase Procedures were used to select SICOG to provide the administrative services for the project. SICOG was procured on 01/28/2019 SICOG has experience working with CDBG funding and requirements.

G. **Fair Housing:**

The City of Preston passed a Fair Housing Resolution on September 12, 2016. *See Exhibit 4*

H. **Anti-Displacement Resolution:**

The City will follow Commerce's Anti-Displacement Plan. *See Certification Page.*

VII. **Program Income:** (*1/3 page narrative and documentation in appendix*)

The Oneida Stake Academy has received revenues of \$91,000.00 through renting out the space, charging \$2.00 per person for admission, grants, and donations. The expenditures on the facility equal the revenues so no profit is made by the academy. The expenditures go towards salaries, building expenses, insurance, and contingencies. *See Exhibit 6 for the Annual Operations and Maintenance Budget.*

VIII. **Project Description and Property:** Include the project description as outlined in the instructions.

**A. Project Description:** *(1/2 page narrative)*

The Oneida Stake Academy is in the process of restoring its historic building so that it can be an operational community center and become an asset to the community. Some of the restoration projects that have been addressed are the stone restoration on the outside of the building, replacement of the exterior windows, installed I beams that go through the basement, etc. The restoration process has hit the point that they want to address the community center portion. The Oneida Stake Academy Foundation has made plans and designs to incorporate a community center on the bottom floor of the building. With the creation of the community center, the Oneida Stake Academy will be able to open its door to the public to use and enjoy.

To address the need of a community center, the organization wants to install an ADA approved temporary ramp so that users of the facility can access all levels the community center portion of the facility. This would improve the usability and functionality of the facility. There are plans to install plumbing, a restroom facility, conference rooms, etc. at the facility. The Oneida Stake Academy currently has designs that were made from a nearby architect and a construction manager that handles the bid process and oversees construction.

Community Development Block Grant funds will be used the purchasing of equipment, construction, and administration of the grant. These funds will create a functional community center in the City of Preston.

**B. Project Property & Permits:** Answer the following questions and attach documentation.

1. Does the applicant have current ownership or title to property applicable to the project?  Yes  No

*See Exhibit 9.*

2. Will any property be needed for this project?  Yes  No  
Status of the purchase: \_\_\_\_\_  
Estimated date of final purchase: \_\_\_\_\_  
What funds will be used to make purchase? \_\_\_\_\_

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: \_\_\_\_\_  
Estimated date of lease execution: \_\_\_\_\_

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?): Application for the permit has not been submitted.

9. Describe the ownership or lease arrangements for the property involved in the project.  
The Oneida Stake Academy Foundation owns the building involved in the project.

IX. **Budget Narrative:** Describe the source and status of all funding for the project according to the instructions. Provide support documentation in the appendix. *(1/2 page narrative)*

A. Government

There will be a \$150,000 grant from the Idaho Community Development Block Grant. The application for these funds was submitted on March 1, 2019. These funds will be used for the construction costs of installing a restroom, drywall, plumbing, and electrical. The funds will also be used for administration fees.

B. Local

The Oneida Stake Academy Foundation has contributed \$47,992 in cash towards the project. The cash match will be used to assist in the construction of the project. The Oneida Stake Academy Foundation will continue to receive donations, funds, and in-kind services that can go towards helping with this project.

C. Private

There are no private contributions to the project.

If applicable will the city/county/district allow Commerce staff to access RD apply?

\_\_\_\_\_ Yes    \_\_\_\_\_ No      X   N/A

X. Idaho Community Development Block Grant Budget Form

Applicant or Grantee: \_\_\_\_\_ Project Name: \_\_\_\_\_

LINE ITEMS	ICDBG	Cash	City In-Kind	Federal*	State*	Private Cash	Private In-Kind	Total
Planning		\$5,000						\$5,000
Facilities Plan								
Administration **	\$15,000							\$15,000
Design Professional								
Acquisition								
Soft Cost								
Construction	\$135,000	\$47,992						\$182,992
Materials / Equipment								
Financing Expenses								
Legal								
Property Value								
<b>TOTAL COSTS</b>	\$150,000	\$52,992						\$202,992

\*Identify funding source.

