



# Christian County Commission

100 West Church St, Room 100  
Ozark, MO 65721

<http://ChristianCountyMO.iqm2.com>

April Term

~ Minutes ~

Monday, May 23, 2016

9:35 AM

The Christian County Courthouse

## I. Convene

The meeting was called to order at 9:35 AM by Presiding Commissioner Ray Weter

Attendee Name	Title	Status	Arrived
Ray Weter	Presiding Commissioner	Present	9:35 AM
Bill Barnett	Western Commissioner	Present	9:35 AM
Sue Ann Childers	Eastern Commissioner	Present	9:35 AM
Ashley Hannah	Secretary	Present	9:35 AM
Rachel Hankins	Assistant	Present	9:35 AM

## II. Agenda

### **Motion/Vote - 9:35 AM Christian County Commission**

Discussion - Approve Agenda

Attendees: Ashley Hannah, Miranda Beadles, Brent Young, Scott Grider, Judy Dollarhite, Robert Palmer, Cody Ritter, Lacey Hart, Jason Stutesman, Kay Brown and Amelia Wigton of Christian County Headliner.

Presiding Commissioner Weter entertained a motion to approve the agenda as published for 5/23/2016.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

### **Motion/Vote - 9:40 AM Kay Brown-Christian County Clerk**

Minutes & Financials Approval - Approve Minutes and Financials

Attendees: Ashley Hannah, Miranda Beadles, Brent Young, Scott Grider, Judy Dollarhite, Robert Palmer, Cody Ritter, Lacey Hart, Jason Stutesman, Kay Brown and Amelia Wigton of Christian County Headliner.

Presiding Commissioner Weter entertained a motion to approve the minutes for May 19, 2016, they have been reviewed and are substantially correct.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 9:40 AM**

Approve Certified Court Order #5-23-2016-01

Attendees: Ashley Hannah, Miranda Beadles, Brent Young, Scott Grider, Judy Dollarhite, Robert Palmer, Cody Ritter, Lacey Hart, Jason Stutesman, Kay Brown and Amelia Wigton of Christian County Headliner.

Presiding Commissioner Weter entertained a motion to approve the Certified Court Order #5-23-2016-01 to distribute a total of \$126,878.32.

Presiding Commissioner Weter said there are 4 items for discussion regarding Lowes and Ozark Bank (Card Services).

Discussion was held regarding bills, charges incurred and proper procedure for paying bills in a timely manner, turning in receipts, getting requisitions approved and lack of communication.

Presiding Commissioner Weter said that these issues should be taken care of before they get to the Commission.

Robert Palmer made a comment regarding the necessity to have an original versus a copy.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:20 AM    Miranda Beadles-Highway Engineer**

Bid Decision - Reconsideration of the Sales of Road Department Chipper/Spreader

Attendees: Ashley Hannah, Miranda Beadles, Brent Young, Scott Grider, Judy Dollarhite, Robert Palmer, Cody Ritter, Jason Stutesman and Amelia Wigton of Christian County Headliner.

Miranda started by explaining why the Highway Department accepted the bid on the Quad Chipper Spreader by Van Keppel Construction. Miranda said that her men were not properly trained, that the quad chipper wasn't used enough and it took most of her manpower to operate it. Miranda said if we don't accept Van Keppel's bid then I would need to reject it and then put it out again for bids. The purpose of the sale of this equipment was sold to have funding for other equipment that we need. My

recommendation is to sell this piece of equipment to the highest bidder. We want the best for the County so if it is your wish to put this out there for more bids, we will respect your wishes.

Commissioner Barnett said he didn't want us to lose out on \$100,000.00 on this piece of equipment that was suppose to save the County money.

Miranda asked Commissioner Barnett if he didn't want to sell the machine or just not at that price?

Commissioner Barnett said he thought we could get a better price.

Discussion was held of what to sell the chipper for, what would happen if it didn't sell and how much it depreciates each year.

Miranda explained that at this time it would not be feasible to keep the chipper.

Presiding Commissioner Weter asked how far and wide did we advertise?

Miranda said we advertised in the local newspaper, the internet and our website.

Presiding Commissioner Weter said that he would like to try and reach a bigger market.

Commissioner Childers said I would accept the bid and move on. I realize we would possibly lose \$30,000.00 -\$40,000.00 but at the same time we will lose money by advertising again and then the depreciation while it sits.

Miranda said that the bid from Van Keppel may go away because I have to formally reject it and he can bid again but he isn't required to. There were others that were interested in the chipper but they didn't end up turning in a bid and so I don't know if Kansas City or St. Louis would bid on something like that. To operate the chipper you need 3 guys a road guy, and a flagger. I don't believe we are ready to use this, hopefully some day we will but at this point our crew isn't big enough.

Commissioner Childers said you are right our crews are not prepared for something like this on a regular basis.

Presiding Commissioner Weter said I would like to put the money we could get from the sale of the chipper towards something we could put to use, rather than the chipper continuing to depreciate.

Scott Grider said its almost like a relearning experience because we don't use it enough to remember how to use it each year.

Presiding Commissioner Weter said we have 2 options, a motion to advertise in wider area or a motion to accept the bid and move on.

Judy Dollarhite asked what does it cost to advertise?

Discussion as to what the costs are for advertising.

Robert Palmer said there were 3 bidders, 2 were contractors and 1 was a reseller. The contractors bids were lower and the reseller was higher. In my opinion you may be very unlikely to get a higher bid.

Cody Ritter inquired about the value of the chipper.

Miranda said we couldn't find an equivalent to our chipper but we did find out that it depreciates \$20,000.00 a year.

Commissioner Childers made a motion to accept the bid of \$100,000.00 from Van Keppel.

<b>RESULT:</b>	<b>ADOPTED [2 TO 1]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Ray Weter, Presiding Commissioner
<b>AYES:</b>	Ray Weter, Sue Ann Childers
<b>NAYS:</b>	Bill Barnett

**Motion/Vote - 10:35 AM    Miranda Beadles-Highway Engineer**

Bid Opening - Bid Opening-Construction of Fabric Salt Barns

Attendees: Ashley Hannah, Miranda Beadles, Brent Young, Scott Grider, Judy Dollarhite, Robert Palmer, Cody Ritter, Jason Stutesman and Amelia Wigton of Christian County Headliner.

Cody Ritter of Base Construction and Management - Common 1 Salt Barn for \$267,000.00 and Common 2 Salt Barn for \$267,000.00 for a total cost of \$534,500.00.

Presiding Commissioner Weter asked what is the volume of this structure?

Cody Ritter said that the inside is about 70 feet wide and the blocks are 5 foot tall.

