

Application
for an
Idaho Community Development Block Grant
Public Parks Project



By
The City of Newdale
September 21, 2020
Mayor Dal Schwendiman

Prepared by:



299 East 4th North, Rexburg ID 83440

CITY OF NEWDALE

P.O. Box 70

Newdale, Idaho 83436

September 21, 2020

Tom Kealey, Director
Idaho Department of Commerce
P.O. Box 83720
Boise, ID 83720-0093

Dear Director:

The City of Newdale respectfully submits this application for a Community Development Block Grant application for improvements to the Newdale City Park. The city park is truly the center of activity and entertainment for the City of Newdale. Communities like ours rely on facilities like our park to enhance the citizens participation in our community culture. The project will benefit both low and moderate-income residents with better functionality in multiple areas.

This application for a \$225,000 CDBG grant will help to make much needed improvements to the park. The city is committing \$34,000 in city cash and \$10,000 city in-kind to help finance this \$269,000 project.

We appreciate your concern and attention to our CDBG request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Dal Schwendiman', written in a cursive style.

Dal Schwendiman, Mayor

III. **Table of Contents:**

	Page Number
1. Idaho Community Development Block Grant Application Information Form	4
2. Economic Advisory Council Page	5
3. Threshold Factors	
a) Eligible Applicant	6
b) Eligible Activity	6
c) National Objective	6
d) Citizen Participation Plan and Hearing	6
e) Administrative Capacity	7
f) Fair Housing Resolution	7
g) Anti-displacement Plan	7
4. Program Income	7
5. Project Description and Permits	7 - 8
6. Budget Narrative	8
7. Budget Form	9
8. Detailed Cost Analysis	10
9. Project Schedule	10
10. Financial Profile	11 - 12
11. Furthering Fair Housing	13 - 14
12. Project Site – Field Notes Review	15 - 17
13. Review & Ranking Criteria Specific to Project	18 - 23
14. Appendix	
a) Citizen Participation Plan, Public Hearing Notice, Public Hearing Minutes and Public Hearing Attendance Sheet	
b) Certifications	
c) Ownership Deed	
d) Design Professional Cost Estimate and Site Plan and Playground Schematic	
e) Environmental Information Request Letters	
f) Letters of Commitment/Support	
g) LMI Documentation	
h) Fair Housing Resolution and Anti-Displacement Resolution	
i) City Park Poll	
j) Park Planning Assessment	
k) Procurement	
l) Audit	

IV. ICDBG Application Information Form

Applicant (City): City of Newdale Chief Elected Official: Dal Schwendiman, Mayor
 Address: 325 City Street, P.O. Box 70, Newdale, ID 83436 Phone: (208) 458-4068
 Email Address: sznlott@yahoo.com
 DUNS # 961718827 CAGE Code 5XWH2

Sub recipient (if applicable): N/A Chief Elected Official: N/A
 Address: _____ Phone: _____

Application Prepared by: The Development Company Phone: (208) 356-4524
 Address: 299 East 4th North Rexburg, ID 83440

Architect/Engineer/Planner (Contact Name): Forsgren Associates Phone: (208) 356-9201
 Address: 350 N 2nd East, Rexburg, ID 83440

NATIONAL OBJECTIVE (MARK ONE)

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

PROJECT TYPE (MARK ONE)

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

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

TOTAL # TO BENEFIT: 111

TOTAL # LMI TO BENEFIT: 58

% LMI TO BENEFIT: 51.7%

PROJECT DESCRIPTION: The City of Newdale Park Project will consist of rehabilitating the current restroom facility to meet ADA standards and sanitary compliance, replace aged and unsafe current playground equipment, installing sidewalks allowing ADA connectivity and replace sidewalks to meet code. The project will also create additional ADA parking, construct a safe parking area, resurface the shelter floor, extend the shelter roof, and provide lighting around the shelter and the parking area.