\*\*ICDBG funding for "Administration (1)" cannot exceed 10% of the ICDBG "Total Costs (2)"

X. Idaho Community Development Block Grant Budget Form

Applicant or Grantee: \_\_\_\_\_ Project Name: \_\_\_\_\_

LINE ITEMS	ICDBG	Cash	City In-Kind	Federal*	State*	Private Cash	Private In-Kind	Total
Planning		\$5,000						\$5,000
Facilities Plan								
Administration **	\$15,000							\$15,000
Design Professional								
Acquisition								
Soft Cost								
Construction	\$135,000	\$47,000						\$182,000
Materials / Equipment								
Financing Expenses								
Legal								
Property Value								
<b>TOTAL COSTS</b>	\$150,000	\$52,000						\$202,000

\*Identify funding source.

\*\*ICDBG funding for "Administration (1)" cannot exceed 10% of the ICDBG "Total Costs (2)"

**XI. Detailed Cost Analysis**

1. Have plans and specs been submitted to regulatory agencies for review? \_\_\_ Yes X No  
 If yes, list date submitted: \_\_\_\_\_  
 If no, list expected date to be submitted: \_\_\_\_\_
  
2. Will project include bid alternatives to meet project budget if necessary? X Yes \_\_\_ No
  
3. Are Davis Bacon wage rates applicable to the project? X Yes \_\_\_ No  
 If yes, are they included in the project costs? X Yes \_\_\_ No
  
4. Design Professional Cost Estimate may be found in Appendix \_\_\_\_.

**XII. Project Schedule**

Project Activity	Date (to be) Completed	Documentation in Appendix
Design Professional Contract Executed	<b>January 2019</b>	
Grant Administration Contract Executed	<b>January 2019</b>	<b>Exhibit 3</b>
Environmental Release	<b>June 2019</b>	
Bid Document Approval	<b>December 2019</b>	
Bid Opening	<b>January 2020</b>	
Construction Contract Executed	<b>February 2020</b>	
Start Construction	<b>March 2020</b>	
Construction 50% Complete	<b>May 2020</b>	
Second Public Hearing	<b>July 2020</b>	
Certificate of Substantial Completion	<b>July 2020</b>	
Update Fair Housing Plan	<b>September 2016</b>	<b>Exhibit 4</b>
Update 504 Review and Transition Plan	<b>November 2018</b>	<b>Exhibit 4</b>
LEP Four Factor Analysis	<b>August 2020</b>	
Construction 100% Complete	<b>August 2020</b>	
Final Closeout	<b>September 2020</b>	

**In addition to the items above, include the following for Job Creation projects: N/A**

**XIII. 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

Recreation District

Fire District

Hospital District

Other (explain): \_\_\_\_\_

**Section III. All Applicants except Sewer and Water:  
Grantee or Sub-Recipient:**

A. Does the organization have taxing authority? \_\_\_ Yes  No

1. Do you tax? \_\_\_ Yes  No

a) If yes:

(1) What is the tax rate? N/A

(2) What is the annual tax amount generated? N/A

2. If your organization does not tax, how are operational costs sustained? Examples: bonds, donations, assessments, etc.: Donations, grants, and facility rentals.

**Section IV. All Applicants (City or County)**

**Furthering Fair Housing**

As part of the CDBG program, cities and counties are required to further fair housing within your community. In 2016, Commerce and Idaho Housing and Finance Association conducted an assessment to fair housing. The assessment examined policies and practices among Idaho's cities, counties, and housing industry to determine fair housing issues and contributing factors.

For some of these contributing factors there are steps cities and counties can take to achieve the goal of reducing or mitigating the factors, thereby furthering fair housing.

**Contributing Factor #1** - There 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 contributing factor? The regulation may treat residents who are disabled, differently. Therefore;

Has the City /County reviewed its zoning codes specific to group homes to ensure that they are in compliance with the Fair Housing Act? (group homes are allowed in residential zones and that the City /County definition of a group home is not too restrictive)

Yes \_\_\_ No

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

\_\_\_\_\_  
\_\_\_\_\_



**Contributing Factor #2** - 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 contributing factor? 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.

Does the City / County have an ordinance, resolution, or proclamation that prohibits discrimination against individuals based on their familial status? Note: this is not the same as the Fair Housing Resolution.

Yes  No

If No, has the council or commission discussed the issue and/or are willing to pass such an ordinance, resolution, or proclamation?

Explain.

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**Contributing Factor #3** – Lack of public transportation in rural areas. Also, insufficient transportation services to support independent and integrated community living for seniors and persons with disabilities.