Miranda Beadles said the dimensions are 130 ft long and 75 ft wide. It would hold quite a bit more than what we have now.

Discussion of how much each of the Salt Barns would hold, how the salt is loaded, the life of the fabric and warranty. Cody said he would find out.

Commissioner Barnett asked Miranda isn't this bid a lot higher than what we had discussed earlier this year.

Miranda said yes, this is an all inclusive bid and what we discussed previously was not.

Commissioner Barnett asked where we advertised?

Ashley Hannah said we advertised on the internet, the local paper, and our website.

Miranda said if it is the Commission wishes for us to advertise to a broader market then we will need to get a list. Miranda said I will need at least a week to review this bid, so can we take this up on June 2.

Presiding Commissioner Weter entertained a motion to have Miranda review the bid and come back Thursday June 2, at 9:00 a.m. with a decision.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:55 AM Jacklyn Aldrich-Chadwick Schools**

Grant - Chadwick Schools Sidewalk Project

Attendees: Ashley Hannah, Robert Palmer, Judy Dollarhite, Jacklyn Aldrich with Chadwick Special Services and Dana Comstock, Chadwick Superintendent.

Jacklyn Aldrich said this is the CBDG for the sidewalk project. There will be a public hearing on 6/2/2016 at Chadwick school cafeteria.

Presiding Commissioner Weter said there is some technical language that refers to the County, what does that mean?

Jacklyn Aldrich said this is the same thing that you signed before, you act the role for the County. Its like an umbrella, you don't have to hire anyone, you just act for the County. We have to do this because we are done with the grant and can apply for another one.

Presiding Commissioner Weter asked by signing this we adopt the policy?

Jacklyn Aldrich said the policy is good for 5 years and you can sign a new one or abide under the current one.

Presiding Commissioner Weter said it says that the Sub-grantee is responsible for the classes and grant responsibilities, who would that be?

Jacklyn Aldrich said that would be me. We had to agree at the last board meeting that the City of Chadwick would not be responsible for the up keep and repair of the sidewalk. We agreed that it would be Chadwick School's responsibility.

Presiding Commissioner Weter said so basically we are just reauthorizing all the same language?

Jacklyn Aldrich said yes.

Commissioner Childers asked if MoDot has signed on?

Jacklyn Aldrich said they have not signed on yet, they have given us their approval.

Presiding Commissioner Weter said how much of this is new that needs to go to the County Attorney?

Jacklyn Aldrich said the agreement between the Applicant and Sub-applicant is new, Form C is more in depth with the fiscal monitoring. Everything needs to be turned in by the 20th of June.

Presiding Commissioner Weter said I believe that I have everything that I need to re-certify the new project. In this situation before we vote I would like the input from the audience.

Robert Palmer said having property in Chadwick, the sidewalk is badly needed. It is a good project

Judy Dollarhite said I appreciate that you read the whole contract and I agree that the sidewalk is needed.

Amelia Wigton asked can you tell me where the sidewalk is going?

Jacklyn Aldrich said it runs from South Rose to the 2nd Chadwick School entrance, approximately 1/2 mile. What we would like is a 6 foot wide sidewalk with a guardrail.

Presiding Commissioner Weter entertained a motion to renew the Form J Statement that the County has in place between the County and the sub applicant.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:55 AM**

Validate E-Verify

Attendees: Ashley Hannah, Robert Palmer, Judy Dollarhite, Jacklyn Aldrich with Chadwick Special Services and Dana Comstock, Chadwick Superintendent.

Presiding Commissioner Weter entertained a motion requesting the Commission to authorize Presiding Commissioner Weter to validate the E-verify form.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:55 AM**

Public Notice Hearing

Attendees: Ashley Hannah, Robert Palmer, Judy Dollarhite, Jacklyn Aldrich with Chadwick Special Services and Dana Comstock, Chadwick Superintendent.

Presiding Commissioner Weter entertained motion to approve the proposed Public Notice Hearing to be held on Thursday, 6/2/2016 at 11:00 a.m.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bill Barnett, Western Commissioner
<b>SECONDER:</b>	Sue Ann Childers, Eastern Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**Motion/Vote - 10:55 AM**

Approve Agreement

Attendees: Ashley Hannah, Robert Palmer, Judy Dollarhite, Jacklyn Aldrich with Chadwick Special Services and Dana Comstock, Chadwick Superintendent.

Presiding Commissioner Weter entertained a motion to submit this agreement to John Housley for approval and upon his approval the County Commission (Ray Weter, Bill Barnett & Sue Ann Childers) will approve the proposed agreement between Applicant (County) and Sub-Applicant (Chadwick R1) stating that the Sub-Applicant shall assume all grant responsibilities.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers

**III. Adjournment**

The meeting was closed at

**Motion/Vote - 11:21 AM**

Adjourn

The County Commission completed the scheduled meeting for today and will resume session on May 26, 2016.

Presiding Commissioner Weter entertained a motion to adjourn.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Sue Ann Childers, Eastern Commissioner
<b>SECONDER:</b>	Bill Barnett, Western Commissioner
<b>AYES:</b>	Ray Weter, Bill Barnett, Sue Ann Childers



Ray Weter

Presiding Commissioner, Ray Weter



Bill Barnett

Western Commissioner, Bill Barnett

A handwritten signature in black ink that reads "Sue Ann Childers". The signature is written in a cursive, flowing style.

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Sue Ann Childers

Eastern Commissioner, Sue Ann Childers



CERTIFIED COURT ORDER #5-23-2016-01

The Treasurer is hereby ordered to pay the following:

RECEIVED  
 NR  
 MAY 19 2016  
 3:27 pm  
 KAY BROWN  
 COUNTY CLERK

May 2016 Cart

RECEIPT: 26659				
DATE: May 19, 2016				
AMOUNT RECEIVED		295-420-221	126,878.32	Check #
BRIDGE		15.00%	19,031.75	
	ROAD MILES			
COMMON 1	297.51	29.67%	37,644.80	
COMMON 2	280.69	27.99%	35,513.24	
BILLINGS SPECIAL	103.25	10.30%	13,068.47	
GARRISON SPECIAL	24	2.39%	3,032.39	
OZARK SPECIAL	102.97	10.27%	13,030.39	
SELMORE SPECIAL	27.5	2.74%	3,476.47	
SOUTH SPARTA SPECIAL	11.1	1.11%	1,408.35	
STONESHIRE SPECIAL	5.3	0.53%	672.46	
TOTAL ROADS	852.32	100.00%	107,846.57	
TOTAL BRIDGE			19,031.75	
TOTAL DISBURSED			126,878.32	

*Kay Weter*

Presiding Commissioner Ray Weter

*Sue Ann Childers*

Eastern Commissioner Sue Ann Childers

*Bill Barnett*

Western Commissioner Bill Barnett

IN TESTIMONY WHEREOF I, have here unto set my hand and affixed the seal of said Commission, at my office in Christiana County this, the 23rd day of May, 2016.

