

Administrative Committee



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Tuesday, May 28, 2019

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

1. Approval of May 13, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve May 13, 2019 minutes, or provide staff further direction.

2. Tiny Home Construction and Development Standards Ordinance (ACTION ITEM) - Justin Goodwin

In July of 2018 the Idaho State Building Code Board adopted a new appendix pertaining to tiny homes, Appendix R. A tiny home is defined as a dwelling that is 400 square feet or less in floor area. Appendix R allowed for certain building code exceptions for tiny homes. On November 27, 2018 the City of Moscow Building Code Advisory Committee conducted a meeting to review the proposed appendix and recommended approval with two amendments. The proposed ordinance would adopt Appendix R with the two modifications proposed by the Building Code Advisory Committee. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming June 3, 2019 meeting.

PROPOSED ACTIONS: Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming June 3, 2019 meeting, or provide staff further direction.

3. Request Adoption of Parks and Recreation Master Plan Update 2019 (ACTION ITEM) – Dwight Curtis

Work began on the Parks and Recreation Master Update 2019 in early 2018. Through numerous Commission meetings, two public workshops, and a citizen survey, fourteen (14) Actionable Items were identified, and are the focus of *Update 2019*. The Actionable Item subjects are from across the spectrum. Attached is a memorandum from the Parks and Recreation Director, Dwight Curtis, a quick reference summary sheet of the Actionable Items, and the draft Master Plan *Update 2019*. Update 2019 Actionable Items are meant to be thorough, common-sense and most importantly, "doable." The next Master Plan update is scheduled for 2025.

PROPOSED ACTIONS: Recommend adoption of the City of Moscow Parks and Recreation Master Plan Update 2019, or provide staff further direction.

4. Beer Garden Request for Corn Hole Extravaganza (ACTION ITEM) -Dwight Curtis

A local business, Tapped, is requesting approval to have a beer garden at their new community event, the Moscow Annual Corn Hole Extravaganza. The event is open to the public and is scheduled to take place on June 22, 2019 (see attached letter and event map from Tapped). The event involves a corn hole tournament, other games, food trucks and music. All revenue from the tournament will be donated to Palouse Cares Network. The beer garden is small, similar to the Renaissance Fair event's beer garden, with security by Moscow Police officers, time paid for by Tapped. The Police Chief has reviewed the request, as well as safety requirements addressed in the agreement, and had no issue with this request.

PROPOSED ACTIONS: Review Beer Garden Request by Tapped for the Moscow Annual Corn Hole Extravaganza event to be held on June 22, 2019 in East City Park and recommend approval; or recommend denial of the request, or provide staff further direction.

5. Airport Grant – Runway Realignment (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of completing Phase 4 of the Runway Realignment Project (grant offer AIP 3-53-0051-051). The amount of the grant is \$46,000,000 with a local match of \$3,735,200.00 from multiple sources, which includes a possible Washington State Department of Transportation (WSDOT) Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman, as co-sponsor of PMRA, passed a similar resolution at its City Council meeting on May 14, 2019.

PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (grant offer AIP 3-53-0051-051) and adopt the attached resolution, or provide staff further direction.

6. Small Community Air Service Development Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

The City of Moscow is a co-sponsor, with the City of Pullman, of the Pullman-Moscow Regional Airport (PMRA). Tony Bean, Executive Director of PMRA is seeking the support of the City of Moscow for a grant from the U.S. Department of Transportation Small Community Air Service Development Program (SCASD) to the City of Pullman for the purpose of securing Revenue Guarantee Funds to support additional Air Service. The amount of the grant is up to \$1,000,000 with a local match of approximately \$300,000.00 from multiple public and private sources. The match pledges are being collected by PMRA and both the Pullman and Moscow Chambers of Commerce from various public and private entities. To facilitate the SCASD grant, it is appropriate to request the City of Moscow act as an Interstate Municipal partner supporting the City of Pullman as the administrative sponsoring partner. The attached

Resolution has been prepared for that purpose. The City of Pullman passed a resolution preauthorizing acceptance of the SCASD grant at its City Council meeting on May 14, 2019.

PROPOSED ACTIONS: Recommend City Council adopt the attached Resolution supporting the City of Pullman as the administrative sponsoring partner for the U.S. Department of Transportation Small Community Air Service Development Program Grant, or provide staff further direction.

7. Airport Grant – FAA Equipment Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of acquiring various pieces of airport equipment and fencing. The amount of the grant is \$2,400,000 with a local match of \$229,042.00 from Airport Revenues. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications. The City of Pullman will consider adoption of a similar resolution at a future City Council meeting.

PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program in the amount of \$2,400,000 with a local match of \$229,042 from airport revenues and adopt the attached Resolution, or provide staff further direction.