In accordance with Idaho's Local Land Use Planning Act, has the City or County completed their Comprehensive Plan?  Yes  No

If Yes, when was the Plan last updated? \_\_\_\_\_

Under the transportation component of the Plan has the City / County evaluated:

- Existing (or feasibility of) public transportation options such as – bus or van?  Yes  No
- Bicycle paths?  Yes  No

**Contributing Factor #4** – Low wages in economically disadvantaged rural areas due to limited economic growth and growth in low wage industries (e.g. service jobs)

Does the City or County belong to an economic development organization whose objective is to advance job growth or training opportunities in the area? If yes, identify the organization(s)

Yes, Southeast Idaho Council of Governments

**Contributing Factor #5** – Housing in rural areas developed without visitable / accessible features due to limited development in some rural areas and when housing was developed.

What is the most current edition of the International Building Code the City / County has adopted?  
2012 IBC

What is the most current edition of the International Residential Code the City / County has adopted?  
2012 IRC

In addition to the International Residential Code, has the City / County adopted a building standard or ordinance that requires or encourages visitability in single family housing? (basic requirement: one zero-step entrance, doors with 32 inches of clear passage space, and one bathroom on the main floor you can get into in a wheelchair)

Yes  No

If Yes, identify when the ordinance or resolution was adopted.

2012

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**XIV. 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  
X 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? X Yes \_\_\_ No  
Have tribes with possible cultural and religious sites been notified of the project? X 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](http://www.store.msc.fema.gov) \_\_\_ Yes X No \_\_\_ Not Sure

If yes what is the floodplain map number? \_\_\_\_\_

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](http://www.idwr.idaho.gov/water/flood)  
\_\_\_ Yes \_\_\_ No

**4. Wetlands**

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

If yes, has the Army Corps of Engineers (Corps) been notified? \_\_\_ Yes \_\_\_ No

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

**5. Asbestos and/or Lead Based Paint**

For building renovations, remodeling or demolition, has an asbestos analysis been planned for or conducted?  
X Yes \_\_\_ No \_\_\_ N/A

For housing rehabilitation, has a lead based paint assessment been planned for or conducted?  
\_\_\_ Yes X No \_\_\_ N/A

**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

**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

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

Yes  No

**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 \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_  
\_\_\_\_\_

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

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 \_\_\_\_\_

- I. **Physical Conditions and Building Assessment (350 points):** Points will be awarded to each application based upon the center's documented needs.

**A. Facility / Building Assessment (100 points)**

1. For an existing facility the following should be conducted or assessed (100 points):  
-See Building Assessment in *Exhibit XX*.

Completion of a facilities plan or preliminary architectural report. The plan or report should include:

- a. Information on the size, age, condition, adequacy, and suitability for continued use.
- b. Inspection or observation reports by local building officials, public works staff, design professional, or contractors (identify safety/health concerns, violations of codes or standards, if any).
- c. ADA assessments of the building and site.
- d. Energy audits of the building.
- e. When necessary, any environmental reports such as asbestos and lead-based paint testing, an ASTM Phase I (if acquiring a facility), or other reports.
- f. Photographs of the facility.

**Roof:** The roof of the facility has leaks and will need to be improved. The Oneida Stake Academy has a temporary roof on it and the foundation has plans to address this need in the near future.

**Walls:** Some of the walls in the building are exposed and not covered. The Oneida Stake Academy is currently making improvements and repairs to the walls. The museum curator has offered her time and in-kind services to do the drywall work for the building.

**Weatherization:** The weatherization issues of the facility correlate with the issues with the roof and walls. Once those issues have been resolved, the weatherization will not be a critical need.

**Restrooms:** The facility currently does not have restrooms due to a lack of plumbing in the building. The foundation recently received a grant that will install plumbing in the facility. The foundation anticipates having restrooms during the summer of 2019.

**Electrical/Plumbing/Lighting:** As mentioned above, the foundation has received a grant to fund the plumbing for the building. Electrical and lighting will be updated during the summer of 2019 as well.