*Kay Brown*  
 Kay Brown, Clerk of the County Commission

Attachment: Certified Court Order 5-23-2016-01 (2963 : Approve Minutes and Financials)

**Bid Sheet**

Bidders: Please provide a total lump sum cost to provide grading, concrete pad, blocks, fabric structure assembly, electrical and mobilization for the construction of a fabric salt barn structure as described in the scope of work and shown on the plans.

Salt Barn (Common I, Sparta) \$ 267,000 (Two Hundred Sixty Seven Thousand)

Salt Barn (Common II, Nixa) \$ 267,000 (Two Hundred Sixty- Seven Thousand)

Total Cost \$ 534,500 (Five Hundred Twenty -Four Thousand Five Hundred)

If the bidder wishes to provide alternative bids including similar and equal products, please provide additional sheets.

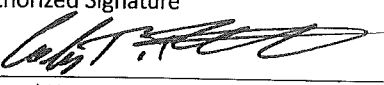
\*\* The above prices do not include performance and payment bonds - Please add \$4,500 per site \*\*

Attachment: Salt Barn Bid (2964 : Bid Opening-Construction of Fabric Salt Barns)

(38) Declaration:

The vendor hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of this original invitation to bid. The vendor further agrees that upon receipt of an authorized purchase order from the Christian County Commission or when a Notice of Award is signed and issued by the Commission, a binding contract shall exist between the vendor and Christian County. Signature required below confirming understanding of this statement.

Doing Business as (DBA) Name	Legal Name of Entity/Individual Filed with IRS for this Tax ID No. Base Construction & Management, LLC Tax ID No. 47-4921721
Mailing Address 620 W. Republic Road, Suite 101	IRS Form 1099 Mailing Address 620 W. Republic Road, Suite 101
City, State, Zip Code Springfield, MO 65807	City, State, Zip Code Springfield, MO 65807

Contact Person Cody T. Ritter	Email Address cody@base-cm.com
Phone number 417-351-2380	Fax number 417-351-2380
Authorized Signature 	Date 05/23/16
Printed Name Cody T. Ritter	Title President, COO

Attachment: Salt Barn Bid (2964 : Bid Opening-Construction of Fabric Salt Barns)

List three (3) business references:

1<sup>st</sup>

Company Name Westward Alliance, LLC Representative Name Reed Hopper

620 W. Republic Road Springfield MO 65807
Address City State Zip

417-879-0071 Business Phone Business Fax Cellular Phone

reed@westwardalliance.com email address if available

2<sup>nd</sup>

Company Name Sho-Me Power Electric Cooperative Representative Name Josh Holland

310 W. Jackson PO Box D Marshfield MO 65706
Address City State Zip

417-859-2616 Business Phone 417-468-2611 Business Fax 417-234-0405 Cellular Phone

jholland@shomepower.com email address if available

3<sup>rd</sup>

Company Name Rifenburg Excavating & Concrete Representative Name Larry Rifenburg

537 Painted Horse Lane Conway MO 65632
Address City State Zip

417-664-2305 Business Phone 417-589-2891 Business Fax 417-664-2305 Cellular Phone

bucketman23@gmail.com email address if available

## Public Notice-Hearing

The Christian County Commission will hold a public hearing on Thursday, June 2, 2016 at 11:00 a.m. at the Chadwick R-1 School District cafeteria located at 7090 State Hwy 125 South, Chadwick, MO 65629 to discuss the County's submission of an application for the fiscal year 2016 **Community Development Block Grant (CDBG)** for the **Chadwick R-1 School District**. The County is interested in obtaining all citizens' input on community development needs within the Chadwick community. As part of the hearing process citizens will be asked to verbally assist in the completion of a "Needs Assessment" document. The document will detail what the residents feel are the strengths and weaknesses of the community. The County needs as much local participation as possible in order to reflect the true desires of the community as a whole, as well as the comments relating to the proposed project application. The State has established a maximum application request for each funding category. Activities that are eligible for funding include the improvement of public works, public facilities, housing rehabilitation, and others allowed by law. At least 51% of the funds must be used to benefit low-and-moderate income persons. No displacement of persons will be proposed. The County is proposing The proposed project will be to have a sidewalks constructed (North to South) along ½ a mile of Highway 125 South from the intersection of South Rose and Hwy 125 S to the 2nd school entrance along the east side of Highway 125 South in Chadwick, Missouri. Guard rail will be placed along the ½ mile of sidewalk between the highway swell and the sidewalk located on the east right-of-way belonging to MODOT to ensure student and pedestrian safety while traveling on the sidewalk. Learning Lane will become a circle drive and make exiting and entrance onto 125 South safer as well as eliminate student and overflow parking currently located adjacent to the school building across Highway 125 South. By transitioning student parking to the same side of the highway as the school district is on, students will no longer have the need to cross the dangerous highway to gain access to the school during and after school hours. The addition of the circle drive will decrease traffic congestion in the drop-off zone for the Early Childhood Education Building and the K-12 School facility. The total project cost is estimated at \$495,550. The project, if funded, will benefit 83% low/moderate income persons. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

For more information contact Jacklyn Aldrich at Chadwick R-1 School: 417-634-3588 or email: [aldrichj@chadwick.k12.mo.us](mailto:aldrichj@chadwick.k12.mo.us)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM J – STATEMENT OF ASSURANCES

(An individual Statement of Assurances is required for each jurisdiction in a multi-jurisdictional application.)

The applicant hereby assures and certifies that:

- 1) It possesses legal authority to apply for the grant, and execute the proposed program.
- 2) Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and direction, and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- 3) It has facilitated or will facilitate citizen participation by:
  - a) Providing citizens with an opportunity to participate in the determination of priorities in community development and housing needs;
  - b) Providing adequate notices for one or more public hearings;
  - c) Holding one or more hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application;
  - d) Providing for citizen participation when considering amendments to community development program;
  - e) Providing for citizen participation in the planning and assessment of the community development program including the development of a performance report and the submission of views to the state; and
  - f) Actions comparable to Section 104(a)(2) of the Act, as described by the State.
- 4) Its chief executive officer or other officer of applicant approved by the state:
  - a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA insofar as the provisions of such Federal law apply to the Missouri Community Development Block Grant Program;
  - b) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- 5) The Community Development Block Grant program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; or includes activities which the grantee certifies are designed to meet other community development needs having a particular urgency as specifically explained in the application.
- 6) It will complete the Project within three years from the effective date of this CDBG Grant Agreement.
- 7) It will comply with the regulations, policies, guidelines, and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the application, acceptance, and use of Federal funds under this document.
- 8) It will comply with:
  - a) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
  - b) Davis-Bacon Act (46 U.S.C. 2786a) with respect to prevailing wage rates (except where exempted under the law);
  - c) 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 basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
  - d) Federal Fair Labor Standards Act, 29 U.S.C. Sec. 201 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.
- 9) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, including, but not limited to, the requirement that a grant recipient must repay to the State, upon sale of the CDBG- funded real property to a non-eligible entity, a pro-rata portion of the proceeds of the sale, as set forth in the CDBG Administrative Manual.