REPORTS

1. Bond Reimbursement Resolution - Gary J. Riedner

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Approval of May 13, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

DESCRIPTION

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve May 13, 2019 minutes, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. minADM20190513

Administrative Committee



Regular Meeting ~Minutes~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

Monday, May 13, 2019

4:30 PM

Council Chambers
206 E. Third St.

REGULAR AGENDA

The meeting was called to order at 4:30 p.m.

PRESENT: Kathryn Bonzo, Brandy Sullivan, Gina Taruscio

STAFF: Mayor Bill Lambert, Art Bettge, Gary J. Riedner, Mia Vowels, Tyler Palmer, Dwight Curtis, Megan Cherry, Tony Bonuccelli, Bill Belknap, Caylee Birge

1. Approval of March 25, 2019 Administrative Committee Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, or provide staff further direction.

The minutes were approved as presented.

2. Moscow Charter School (MCS) Request for HIRC Rental Fee Waiver for the 2019-2020 school year (ACTION ITEM) - Dwight Curtis / Tony Bonuccelli

Moscow Charter School (MCS) is requesting a rental fee waiver for use of the HIRC facility for their physical education and movement classes for the 2019-2020 school year. The request is the same as last year, except fewer hours requested. The MCS would use one half-gym space, leaving the other half open for public use. The present school year's use alternates between 9-15 hours per week. The new request is for 8 hours per week. This has not negatively affected public use or City programs in the past and the MCS reciprocates with our use of their facilities for recreation programs during breaks and summer. The Parks and Recreation Commission reviewed the request on April 25, 2019, recommending Council approval.

PROPOSED ACTIONS: Recommend approval of the HIRC Rental fee waiver request by Moscow Charter School for the 2019-2020 School year, or provide staff further direction.

Curtis introduced the item as written above. The Committee agrees this is great partnership and fulfills the mission of the Hamilton funds. Riedner stated if there is ever another entity that wishes to utilize the HIRC in the same way, we will need to come up with an agreement to accommodate both parties as best we can. Bonzo abstained from voting since she works for the Charter School.

The Committee recommended approval and that it be placed on the Council consent agenda.

3. Authorization for Parks and Recreation Director to Administratively Approve Annual

Moscow Charter School Request for HIRC Rental Fee Waiver (ACTION ITEM) - Dwight Curtis

Staff is seeking authorization for the Parks and Recreation Director to administratively approve the annual Moscow Charter School (MCS) request for HIRC rental fee waiver, provided the requests are for the same or less hours than the previous year's approved request. The MCS utilizes half of the gym for their physical education classes. The MCS requests have become routine through the years and unless there is an increase in the usage being sought, having the Parks and Recreation Director administratively approve the request is a more efficient use of time and resources. Should there be an increase in time used request, it would simply be brought through for a City Council decision. The request for the 2019-2020 school year is for 8 hours per week. There has been no negative affect on public use or City programs in the past.

PROPOSED ACTIONS: Recommend authorization of the Parks and Recreation Director to administratively approve the annual Moscow Charter School requests for HIRC rental fee waiver, provided the requests are for the same or less hours than the previous year's approved request, or provide staff further direction.

Curtis introduced the item as written above. The annual rental fee waiver for the Charter School request will still go through the Parks and Recreation for approval each year. Riedner stated it would be best to draft a resolution laying out parameters of the previous approval in order to protect Dwight or his successor. If there is another party wanting the space we will address it at that time. Our city programs will have top priority over others.

The Committee recommended a resolution be brought forward to Council on the regular agenda.

4. Artwalk Beer and Wine Garden Resolution And Artwalk Sidewalk Cafe Temporary Expansion Resolution (ACTION ITEM) - Megan Cherry

Artwalk 2019 is scheduled for June 21, 2019. Since 2016, Council has permitted beer and wine gardens within the City streets and rights-of-way in the Moscow Central Business District for select events by way of Council Resolution. The current proposal will allow appropriate City staff to issue permits for beer and wine gardens during Artwalk June 21st, 2019. An establishment interested in participating in Artwalk by hosting a beer/wine garden would contact the Community Events Manager to coordinate participation in accordance with this resolution and the authorized street closure permit process. Approved participating establishments are required to apply for a catering permit with the City of Moscow in accordance with State Liquor regulations. Additionally, the City regulates sidewalk cafes in the downtown central business to the area immediately in front of an establishment. In an effort to add to the festive and enticing atmosphere of Artwalk businesses may opt to expand their currently permitted sidewalk cafe to the abutting neighboring business property lines with the neighboring business' permission. An establishment wishing to temporarily expand its sidewalk cafe for Artwalk, pursuant to Resolution, would be required to file an amended Sidewalk Cafe Licensed Area diagram to the City Clerk with written permission from the neighboring business allowing the extension of the area in front of the neighboring business. Those establishments permitted to serve alcohol would be required to apply for a catering permit with the City of Moscow in accordance with State alcohol regulations.