SOURCE	AMOUNT	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX **
ICDBG	\$225,000		
Local Cash	\$34,000		
Urban Renewal			
Local In-Kind**	\$10,000		
Private Cash			
State Grant			
Other (identify)			
TOTAL PROJECT FINANCING	\$269,000		

* Identify Loan Source(s) N/A Date Bond or Necessary and Ordinary Passed N/A

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

V. **Economic Advisory Council Page:**

Newdale was first established as the Village of Newdale on January 8, 1917 and became an incorporated City in 1967. In the early year's residents would live in Newdale from spring until fall to farm and then move to the neighboring city of Teton during the winter months. Newdale has always been a farming community and was established when the railroad was constructed. It still holds the hometown feel where neighbors know each other and have for generations. Currently the population is 552 residents.

The Newdale City park, named Sam Schwendiman Park after the man who donated the land where the park is located, undoubtedly is the center of activity and entertainment for the City. Communities like Newdale rely on facilities like the public park to enhance the citizen participation of the community culture. Due to the lack of other gathering or event properties the City feels it is imperative to create and maintain a usable, safe, and thriving park.

Every weekend in the summer you will find the park in use. Family reunions, company pick-nicks, and weddings have the shelter reserved through the summer months. The park creates an atmosphere for neighbors and friends to mingle and reconnect. Each week the book mobile comes to town and sets up in the park allowing children the opportunity to check out books. The park is the perfect location, it is easy for children who live in town to access without having to cross the busy highway and most kids stay and play in the park after they have visited the mobile library. The park is also where the community holds their annual events, such as the 4th of July BBQ and fireworks, City cleanup day BBQ, and the Christmas tree lighting. The park is truly the community center of Newdale.

The park is in desperate need of improvements. The existing restroom facility has deteriorated and requires renovation to meet ADA requirements and sanitary codes. The playground equipment has aged and needs to be replaced to keep a safe play area for children. The sidewalks do not meet code and need to be replaced. The shelter floor is concrete and extremely slick when it gets wet, creating a serious safety concern. The shelter roof does not extend over the serving tables, so food sits in the sun or rain when the shelter is in use. (see photos in Appendix J)

Designated ADA parking and ADA accessibility is also a great concern. In its current state, the park has only one ADA concrete parking stall and the remaining parking area is grass. The only sidewalk is from the current ADA stall to the back side of the shelter. This limits ADA accessibility to the rest of the park and the ability for individuals to access the restroom facility, shelter, playground area, and participate in park activities. Installation of lighting around the parking and shelter area will create a safer environment.

This grant will rehabilitate the restrooms, purchase new playground equipment, create additional ADA parking, create a parking area, install sidewalks along the parking area, the shelter, restrooms and to the playground area. The project will also resurface the shelter floor, extend the shelter roof, and install lighting around the parking area, playground, and shelter. The assistance of CDBG is necessary to make these improvements. The City has limited tax income and their \$34,000 cash contribution demonstrates a large injection of their yearly tax income.

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.

Applicant is not sponsoring a sub-recipient.

B. **Eligible Activities:**

The City of Newdale is requesting grant assistance to make improvements to the City park.

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 552

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

Census Data

Income Survey – see Survey Report in Appendix G.

Census and Survey

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:** *(respond to questions and provide documentation in Appendix)*

ICDBG Citizen Participation Plan adopted? Yes No

Did you hold a public hearing prior to application? Yes

Date of Notice: August 25, 2020 Date of Hearing: September 3, 2020
(See documentation in Appendix A)

E. Administrative Capacity:

1. Applicant Capacity

As a member of the Regional Planning District East-Central Idaho Planning & Development Association (ECIPDA), the City of Newdale has access to IDC approved Grant Administrators who have demonstrated capabilities and experience to administer this project. ECIPDA has successfully administered ICDBG projects since 1983 and HUD grants since 1977. ECIPDA staff has served as the project developer and application preparer for this project. The City of Newdale has successfully received and complied with CDBG funded project requirements on past projects and has demonstrated the project experience, organization and facilities to carry out a new construction project.