Community Development Block Grant Program  
FY2016 Application

- 10) It will comply with:
- a) Title VI of the Civil Rights Act of 1964 (Pub. Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and immediately take any measure 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, the assurances 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 the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
  - b) Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing; the financing of housing, and the provisions of brokerage services;
  - c) Executive Order 12259, Leadership and Coordinator of Fair Housing in Federal Programs, 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;
  - d) Section 109 of the Housing and Community Development Act of 1974 (ACT) 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, religion, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the act. Any prohibition against 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 as amended shall also apply to any such program activity.
  - e) Titles I through V of the American with Disabilities Act of 1990;
  - f) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;
  - g) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provide 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; shall take affirmative actions to insure fair treatment in employment, upgrading, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship; and
  - h) Policies required by the State to affirmatively further fair housing, derived from section 808(e)(5) of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, and subsequent legislation.
- 11) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower-income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located. Contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to low income persons.
- 12) It will:
- a) To the greatest practical extent under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
  - b) Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488

Community Development Block Grant Program  
FY2016 Application

- 13) It will:
- a) Comply with Title II, of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 49 CFR Part 24 and 24 CFR Part 570.488;
  - b) Provide relocation payments and offer relocation assistances described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended, and HUD implementing regulations at 24 CFR 570.488 to all persons displaced as a result of acquisition of real property for an activity assisted under the community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, handicap, familial status or source of income.
  - c) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, handicap, familial status, or source of income.
  - d) Inform affected persons of the relocation assistance policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488.
- 14) It agrees to comply with the conflict of interest provisions specified in the CDBG 2015 Guidelines.
- 15) It will comply with the Anti-kickback Copeland Act of 1934, 18 U.S.C. Sec. 874 and 40 U.S.C. Sec. 276(a), which outlaws and prescribes penalties for "kickbacks" of wages in federally financed or assisted construction activities.
- 16) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
- 17) It will give the State, HUD and Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the grant.
- 18) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing with the EPA.
- 19) It will comply with the flood insurance purchase of the Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. Law 903-234, 87 Part 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- 20) It will, in connection with its performance of environmental assessment under the National Historic Preservation Act of 1966 (16 U.S.D. 470), Executive Order 11593, and Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S.C. 469-1, et seq.) by:
- a) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion I the national register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by proposed activity; and
  - b) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- 21) It will comply with:
- a) The National Environmental Policy Act of 1969 (42 U.S.C. sec. 4321 et seq.) and 24 CFR Part 58;
  - b) Executive Order 11988, floodplain Management;
  - c) Executive Order 11990, Protect of Wetland;
  - d) The Endangered Species Act of 1973, as amended, (16 U.S.C. Sec. 1531 et seq.);
  - e) The Fish and Wildlife Coordination Act of 1958, as amended (16 U.S.C. Sec. 661 et seq.);
  - f) The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. Sec. 1271);
  - g) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Sec. 30(f) et seq.);



Community Development Block Grant Program  
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- h) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b) and Title X of the Housing and Community Development Act of 1992;
  - i) Sections 700.300 – 324 of RSMo concerning lead paint hazards;
  - j) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);
  - k) The Federal Water Pollution Control Act of 1972, as amended, (33U.S.C.S. 1251 et seq.);
  - l) The Clean Water Act of 1977 (Public Law 95-217);
  - m) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Sec. 6901 et seq.);
  - n) Section 519 of Public Law 101-144, the 1990 HUD Appropriations Act, prohibiting use of excessive force by jurisdictional law enforcement in response to nonviolent civil rights demonstrations, and prohibiting physical barring of entrance or exit to a facility subject to the nonviolent civil rights demonstrations;
  - o) Section 1352, Title 31, U.S.C. if awarded funds in excess of \$100,000;
  - p) The Single Audit Act of 1984, amended 1996, Public Law 98-502, and OMB Circular A-133;
  - q) Cranston-Gonzales National Affordable Housing Act (Section 906 and 912);
  - r) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.
- 22) 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.
- 23) It will minimize displacement of persons as a result of activities assisted with federal assistance.
- 24) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under Section 106 or with amounts resulting from a guarantee under Section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the grantee certified to the Secretary of such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- 25) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this Title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).
- (a) It will comply with section 285.530, RSMo, which pertains to the employment of illegal aliens, and participates in a federal work authorization program as defined by this statute.

\_\_\_\_\_  
SIGNATURE, CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
DATE

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM K – RESOLUTION

A RESOLUTION OF THE CITY/COUNTY OF \_\_\_\_\_, MISSOURI, STATING INTENT TO SEEK FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND AUTHORIZING THE MAYOR/PRESIDING COMMISSIONER TO PURSUE ACTIVITIES IN AN ATTEMPT TO SECURE FUNDING.

WHEREAS, Title I of the Housing and Community Development Act of 1974 does state as its primary objective "the development of viable urban communities, by providing decent housing, suitable living environment and expanding economic opportunities principally for persons of low and moderate income";

WHEREAS, Title I does offer to communities the opportunity of monetary assistance in accomplishing its stated primary objectives;

WHEREAS, The Missouri Department of Economic Development is designated to award Community Development Block Grant funding under Title I; and,

WHEREAS, The city/county does have areas of need which may be addressed through the Community Development Block Grant program.

NOW, THEREFORE, BE IT RESOLVED by the City/County of \_\_\_\_\_, Missouri, that it desires to participate with the Missouri Department of Economic Development in the improvement of our community under the activities authorized pursuant to the Housing and Community Development Act of 1974.

THEREFORE, BE IT FURTHER RESOLVED, that the Mayor/Presiding Commissioner of \_\_\_\_\_, Missouri hereby is authorized to prepare and submit documents which are necessary in applying for funding and establishing an administrative organization to implement activities pursuant to the aforementioned act.

THEREFORE, BE IT FURTHER RESOLVED, that the applicant/sub-applicant will dedicate \$\_\_\_\_\_ of local cash funds and \$\_\_\_\_\_ of in-kind materials or labor to be used in this project.