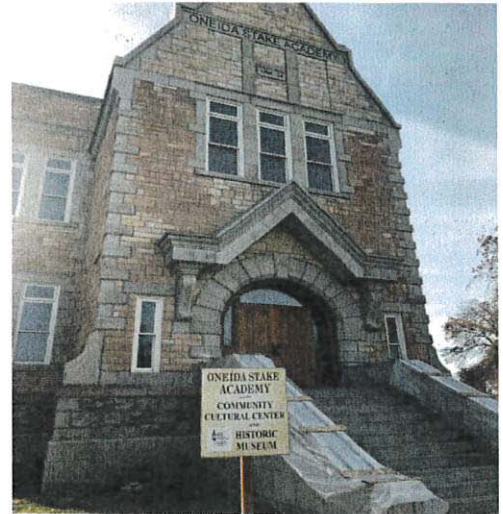
**Fire Safety:** There is a fire safety issue due to the exposed wood beams in the walls. With the drywall being put up, the fire safety issue will be reduced to potential concern due to the lack of fire alarms and a fire repression system.

**Parking:** The facility does not have a parking lot. The only parking for the facility is on the street. The street does not have any designated parking areas for accessibility usage. The city owns a parking lot that has handicap accessibility spaces, but the lot is located about 500 feet away from the facility. The city will need to address this issue.

**Entry:** The entryway into the facility is the only way to enter the facility. There is a staircase in front of the entryway. The building does not meet ADA standards and is not accessible.



**2<sup>nd</sup> Floor Access:** The building has three floors that are usable. Currently there isn't access to the top and bottom floor. The foundation plans on addressing this need by installing an elevator in the facility that will be able to access of levels of the facility.





## Facility Assessment

### **Information on the size, age, condition, adequacy, and suitability for continued use.**

The Oneida Stake Academy building was built in 1888. In 2003, the Preston School District awarded the building to the Oneida Stake Academy. The Academy was able to move the building to Benson Park. The structure of the building is in good condition. A new foundation was placed under the building in 2004. Walls were reinforced between the years 2006 and 2010. Basement columns were reinstalled, connections between the rafters and building were reinforced, and the ballroom floor was raised and I-beams were installed underneath it that ran to the basement.

### **Inspection or Observation Reports**

Design West Architects examined the building in August 2013 and commented on the current work that has been completed and created room rehabilitation restoration strategies for the foundation to make for future improvements. The design professional's main concerns were centered on access and accessibility. Their recommendation was to install a new ADA accessible elevator that will be able to reach all three levels of the facility. The architects made other ADA improvement recommendations such as hand railings for the main entry stairway and ADA accessible restrooms.

### **ADA Assessment of Building and Site**

An ADA assessment and survey were conducted in the Oneida Stake Academy building by Michael Patton and Krystal Harmon from Southeast Idaho Council of Governments. The survey was conducted on January 22, 2019 utilizing the ADA Checklist for Existing Facilities provided by the Institute of Human Centered Design. The building has been making improvements throughout the year to make the building accessible and usable. The improvements that will need to be made will be listed along with suggestions to resolve those issues.

- There are no designated handicap parking spaces near an accessible entrance to the facility. It is suggested that the foundation work closely with the city to provide designated handicap street parking areas.
- Provide an accessible entrance into the building. The foundation is hoping to receive CDBG funding to install an elevator that will be able to reach all three levels of the building. If funding cannot be received, the foundation should explore self-funding the project or cheaper alternatives like an ADA approved ramp to the entrance.
- The building should include signage for all rooms that include braille and raised characters.
- Currently, the building does not have a restroom facility. The foundation has received grant funding to provide electrical and plumbing to the building. This will allow the foundation to move forward with providing a restroom. In the planning for the restroom, it needs to be made sure that the bathroom meets all ADA compliancy regulations.
- Some of the transitions into different rooms of the facility can be difficult due to uneven thresholds. The thresholds are not ADA compliant because they exceed the ¼ inch maximum height. The recommendation would be to replace the transitions or make changes to make the area transition leveled.

**Energy Audits of the Building**

Rocky Mountain Power provides power to the Franklin County area. Rocky Mountain Power does not offer an energy audit. The foundation is making improvements and renovations that would help with the reservation of energy. The foundation is currently in the process of replacing all of the interior and exterior windows. The building currently has a temporary roof but the foundation has plans to get a more permanent roof. The facility currently does not have a heating and cooling system so there are not using energy while they are doing construction. The foundation has plans to install a new heating and cooling system at the facility.

**Environmental Reports**

The facility does not have any current environmental reports such as asbestos and lead-based paint testing. These tests are not expected to be necessary because an asbestos test was performed before the building was relocated in 2003. Lead-based paint testing is not believed to be necessary because the location of the project the building is empty and supported by concrete walls. The building has been assessed and inspected by construction managers and architects and their reports do not reflect that there is an environmental issue with the building, including asbestos and lead-based paint.