2. Grant Administrator.

East Central Idaho Planning and Development Association was selected through the micro-purchase procedure. The selection was done at the City Council Meeting on August 6, 2020. ECIPDA has three certified grant administrators on staff.

F. Fair Housing: *(Documentation in Appendix)*

The Fair Housing Resolution was adopted February 20, 2014. Please see Appendix H.

G. Anti-Displacement Resolution:

The City of Newdale has executed the Idaho Department of Commerce's Certification Page, which includes acceptance of the anti-displacement and relocation assistance plan. The signed Certification page can be found in appendix B. Please see appendix H for the City anti-displacement resolution.

VII. Program Income:

This project will not generate any program income as a result of the CDBG supported activities.

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

A. Project Description:

The City of Newdale Park Project will consist of rehabilitating the current restroom facility to meet ADA standards, replacing aged and unsafe current playground equipment, installation of sidewalks allowing ADA connectivity and replacing sidewalks to meet code. The project will also create additional ADA parking, construct a safe parking area, resurface the shelter floor, extend the shelter roof, and provide lighting around the shelter and the parking area.

Restroom rehabilitation will include covering the current plywood walls with a vinyl board to provide a sanitary cleaning surface. Removal of the partitions and installation of ADA grab bars in the proper location will allow the restrooms to be ADA accessible. The restroom will be repainted and sealed around the perimeter and new exterior doors will be installed with proper ADA locking mechanisms.

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
Please see copy of deed in Appendix C.
2. Will any property be needed for this project? Yes No
Status of the purchase: N/A
Estimated date of final purchase: N/A
What funds will be used to make purchase? N/A
3. Will any easements/or rights-of-way be needed for this project? Yes No
Status of the purchase: N/A
Estimated date of final purchase: N/A
What funds will be used to make purchase? N/A
4. Will any lease be needed for this project? Yes No
Status of the lease: N/A
Estimated date of lease execution: N/A
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?): Necessary permits will be acquired before construction.

9. Describe the ownership or lease arrangements for the property involved in the project. The City owns the property.

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 - \$225,000 CDBG
- B. Local - \$34,000 City Cash, \$10,000 In-Kind
- C. Private – n/a

If applicable will the city/county/district allow Commerce staff to access RD apply?
 Yes No N/A

X. Idaho Community Development Block Grant Budget Form

Applicant or Grantee:
City of Newdale

Project Name:
Newdale City Park

LINE ITEMS	ICDBG	City In-Kind	City Cash	Federal*	State*	Private Cash	Private In-Kind	Total
Planning			\$4,000					\$4,000
Facilities Plan								
Administration **	\$22,500							\$22,500
Design Professional	\$24,500							\$24,500
Acquisition								
Soft Cost								
Construction	\$178,000	\$10,000	\$30,000					\$218,000
Materials / Equipment								
Financing Expenses								
Legal								
Property Value								
TOTAL COSTS	\$225,000	\$10,000	\$34,000					\$269,000

*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 XNo
 If yes, list date submitted: _____
 If no, list expected date to be submitted: February 2021

2. Will project include bid alternatives to meet project budget if necessary? XYes ___No

3. Are Davis Bacon wage rates applicable to the project? XYes ___No
 If yes, are they included in the project costs? XYes ___No

4. Design Professional Cost Estimate may be found in Appendix D.

XII. Project Schedule

Project Activity	Date (to be) Completed	Documentation in Appendix
Design Professional Contract Executed	January 2021	
Grant Administration Contract Executed	January 2021	
Environmental Release	May 2021	
Bid Document Approval	February 2021	
Bid Opening	April 2021	
Construction Contract Executed	May 2021	
Start Construction	June 2021	
Construction 50% Complete	July 2021	
Second Public Hearing	July 2021	
Certificate of Substantial Completion	September 2021	
Update Fair Housing Plan	June 2021	
Update 504 Review and Transition Plan	June 2021	
LEP Four Factor Analysis	June 2021	
Construction 100% Complete	September 2021	
Final Closeout	October 2021	

In addition to the items above, include the following for Job Creation projects:

Project Activity	Date Completed	Date to be Completed
Business' Job Commitment finalized		
Start Business Construction		
Business Construction 50% Complete		
Business Construction 100% Complete		
Job Creation Completed		

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 I. Water System (only) – Input information for the water system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Water Source(s): ___ Wells ___ River ___ Lake ___ Springs ___ Purchase ___ Other

Water Treatment Method: _____

Number of people served by the system _____
Number of hook-ups on the system _____
Number of equivalent dwelling units
(EDU's) on the system _____
Number of residential EDUs _____
Number of commercial EDUs _____
Number of industrial EDUs _____
Are all system users on meters _____

For residential users, what is the average monthly
water rate for 10,000 gallons \$ _____
What will be the new monthly rate after the project is
complete based on 10,000 gallons \$ _____
When was the last rate increase _____
How much were the rates increased \$ _____

Annual water system revenue \$ _____

Total dollar amount owed by customers in arrears \$ _____

Annual water system expenses \$ _____

Residential Hook-Up Fee \$ _____

Commercial Hook-up Fee \$ _____

Industrial Hook-Up Fee \$ _____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____

Explain Water Conservation Methods Implemented: _____

If the project is a water source improvement, has a source water protection plan been conducted?

___ Yes ___ No

Section II. Sewer System (only) – Input information for the sewer system (entity) that is expected to utilize the Idaho Community Block Grant funds.

Sewer Treatment Method _____

Do you have a Pre-treatment system? ___Yes ___ No

Number of people served by the system _____
 Number of residential connection on the system _____
 Number of commercial connection on the system _____
 Number of industrial connection on the system _____
 Number of new connections within the last year _____
 Are residential water users metered? _____

What are the current residential sewer rates \$ _____
 What will new monthly rates be after project \$ _____
 When was the last rate increase \$ _____
 How much were the rates increased \$ _____
 What will be the new monthly rate after the project is Complete? \$ _____
 Residential Connection Fee \$ _____
 Commercial Connection Fee \$ _____
 Industrial Connection Fee \$ _____

Annual sewer system revenue \$ _____

Current dollar amount owned by customers in arrears \$ _____

Annual sewer system expenses \$ _____

Identify outstanding indebtedness:

Years remaining	Annual Payment	Lender
_____	_____	_____
_____	_____	_____
_____	_____	_____

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? 0.003597333
- (2) What is the annual tax amount generated? \$54,481
2. If your organization does not tax, how are operational costs sustained? Examples: bonds, donations, assessments, etc.: _____
- _____

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.

The council is willing to discuss and pass such an ordinance upon review of the needs of the City.

Contributing Factor #3 – Lack of public transportation in rural areas. Also, insufficient transportation services to support independent, 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 your 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 X No
- Bicycle paths? ___ Yes X 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)

East Central Idaho Planning & Development Association

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? The City uses the County requirements for building codes. Freemont County has not adopted any of their own building codes but does adhere to the state inspection codes for electrical, plumbing and HVAC.

What is the most current edition of the International Residential Code the City / County has adopted? The City uses the County requirements for residential codes. Freemont County has not adopted any of their own building codes but does adhere to the state inspection codes for electrical, plumbing and HVAC.

In addition to the International Residential Code, has the City / County adopted a building standard or ordinance that requires or encourages visit ability 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 X No

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

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 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? _____

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

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

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

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

Yes 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 _____

Chapter 10: Public Parks
Instructions / Application Form

Public park projects must qualify under the area-wide benefit national objective. Priority is given to existing neighborhood parks and CDBG funding will be focused on improving park facilities which consist of: playgrounds including equipment, ADA accessibility, splash pads, pools, and courts. Reminder: School facilities are ineligible to receive CDBG funding.