\_\_\_\_\_  
SIGNATURE, CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ATTESTED BY

\_\_\_\_\_  
DATE

(AFFIX SEAL HERE)

**\*\*INSTRUCTIONS: Amount dedicated on resolution must match Form B, Total Column B and C. (An individual Resolution is required for each jurisdiction In a multi-jurisdictional application.)**

**If matching funds are pledged from a sub-applicant (nonprofit or district), a statement from the sub-applicant pledging those funds to this project must accompany this resolution. Pledged matching funds from a sub-applicant must still appear on this resolution.**

Community Development Block Grant Program  
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MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM L(a) – APPLICANT’S CERTIFICATION ON LOBBYING RESTRICTIONS

**An individual Anti-Lobbying Certification is required for each jurisdiction in a multi-jurisdictional application.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) 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 agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) 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 agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards (at all tiers, including contracts under grants, loans, and cooperative agreements, subcontracts, and subgrants) over \$100,000, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. 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.

\_\_\_\_\_  
NAME OF APPLICANT

\_\_\_\_\_  
SIGNATURE, CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TYPED NAME

\_\_\_\_\_  
DATE

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM M – CERTIFICATION REGARDING SECTION 3 UTILIZATION

(APPLICABLE ONLY IF REQUESTING \$200,000 OR MORE IN CDBG FUNDS)

(An individual Form M is required for each jurisdiction in a multi-jurisdictional application.)

The City/County of \_\_\_\_\_ hereby certifies as an applicant for funding under the Missouri Community Development Block Grant program, that it will adhere to the goals and objectives of Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, which provides that "economic opportunities" (employment, job training, contracting, etc.) generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward the following target groups:

**Section 3 Residents**, defined and prioritized as:

- Low and Very Low-Income (LMI) persons residing in public housing within the grantee's jurisdiction;
- Other Low and Very Low-Income Persons residing in the project area, based on HUD's current Section 8 income limits for the county or Metropolitan Statistical Area (MSA) in which the project is located.

**Section 3 Business**, defined and prioritized as:

- A business that indicates it will provide specific economic opportunities for Section 3 residents located within the grantee's jurisdiction;
- A business that is at least 51% owned by Section 3 residents;
- A business whose current permanent, full-time employees include at least 30% Section 3 residents, or employees who were Section 3 residents within three years of the date of first employment;
- A business that provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of the contract to Section 3 business.

If selected to receive program funding as a result of this application, the City/County of \_\_\_\_\_ commits to achieving a target performance goal of 30% benefit to Section 3 residents and business from CDBG-generated economic opportunities, through active recruitment and direct solicitation within the project area (non-metropolitan county or MSA) done in a fashion consistent with existing Federal, State, and local laws and regulations. It is further understood that Section 3 performance and reporting requirements will apply to all businesses awarded contracts of \$100,000 or above as a result of CDBG funding for this project.

\_\_\_\_\_  
SIGNATURE, CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
DATE

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM N – RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION  
ASSISTANCE PLAN

(An individual Form N is required for each jurisdiction in a multi-jurisdictional application.)

REQUIRED BY ALL APPLICANTS FOR FY2015 FUNDING UNDER SECTION 104(d) OF THE HOUSING AND  
COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED

The City/County of \_\_\_\_\_ will replace all occupied and vacant occupiable  
low/moderate-income dwelling units demolished or converted to use other than low/moderate income  
housing as a direct result of activities assisted with funds provided under the Housing and Community  
Development Act of 1974, as amended.

All replacement housing will be provided within three years of the demolition of conversion. Before obligating or  
expending funds that will directly result in such demolition or conversion, the City/County of  
\_\_\_\_\_ will make public and submit, to the CDBG program, the following information in  
writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of  
bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling  
units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of  
bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provisions of Section 104(d) replacement dwelling  
units; and
6. The basis for concluding that each Section 104(d) replacement dwelling unit will remain a  
low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The City/County of \_\_\_\_\_ will provide relocation assistance, as described in  
Section 570.488, to each low/moderate-income household displaced by the demolition of housing or by the  
conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the City/County of  
\_\_\_\_\_ will take the following steps to minimize the displacement of persons  
from their homes:

**\*\* (describe actions planned to minimize displacement)**

Based on initial review of project, the following occupied dwellings (by address) will be demolished or converted  
with grant funds:

**\*\* (insert address of dwellings proposed for demolition or conversion)**

As chief elected official of the City/County of \_\_\_\_\_, I hereby certify that the  
above plan was officially adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE, CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
DATE

**\*\* The blanks indicated above MUST have a relevant  
statement included even if no displacement is planned.**

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM O (a) – SAMPLE FAIR HOUSING ORDINANCE FOR CITIES

BILL NO. \_\_\_\_\_ ORDINANCE NO. \_\_\_\_\_

***AN ORDINANCE PROVIDING "FAIR HOUSING" FOR THE CITY OF \_\_\_\_\_, MISSOURI,  
DEFINES DISCRIMINATORY HOUSING PRACTICES, AND CREATES A FAIR HOUSING COMMITTEE.***

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF \_\_\_\_\_, MISSOURI, AS  
FOLLOWS:

**SECTION 1. - Declaration of Policy**

The City Council of the City of \_\_\_\_\_ hereby declares it to be the public policy of the City to eliminate discrimination and safeguard the right of any person to sell, purchase, lease, rent, or obtain real property without regard to race, color, religion, sex, handicap, familial status, or national origin. This ordinance shall be deemed an exercise of the police powers of the City of \_\_\_\_\_ for the protection of the public welfare, prosperity, health, and peace of the people of \_\_\_\_\_, Missouri.

**SECTION 2. - Definitions**

For the purpose of this ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein unless the context otherwise indicates.

- a. Person shall include any individual, firm, partnership, or corporation.
- b. Aggrieved Person shall include any person who is attempting to provide housing for himself and/or his family in the City of \_\_\_\_\_, Missouri.
- c. Discriminate shall mean distinctions in treatment because of race, color, religion, sex, handicap, familial status, or national origin of any person.

**SECTION 3. - Discriminatory Practices**

It shall be a discriminatory practice and a violation of the ordinance for any person to:

- a. Refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, handicap, familial status, or national origin of any person.
- b. Discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, handicap, familial status, or national origin.
- c. Make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination.
- d. Represent to any person because of race, color, religion, sex, handicap, familial status, or national origin, that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- e. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood or a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin.
- f. Discriminate in the sale or rental of housing on the basis of a handicap of that buyer or renter; a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or any person associated with that buyer or renter. The design and construction of new multi-family dwellings containing four (4) or more units is required to meet certain adaptability and accessibility requirements in accordance with Section 804 of the 1988 Fair Housing Amendments Act.
- g. Discriminate in the sale or rental of housing on the basis of familial status or because a family has children, exempting certain types of buildings that house older persons (e.g. Section 202 housing) in accordance with Section 807 of the 1988 Fair Housing Amendments Act.