**Pictures**

Please see pictures of the facility in Exhibit 6.

**B. Senior or Community Center:** Identify the problems or needs of the facility. Check the building components as **critical, urgent, potential concern** or **no problems**. Document below why a component is considered critical (violation of building or health codes or safety concerns), urgent (health and safety problems), or potential concern (end of useful life). (250 points)

**Criticalness and Urgency of Problems**

Problem or Need Rating				
Identification of Problem	Critical (9) (insert √)	Urgent (5) (insert √)	Potential Concern (1) (insert √)	Reviewed No Problems (insert √)
<b>Physical Conditions:</b>				
Roof	√			
Walls		√		
Foundation				√
Floors			√	
Weatherization	√			
Expansion				√
Other:				
<b>Interior Problems:</b>				
Asbestos/lead based paint				√
Restrooms		√		
Electrical/plumbing/lighting	√			
Heating/air conditioning	√			
Fire safety	√			
Unusable space				
Other:			√	
<b>Kitchen and Food Storage:</b>				
Health inspection				√
Capacity of dry storage				√
Capacity of cold storage				√
Equipment				√
Other:				√
<b>Access for Persons w/Disabilities</b>				
Parking		√		
Entry	√			
Restrooms		√		
2 <sup>nd</sup> Floor Access	√			
Other:				
Subtotals	7	4	2	8

**Identify why any component considered critical or urgent is such. Provide photos when possible:** See Facility Assessment on page 19.

II. **Project Implementation (200 points).** Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project.

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

Explain expected form of procurement for construction. (Examples: single bid, construction management, design build, owner build, or other)

The Small Purchase Procedure would be expected form of procurement for construction because the anticipated costs will be under \$150,000.00. An invitation to bid will be solicited to at least three licensed public works contractors. If the cost exceeds \$150,000.00, the Competitive Sealed Bid will be used to procure a contractor.

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

Yes  No

If yes, provide drawing in the appendices.

*See Exhibit 5*

What energy efficiency considerations and operating cost savings are incorporated into the project? (Examples: LEED and/or Energy Star design criteria)

The project will be creating a community center that will use energy efficient lighting. The kitchen equipment that will be used will be energy efficient. The project will explore using material that will lower the overall operating costs of the facility.

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

The following is work that has been completed since March 2018:

Rock-work around the bottom of the building and stairs.

Caps on stair railings

Drywall and paint added to the hall on the main floor, entryway, stairs up to the ballroom and most of the main floor room.

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

**Option 1:** To receive points the applicant must have completed the design professional selection process using procurement requirements as described in the most recent Grant Administration Manual.

The Oneida Stake Academy Foundation has designs for the basement portion of the building by a nearby architectural firm. The Oneida Stake Academy would fund the work for the design professional from their own funds.

**Option 2:** However, sometimes in existing facilities, a design professional is not required and the work by qualified specialist vendors, force account, or even volunteers can be sufficient. If this is the option chosen provide convincing support for the alternative option. Approaching a project this way also requires the grantee or sub recipient to demonstrate its ability to provide competent construction management.

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

The City of Preston has procured a Certified Grant Administrator for the Oneida Stake Academy Project. The city used the Micro Purchase Procurement Procedure because the cost of the administration services is estimated below \$25,000. The City Council voted unanimously to hire SICOG as the project administrator for the Oneida Stake Academy Project during their January 14, 2019 City Council meeting. The Grant Administration contract was executed on January 14, 2019.

4. **Schedule (5 points):** *See completed Project Schedule on page 12.*

5. **Project Site – Field Notes Review (10 points):** Maximum points will be awarded if the applicant has completed the field notes review and mailed out environmental information request letters before submission of application.

*See page 16*

6. **Property acquisition (20 points):** Points will be awarded if the applicant or sub recipient has site control, that is, that the applicant or sub recipient has ownership of the property including easements or right of way permits or has an option to purchase pending completion of the environmental release.

**Note:** If property, including land, building, rights-of-way and easements is not secured but is identified on a plat map, 5 points will be awarded.

*See Exhibit 9.*

7. **Cost analysis (20 points):** The detailed cost analysis sheet should be completed and dated/signed within four weeks of submission of application.