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

A. Park Planning Assessment (250 points) See Appendix J

1. The following should be conducted or assessed (250 points):

The park assessment can be completed by a design professional, parks staff, public works staff, or city official. The plan or report should include:

- a. Existing Facilities
 1. Location map
 2. Condition of existing facilities (include at least eight (8) photos)
- b. Need for Project
 1. Public Survey
 2. Public health and safety concerns
 3. Violation of standards, codes or ADA Accessibility
 4. Damaged and aging park facilities and equipment
 5. Environmental concerns
- c. Alternatives Considered
 1. Project Descriptions of alternatives considered and reasons why they were not chosen
- d. Proposed Project (Recommended Alternative)
 1. Project Description
 2. Preliminary Project Design
 3. Permit Requirements
 4. Total Project Cost Estimate
- e. Park Facility Department Maintenance Policies
 1. Is there a maintenance management plan and is it used?
 2. Who does maintenance of park facility (if volunteer group, provide formal MOU)?
- f. Park Facility - Annual Operating Budget
 1. Income – Provide information about all sources of income for the park facility
 2. Annual O&M Costs – Provide itemized annual operating budget information. Include personnel costs, administrative costs, water purchase or treatment costs, accounting and auditing fees, legal fees, interest, utilities, energy cost, insurance, annual repairs and maintenance, monitoring and testing, supplies, chemicals, residuals disposal, office supplies, printing, professional services, reserves, and miscellaneous as applicable.
- g. Conclusion and Recommendations

- B. Public Parks:** Identify the problems or needs of the park facilities (playground, pool, splash pad, courts and/or restrooms). Check the park components as **critical**, **urgent**, or **potential concern**. Document below why a component is considered critical (violation of standards, codes, or ADA requirements), urgent (health and safety problems), or potential concern (end of useful life). (100 points)

Criticalness and Urgency of Problems

Identification of physical problems	Critical (9)	Urgent (5)	Potential Concern (1)
	(insert ✓)	(insert ✓)	(insert ✓)
Restroom Facility			
Restroom	✓		
Women’s Restroom	✓		
Men’s Restroom	✓		
Safety	✓		
ADA Parking & Accessibility			
Does Not Exist	✓		
Safety	✓		
Sidewalk Connectivity (ADA)	✓		
Shelter Repairs			
Safety	✓		
Extending Roof		✓	
Playground Equipment			
Safety	✓		

1. Identify why each specific component is considered critical or urgent. If applicable, reference safety codes.

The restroom facility, ADA parking and accessibility, shelter, and playground are in critical need. Currently the restrooms are not ADA compliant, there is limited ADA connectivity and limited ADA parking. The shelter poses safety concerns when the floor gets wet or when food is being served. The playground equipment is deteriorated and is becoming too unsafe for use. The parking area has no lighting.

2. Explain how this project will address the critical or urgent need or other impacts that may cause an opportunity to be lost if no action is taken.

Rehabilitating the restroom facility will allow the facility to be used by visitors to the park. If the restrooms are not brought up to code the City will be forced to close the facility. Current playground equipment will be removed and not replaced if this project does not purchase new equipment. Installing sidewalks will allow for connectivity to the shelter, restrooms, and playground allowing all individuals including ADA persons with a safe environment to participate in park activities. Installing lighting at the parking area will make the area safer. Resurfacing the floor in the shelter will also make it safer by eliminating the slick surface.

3. Provide sufficient photos to document condition.

Please see Appendix J.

4. Provide user group support letters (swim team, senior pickle ball league, etc.)

Please see Appendix F.

- 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 construction. (Examples: single bid, construction management-general contractor, design build, owner build, or other)

The City will follow the competitive bid procedure for all construction.

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

Yes No

If yes, provide drawing in the appendices.

Please see Appendix D for Site Plan and Playground Schematic.

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

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

Forsgren Associates was selected through the small-purchase procedure. The selection was done at the City Council Meeting on August 6, 2020.

Please see Appendix K for August 6, 2020 meeting minutes.

3. **Grant Administration (20 points):** To receive points the applicant must be soliciting or has solicited for grant administration services using the procurement requirements as described in the most recent Grant Administration Manual. Note: Grant Administration services estimated under \$25,000 allow for micro-purchase procedures.

Please see Appendix K for August 6, 2020 meeting minutes.