Community Development Block Grant Program  
FY2016 Application

**SECTION 4. - Discrimination in the Financing of a House**

It shall be unlawful for any bank, building and loan association, insurance company, or other corporation, association, firm, or enterprise whose business consists in whole or in part in the making of commercial real estate loans, to deny a loan to a person applying therefore for the purpose of purchasing, constructing, repairing, or maintaining a dwelling, or to discriminate against any person in the fixing of the amount or conditions of such loan, because of the race, color, religion, sex, handicap, familial status, or national origin of such person, or of any person therein associated in connection with such financing.

**SECTION 5. - Administration**

- a. There is hereby created a Fair Housing Committee whose membership shall consist of five members, who shall be appointed by the Mayor of the City with the approval of the City Council.
- b. Every complaint of a violation of this ordinance shall be referred to a Fair Housing Committee. The Fair Housing Committee shall forthwith notify the person against whom the complaint is made. The identity of the aggrieved person shall be made known to the person against whom the complaint is made at that time. If the Fair Housing Committee, after investigation, finds there is no merit to the complaint, the same shall be dismissed. If the Fair Housing Committee finds that there is merit in the complaint, in their opinion, then and in that event, the Fair Housing Committee will endeavor to eliminate the alleged discriminatory practice by conference and conciliation.
- c. If the Fair Housing Committee is unable to eliminate the alleged discriminatory practice by conference and conciliation, then and in that event, the Fair Housing Committee shall forward said complaint to the City Attorney for handling. The final determination of whether to prosecute in Municipal Court on said complaint shall be left to the City Attorney.
- d. Nothing in this ordinance shall be construed in such manner as to limit administrative enforcement mechanisms and recourse against alleged discriminatory housing practices through the U.S. Department of Housing and Urban Development, as specified under Section 810 of the Fair Housing Act as amended effective March 12, 1989, or through the Missouri Commission on Human Rights, as specified in applicable state statutes.

**SECTION 6. - Enforcement**

- a. Any person convicted in Municipal Court of a violation of this ordinance shall be punished by a fine of (not more than) \$\_\_\_\_\_, or by confinement in the City jail for (not more than) \_\_\_\_\_ days, or both such fine and imprisonment.
- b. The City Attorney, instead of filing a complaint in Municipal Court of said City, may, as an alternative remedy, seek to have the alleged discriminatory practices abated by an action for an injunction to be maintained in the appropriate Circuit Court of the State of Missouri.

**SECTION 7. - Severability**

If any section, subsection, paragraph, sentence, clause, or phrase of these standards shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this ordinance which shall continue in full force and effect. To this end, the provisions of this ordinance are hereby declared to be severable.

**SECTION 8. - Savings Clause**

This ordinance shall not affect violations of any other ordinance, code, or regulation of the City of \_\_\_\_\_ existing prior to the effective date hereof. Any such violations shall be governed and shall continue to be punishable to the full extent of the law under the provisions of those ordinances, codes, or regulations in effect at the time the violation was committed.

Read the third time and passed, approved, and adopted by the City Council of the City of \_\_\_\_\_, Missouri, this day of (month/year).

\_\_\_\_\_  
MAYOR

SEAL

ATTEST

\_\_\_\_\_  
CITY CLERK

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM O (b) – SAMPLE FAIR HOUSING RESOLUTION FOR COUNTIES

**PUBLIC NOTICE**

The Commissioners of \_\_\_\_\_ County as recipient of a Community Development Block Grant, have on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, adopted this "Fair Housing Resolution" in compliance with the 1988 Fair Housing Amendments Act:

**FAIR HOUSING RESOLUTION**

The County of \_\_\_\_\_, being aware of the manner in which the public welfare is promoted through fair housing, which provides for accommodations irrespective of race, color, religion, sex, handicap, familial status, or national origin, does hereby resolve to support fair housing within its jurisdiction by:

- A. Appointing or recruiting an executive official of the County as Fair Housing Officer to coordinate the implementation of this Fair Housing Resolution;
- B. Acquiring and disseminating information concerning citizen and individual rights under Missouri State and Federal statutes in the area of fair housing;
- C. Responding to allegations, complaints, or evidence of discriminatory practices in housing by accumulating information, cooperating with citizens who wish to exercise their rights under any law which enforces fair housing through conference and conciliation if possible, and by making referral to the appropriate authorities for legal proceedings if efforts fail to resolve said complaints;
- D. Maintaining records including copies of correspondence, memoranda, etc., which pertain to alleged violation of fair housing laws, and document that all of the above steps have been taken.

APPROVED BY THE GOVERNING BODY OF THE COUNTY OF \_\_\_\_\_, STATE OF MISSOURI, THIS DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
COUNTY COMMISSIONER

ATTEST

\_\_\_\_\_  
COUNTY CLERK

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)



Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM P – SAMPLE EXCESSIVE FORCE RESOLUTION

EXCESSIVE FORCE RESOLUTION

A resolution establishing rules and regulations regarding the use of excessive force during non-violent civil rights demonstrations, including physically barring access to a facility or location which is the subject of such demonstration, and providing penalties for violations thereof. In the *City/County* of \_\_\_\_\_, Missouri, as follows:

**ARTICLE I**

Section 1: The *City/County* hereby adopts and will enforce this policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations. The *City/County* also prohibits the physical barring of any entrance or exit to such a facility and will enforce all applicable State laws in this regard.

**ARTICLE II**

Section 1: Any person charged with a violation of any provision of this resolution will be served by the *City/County* with written notice stating the nature of the violation.

Section 2: Any person convicted of this violation shall be guilty of a misdemeanor, and shall be fined an amount not to exceed one hundred (100) dollars for each violation. Each day on which such violation occurs shall be deemed to be a separate offense.

Section 3: Any person violating any of the provisions of this resolution shall become liable to the *City/County* for any expense, loss, or damage occasioned the *City/County* by reason of such violation.

**ARTICLE III**

Passed and adopted by the *City Council/County Commission* of the *City/County* of \_\_\_\_\_, State of Missouri, on (month/day/year).

\_\_\_\_\_  
*Mayor/Presiding Commissioner*

Attest:

\_\_\_\_\_  
*City/County Clerk*

**Note: This is intended for use as a sample. Articles I and III are the only required sections of the resolution. Article II is provided exclusively for example purposes.**

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 1 OF 3)

(An individual Form Q is required for each jurisdiction in a multi-jurisdictional application.)