*See Exhibit 5*

8. **Applicant administrative capacity (65 points):** Points will be awarded based on:

- a. The applicant's grant project track record and the general ability of the city or county. Department staff may review financial audit reports, staff turnover, and recall elections to help make a determination. If sub-recipient, provide description of the agency's governing structure or framework such as nonprofit corporation, district, or association and the board composition. (25 points)

*See Administrative Capacity on page 7 and Board of Directors in Exhibit 6.*

- 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

*See ADA/ Section 504 Self-Assessment and Transition Plan in Exhibit 4.*

- c. Affirmatively Furthering Fair Housing (10 points):

*See Furthering Fair Housing page 7 and Exhibit 4.*

- 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)

*See Operating Income Statement in Exhibit 6*

- 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. (10 points)

Yes  No

If yes, identify the form. Checking Account

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%? \_\_\_\_\_

\_\_\_\_\_

III. **Benefits (150 points)**

1. **Activities provided (100 points):**

List the number and frequency of activities and services the center is providing to seniors, the neighborhood and the community on a monthly basis. Applicants should include activities and services such as health, recreation, nutrition, educational and transportation programs. Put a check mark (√) to indicate if the activity exists or is proposed.

**Community Center Activities**

<b>Activity</b>	<b>Existing Activity (insert: √)</b>	<b>Proposed Activity (insert: √)</b>	<b>No. of Days Offered Per Month or Year*</b>	<b>Facilitated By</b>
Health				
Health Courses		√	312	Oneida Stake Academy Foundation
Home Economics Courses		√	312	Oneida Stake Academy Foundation
Recreation				
Family and Class Reunions		√	312	Oneida Stake Academy Foundation
Weddings & Receptions	√		312	Oneida Stake Academy Foundation
Concerts, Dances, & Banquets	√		312	Oneida Stake Academy Foundation
Musical & Theater Productions	√		100	Oneida Stake Academy Foundation
Idaho Festival of Lights		√	30	Idaho Festival of Lights
That Famous Preston Night Rodeo		√	3	That Famous Preston Night Rodeo
Heritage Day	√		1	Oneida Stake Academy Foundation
Other				
Welcome Center to the Pioneer Historic Byway		√	312	Oneida Stake Academy Foundation
Outreach and Distant Learning Center		√	260	Oneida Stake Academy Foundation
House to the Greater Preston Area Business Association		√	260	Greater Preston Area Business Association
<b>Totals</b>	4	8		
<b>This facility is open to the community 312 days per year</b>				

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



**2. Outreach (50 points).** Describe the center's existing and/or proposed affirmative marketing and outreach efforts aimed at including participation by low-and-moderate-income persons, racial and ethnic minorities, disabled persons and non-English speakers. Examples might include: website, social media, postings, radio, television, outdoor signage, etc. (1/3 page narrative.)

The Oneida Stake Academy is consistently working on improving its outreach efforts. The purpose of the Oneida Stake Academy is to be a cultural center and museum of rich local history for the community. The academy is available for all to use and reserve. The following are examples of what the Oneida Stake Academy has done in order to become more inclusive:

- The Oneida Stake Academy has a website that describes the history and significance of the academy. Many events and fundraising opportunities are posted on the website.
- The Oneida Stake Academy utilizes social media, such as Facebook, to reach out to the community and answer questions.
- Pamphlets and brochures are provided at the academy to inform those interested how they can be involved in helping restore the academy.
- The Oneida Stake Academy is a part of the only Historic Pioneer Byway approved in the State of Idaho. There have historic markers and signs used to direct people to the academy.
- Audio tapes have been prepared to direct visitors along the byway and to the academy.

IV. **Project Local Match (100 points):** Measures the amount of cash and in-kind donations that are committed to just the CDBG project. A commitment letter must be provided in the appendix. If local match is a bond, the applicant must provide documentation that the bond has passed and who will buy it. The CDBG project can include prior planning, design, and property acquisition.

A. **Project cash match (60 points):** This criterion measures the percentage of cash matching funds committed to the ICDBG project. It is direct matching funds to just the ICDBG project. "Cash match" includes cash on hand, bonds, revolving loan funds, urban renewal funds, or resort city tax.

*See Exhibit 8.*

B. **Project in-kind match (40 points):** This measures the percentage of in-kind funds committed to the project which includes in-kind activities, force account work, volunteer work, donations, or waiving of fees to fund the ICDBG project. It is in-kind match to just the ICDBG project.

*See Exhibit 8.*

## **XVI. CERTIFICATIONS**

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

### **Specific CDBG 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 place 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.

  
\_\_\_\_\_  
Signed by Chief Elected Official

1-14-19  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name