4. **Schedule (5 points):** Points will be awarded based on the project schedule completed in the general application.

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.

Please see Appendix E for Environmental Request Letters.

6. **Property acquisition (20 points):** Full points will be awarded if 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.

Please see Appendix C for the Ownership Deed.

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

Please see Appendix D for Design Professional Cost Estimate.

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

- a. The city or county's financial audit reports, quality of management systems, history of performance, and audit findings. If sub-recipient, provide description of the agency's governing structure or framework such as nonprofit corporation, district, and the board composition.

Please see Appendix L for the City Audit Report.

- b. Use Fee – Is there a fee charged for the use of or access to the park facility?
If Yes, justify the need to charge and specify the amount, to whom the fee will apply, and how the collected fee will be used.

There currently is not a user fee for using the park.

- c. Has the applicant completed an ADA/Section 504 self-evaluation of the accessibility of its public programs and facilities and also completed a Transition Plan?
 X Yes No

*Note: Applicants may be required to submit the self-evaluation, the transition plan and the name of the ADA coordinator to certify which elements have been completed.

- d. Affirmatively Furthering Fair Housing

- e. Does the applicant or 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.
 X Yes No

If yes, identify the form. Cash – General Fund

If no, what changes to the scope of work is the applicant or sub recipient prepared to make to reduce the project cost? _____

III. **Benefits (150 points)**

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

- a. List the number and frequency of activities and events the park facility is providing to the neighborhood and the community on a monthly basis. Applicants should include formal activities and services such as health, recreation, swim lessons, senior exercise, leagues, and after school programs. Put a check mark (✓) to indicate if the activity exists or is proposed.

Park Facility Activities

Activity / Event	Existing Activity (insert: ✓)	Proposed Activity (insert: ✓)	No. of Days Offered Per Month or Year*	Types of Users
City Clean Up Day BBQ	✓		1 x Year	All
4 th of July Fireworks	✓		1 x Year	All
Harvest Run	✓		1 x Year	All
Ward Reunion	✓		4 x Year	All (Summer)
4-H club meetings	✓		90 Days/Year	Ages 6 – 18
T-Ball practice	✓		Summer/Fall	Ages 5 – 10
Kids Park	✓		Spring/Summer/Fall	All
Weddings/Reunions	✓		Spring/Summer/Fall	All
Easter Egg hunt	✓		1 x Year	All
Softball practice	✓		Summer/Fall	Ages 14-99
Tennis	✓		Spring/Summer/Fall	All
Basketball Court	✓		Summer/Fall	All
Book Mobile	✓		Summer	All
Family Barbeques	✓		Spring/Summer/Fall	All
Tree Lighting Ceremony	✓		1 x Year	All
Pickleball		✓	Spring/Summer/Fall	All
Totals				

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

b. Does the park facility have restrooms and bike racks?

The restroom facility is attached to the park shelter. The park facility does not have a bike rack.

c. Are there trails or pathways connected to the park facility?

The park is bordered on all sides by City streets. There are no trails or pathways.

d. Does the road along the park facility have a sidewalk?

No, the road along the park facility does not have a sidewalk.

e. What are the park facility hours?

The park is open 24/7.

f. How many months per year is the park facility open?

The park is open year round.

2. **Outreach (50 points).**

- a. Describe the park facility'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 City uses a newsletter sent with the utility bill and the City website let people know what events are taking place. The city has many community events throughout the year that promote participation by all in the community.

- b. Does the city/county have a park or recreation director?

No

- If yes, is the position full time / part time / seasonal?
• What is the job description?

- If no, who is responsible to manage park facilities and activities?

City Clerk and Public Works Department.

- c. Is the facility information available on city/county website, Facebook, or other social media? Identify which media.

Yes, City website.

- d. Has the city/county conducted a Limited English Proficiency (LEP) Four-Factor Analysis?

Yes No

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 criteria 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, loan funds, urban renewal funds, recreation district, or resort city tax.

\$34,000 City Cash

- 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.

**Volunteer work capped at 25% of construction costs.*

\$10,000 In-Kind