PART I – APPLICANT/GRANTEE INFORMATION	
1. APPLICANT/GRANTEE NAME:	
2. ADDRESS:	
3. CITY/STATE/ZIP:	
4. FEDERAL EMPLOYEE IDENTIFICATION NUMBER:	
5. PHONE:	
6. INDICATE WHETHER THIS IS AN: <input type="checkbox"/> INITIAL REPORT <input type="checkbox"/> UPDATED REPORT	
7. PROJECT ASSISTED/TO BE ASSISTED – FISCAL YEAR:	
8. TYPE OF PROJECT:	
9. <input type="checkbox"/> COMPETITIVE GRANT <input type="checkbox"/> NON-COMPETITIVE GRANT/LOAN	
10. AMOUNT REQUESTED/RECEIVED:	
11. PROGRAM INCOME TO BE USED WITH ITEM 10 ABOVE:	
12. TOTAL OF ITEMS 10 AND 11:	
PART II – THRESHOLD DETERMINATION	
1. IS THE AMOUNT LISTED IN ITEM 12 ABOVE MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. HAVE YOU RECEIVED OR APPLIED FOR OTHER HUD ASSISTANCE (THROUGH PROGRAMS LISTED IN ATTACHMENT A OF THE INSTRUCTIONS) WHICH, WHEN ADDED TO ITEM 12 (PART 1), IS MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER TO EITHER 1 OR 2 OF PART II IS "YES," THEN THE REMAINDER OF THIS REPORT MUST BE COMPLETED. IF THE ANSWER TO BOTH 1 AND 2 OF PART II IS "NO," THEN THE REMAINDER OF THIS REPORT IS NOT REQUIRED TO BE COMPLETED, BUT THE FOLLOWING CERTIFICATION MUST BE EXECUTED.	
I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.	
TYPED NAME (CHIEF ELECTED OFFICIAL):	
SIGNATURE, CHIEF ELECTED OFFICIAL:	DATE:

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

**FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 2 OF 3)**

**PART III – OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR**

1. PROVIDE THE REQUESTED GOVERNMENT ASSISTANCE, EXISTING OR APPLIED FOR, THAT WILL BE USED IN CONJUNCTION WITH THE CDBG FUNDING (INCLUDING THOSE LISTED IN ATTACHMENT A).

NAME AND ADDRESS OF AGENCY PROVIDING OR TO PROVIDE ASSISTANCE	PROGRAM	TYPE OF ASSISTANCE	AMOUNT REQUESTED OR PROVIDED

**PART IV – INTERESTED PARTIES**

ALPHABETICAL LIST OF ALL PERSONS WITH A REPORTABLE FINANCIAL INTEREST IN THE PROJECT	SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER	TYPE OF PARTICIPATION IN THE PROJECT	FINANCIAL INTEREST IN PROJECT DOLLARS AND PERCENT

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
FY2016 Application

**FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 3 OF 3)**

**PART V – EXPECTED SOURCES AND USES OF FUNDS**

1. IDENTIFY THE SOURCES AND USES OF ALL ASSISTANCE, INCLUDING CDBG, THAT HAVE BEEN OR MAY BE USED FOR THIS PROJECT:

SOURCE	USE

**PART VI - CERTIFICATION**

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS DISCLOSURE IS TRUE AND CORRECT, AND I AM AWARE THAT ANY FALSE INFORMATION OR LACK OF INFORMATION KNOWINGLY MADE OR OMITTED MAY SUBJECT ME TO CIVIL OR CRIMINAL PENALTIES UNDER SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE. IN ADDITION, I AM AWARE THAT IF I KNOWINGLY AND MATERIALLY VIOLATE ANY REQUIRED DISCLOSURE OF INFORMATION, INCLUDING INTENTIONAL NONDISCLOSURE, I AM SUBJECT TO A CIVIL PENALTY NOT TO EXCEED \$10,000 FOR EACH VIOLATION.

TYPED NAME (CHIEF ELECTED OFFICIAL):

SIGNATURE:

DATE:

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

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**FORM Q – DISCLOSURE REPORT INSTRUCTIONS**

**All applicants for CDBG funding must complete and submit, with their applications, Part I and II of the Disclosure Report. At the completion of Part II of the report, some applicants will find that they must complete Parts III, IV, V, and VI of the Report.**

**Part I** requires the applicant's name, address, phone and Federal Identification number; indication as to whether this is an initial report or an update (all applicants will check the initial report box); the fiscal year CDBG funds subject to the disclosure; check as to whether the disclosure is related to a non-competitive application; the amount of CDBG funds being requested; the amount of any CDBG program income that will be used with the CDBG funding, if any; and the total amount (funding requested and program income).

**Part II** asks two questions. If the answer to both questions is "no", the applicant must complete the certification at the end of Part II, but is not required to complete the remainder of the report. If the answer to either question is "yes", then the applicant must complete the remainder of the report.

**Part III** requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the CDBG project (See Attachment A).

**Part IV** requires the identification of interested parties. Interested parties are persons and entities with a pecuniary interest in the project. If any entity is being disclosed, the disclosure in Part IV must include an identification of each principal of the entity. All consultants, developers or contractors involved in the application for CDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or 10 percent of the CDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which a person or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local CDBG administrative staff and recipients of housing rehab assistance).

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if an applicant for CDBG funds identifies, under Part III of the Disclosure Report, other governmental assistance that is to be used in conjunction with projects funded with CDBG funds and, if these other funds have been committed to interested parties, then these interested parties must be identified in Part IV of the initial report.

**Part V** requires applicants to identify the sources and use of all funds to be used in conjunction with CDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the CDBG funds identified in Part I, items 10 and 11.

**Part VI** requires the certification of the Chief Elected Official.



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MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM Q, ATTACHMENT A – DISCLOSURE REQUIREMENTS

This attachment contains a list of all the HUD programs that are subject to the disclosure requirements of 24 CFR Part 12 Subpart C. All applicants for CDBG assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs besides CDBG. Applicants must consider HUD funds that are received either directly from HUD or through the State. The State administered CDBG Program is listed under 3(v).

The applicant uses the total amount of funds received from all the sources to answer the second question of Part II of the Disclosure Report.

1. Section 312 Rehabilitation Loans under 24 CFR Part 510, except loans for single family properties.
2. Home Investment Partnership Act Funds Under 24 CFR Part 92  
(Excludes formula distributions to States, units of general local government, or consortium of units of general local government under Subpart D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities program under Subpart F).
3. Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
  - (I) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study program or Historically Black Colleges;
  - (II) HUD, for a loan guarantee under 24 CFR Part 470, Subpart M;
  - (III) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974;
  - (IV) HUD, for a grant under the HUD-administered Small Cities program under CFR Part 570, Subpart F; and
  - (V) A State or unit of general local government under 24 CFR Part 570.
4. Applicants for grant amounts for a specific project or activity under the Emergency Shelter Grant program under 24 CFR Part 576 made to a State or to a unit of general local government, including a Territory.  
(Excludes formula distributions to States and units of general local government (including Territories); reallocations to States, units of general local government (including Territories) and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government).
5. Transitional Housing under 24 CFR Part 577.
6. Permanent Housing for Handicapped Homeless Persons under 24 CFR Part 578.
7. Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR Part 882, including the Moderate Rehabilitation program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
8. Section 8 Housing Assistance Payments for Housing the Elderly or Handicapped under 24 CFR Part 885.
9. Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).
10. Section 8 Housing Assistance Payments – Special Allocations – Assistance under 24 CFR Part 886.
11. Flexible Subsidy under 24 CFR Part 219 – both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.

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12. Low-Rent Housing Opportunities under 24 CFR Part 904.
13. Indian Housing under 24 CFR Part 905.
14. Public Housing Development under 24 CFR Part 941.
15. Comprehensive Improvement Assistance under 24 CFR Part 968.
16. Resident Management under 24 CFR Part 964, Subpart C.
17. Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
18. Nehemiah Grants under 24 CFR Part 280.
19. Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
20. Congregate Services under the Congregate Housing Services Act of 1978.
21. Counseling under Section 106 of the Housing and Urban Development Act of 1968.
22. Fair Housing Initiative under 24 CFR Part 125.
23. Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
24. Fair Housing Assistance under 24 CFR Part 111.
25. Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
26. Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and non-residential).
27. Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR Part 579.
28. Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzales National Affordable Housing Act.
29. Planning and Implementation Grants for HOPE and Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzales National Affordable Housing Act.
30. Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzales National Affordable Housing Act.
31. HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzales National Affordable Housing Act.

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### FY-2016 Application – Form V: Certification & E-Verify

This form certifies that the applicant (city/county) and subapplicant (if relevant to the application/project) do not employ illegal aliens (undocumented workers)\* and that the information contained in the application is true, correct and complete.

\* In addition to certifying that your organization does not employ illegal aliens, **all applicants must:** 1) enroll in E-Verify, 2) check the box on the Certification confirming enrollment and participation in E-Verify, and 3) provide supporting documentation.

The **E-Verify Program**, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment.

E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of **ALL** newly hired employees.

An employer's participation in E-Verify is voluntary and is currently free. To access the E-Verify website, go to: [https://www.vis-dhs.com/employer\\_information.htm](https://www.vis-dhs.com/employer_information.htm)

The Certification form must be signed by the chief official of the applicant (and subapplicant if required) and notarized. **All applicants (and subapplicants) must complete this form and attach a copy of the e-verification memorandum to be eligible for the CDBG program.**



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## CERTIFICATION

- I certify that I am an authorized representative of the applicant/subapplicant and as such am authorized to make the statement of affirmation contained herein.
- I certify that the applicant/subapplicant does NOT knowingly employ any person who is an unauthorized alien and that the applicant/subapplicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
- I certify that the applicant/subapplicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify applicant/subapplicant for this program. I certify that the applicant/subapplicant will maintain and, upon request, provide the Department of Economic Development documentation demonstrating applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant/subapplicant for this program.
- I understand that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- I understand that if the applicant/subapplicant is found to have employed an unauthorized alien, applicant may subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo.
- I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program.
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

### Required Attachment:

Copy of the executed Memorandum of Understanding between the applicant/subapplicant and the United States Citizenship and Immigration Services (USCIS).

Name*	Title
Signature	Date

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STATE OF MISSOURI )  
 ) ss.  
 COUNTY/CITY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_, a Notary Public in and for said state, personally appeared \_\_\_\_\_, known to me to be the person who executed the Certification and acknowledged and states on his/her oath to me that he/she executed the same for the purposes therein stated.

\_\_\_\_\_  
 Notary Public

My commission expires \_\_\_\_\_

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
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MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2016 APPLICATION: FORM W – Application Certifications

I understand and certify:

- The information represented in this application is true to the best of my knowledge;
- I have read and understand the compliance requirements of the CDBG Program;
- That the CDBG funds are limited in scope and that the application represents the priority projects of the community;
- That, if awarded, the funds will be used solely for the purpose declared in this application;
- That DED reserves the right to reduce or change the award for any project;

The applicant further assures and certifies that the applicant agrees to abide by all applicable State and Federal rules and regulations. (Applicant should read the Statement of Assurances attached to this application.) The applicant also certifies that the project activities are designed to meet community development needs.

The following documents are included with this application (see attachments):

1. Signed Statement of Assurances
2. Resolution
3. Anti-displacement Plan
4. Section 3 Certification
5. Anti-Lobbying Certification(s)
6. E-Verify Certification
7. Support letter from state senator(s)
8. Support letter from state representative(s)
9. Applicant's procurement policy (if none exists, state so in writing)
10. Applicant's conflict of interest policy (if none exists, state so in writing)

Name (typed or printed)	Title
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Signature, Mayor or Presiding Commissioner	Date
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Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)

Community Development Block Grant Program  
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**SAMPLE AGREEMENT BETWEEN APPLICANT AND SUB-APPLICANT**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, hereinafter called the "Applicant," and \_\_\_\_\_, hereinafter called the "Sub-applicant."

Whereas, the Applicant is applying for a Community Development Block Grant from the State of Missouri, and it is the Applicant's desire to relinquish certain responsibilities as allowed by the program and the State statutes;

Whereas, the Sub-applicant will benefit from the grant proceeds and finds it in the best interest of both parties to assume these responsibilities;

Now, therefore, the parties hereto agree as follows:

1. The Sub-applicant shall assume all grant responsibilities listed with the exception of #2 below, which both parties understand cannot be assumed by the Sub-applicant;
2. In addition to the above, the Applicant agrees to retain all financial responsibilities of the grant program, with the understanding that all invoices (financial indebtedness) must be paid through the Applicant's established method;
3. Responsibilities not listed on the attached Grant Agreement, but which the Sub-applicant agrees to carry out on behalf of the Applicant, are as follows:

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The Applicant also acknowledges, as part of this Agreement, that liability for the grant is wholly within its realm and the Sub-applicant hereby assumes responsibility to see that all terms listed herein are met, with the above exceptions. This Agreement shall be valid until successful project completion and grant close-out.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year indicated above.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Sub-applicant

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Attachment: Form J Statement of Assurances (2965 : Chadwick Schools Sidewalk Project)