PROPOSED ACTIONS: Recommend approval of the Resolution related to beer and wine

gardens and the Resolution related to temporary expansion of sidewalk cafes, or provide staff further direction.

Cherry introduced the item as written above. This would be similar to the resolutions in the past, we would like to promote artwalk with a more streamline process. Only businesses with current sidewalk cafes can utilize the Resolution.

The Committee recommended approval and that it be placed on the Council consent agenda.

5. Waiver of McConnell Mansion re-roof permit fees (ACTION ITEM) – Gary J. Riedner

The Latah County Historical Society is replacing the roof on the McConnell Mansion. The LCHS is proceeding with roof replacement this summer and is requesting the Council to waive the building permit fees for the project. The amount of the permit fee is \$675.50.

PROPOSED ACTIONS: Recommend waiver of permit fees in the amount of \$675.50 for McConnell Mansion roof replacement project, or provide staff further direction.

Riedner introduced the item as written above. We have waived fees in the past for other 501C3 entities when there is a benefit to the public.

The Committee recommended approval and that it be placed on the Council consent agenda.

6. Consideration of City of Moscow Mayor and City Council Salary Adjustments (ACTION ITEM) - Gary J. Riedner

Moscow City Code 1-8-1 states that "the salary for elective officers shall be fixed by ordinance. Salary adjustments for such elective officers shall be made every two (2) years from the date of the previous adjustment in accordance and in proportion with adjustments in the Consumer Price Index as published by the United States Department of Labor. Such adjustments must be specifically approved by ordinance at least six (6) months prior to the effective date of such adjustments. Ref. Idaho Code, § 50-203." The proposed Ordinance amends the Mayor and City Council salaries by the CPI adjustment of the past 24 months: January 1, 2017 to December 31 2018. The calendar year 2017 Consumer Price Index (CPI) was 0.12% while the calendar year 2018 CPI was 1.3%. In accordance with Moscow City Code 1-8-1 the salary adjustment would be appropriated during the budget considerations and final adoption and effective salary would begin January 1, 2020.

PROPOSED ACTIONS: Recommend approval of the attached Ordinance making salary adjustments for Mayor and City Council effective January 1, 2020 or provide staff further direction.

Riedner introduced the item as written above.

The Committee recommended approval and that it be placed on the regular Council agenda.

ADJOURN

4:53

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

Justin Goodwin

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

N/A

AGENDA ITEM TITLE

Tiny Home Construction and Development Standards Ordinance (ACTION ITEM) - Justin Goodwin

DESCRIPTION

In July of 2018 the Idaho State Building Code Board adopted a new appendix pertaining to tiny homes, Appendix R. A tiny home is defined as a dwelling that is 400 square feet or less in floor area. Appendix R allowed for certain building code exceptions for tiny homes. On November 27, 2018 the City of Moscow Building Code Advisory Committee conducted a meeting to review the proposed appendix and recommended approval with two amendments. The proposed ordinance would adopt Appendix R with the two modifications proposed by the Building Code Advisory Committee. The proposed ordinance has been scheduled for a public hearing before City Council at the Council's upcoming June 3, 2019 meeting.

STAFF RECOMMENDATION

Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming June 3, 2019 meeting.

PROPOSED ACTIONS

Recommend forwarding the proposed ordinance for public hearing at the Council's upcoming June 3, 2019 meeting, or provide staff further direction.

FISCAL IMPACT

N/A

PERSONNEL IMPACT

N/A

ATTACHMENTS

1. TinyHomesAppendix'R';mv
2. IDAPA Tiny Homes

ORDINANCE NO. 2019 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE AMENDMENT OF MOSCOW CITY CODE TITLE 7, CHAPTER 16, PROVIDING FOR THE ADOPTION AND AMENDMENT OF 2012 INTERNATIONAL RESIDENTIAL CODE APPENDIX R PERTAINING TO DEVELOPMENT STANDARDS FOR TINY HOMES; PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; APPROVING THE PUBLICATION OF A SUMMARY OF THE ORDINANCE WITH THE FULL TEXT AVAILABLE AT CITY HALL; PROVIDING FOR A WAIVER OF THE READING RULES; AND PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM THE DATE OF ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the City of Moscow adopts building codes for City through the advice of the Building Code Advisory Committee; and

WHEREAS, when the State of Idaho Building Code Board amends/adds to the State adopted Codes, City will review the proposed amendment/addition with the Building Code Advisory Committee; and

WHEREAS, on the advice of the Building Code Advisory Committee, City wishes to add Appendix R, titled Tiny Homes, to the International Residential Code 2012 Addition, with local amendments;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF MOSCOW, IDAHO, AS FOLLOWS:

SECTION 1: That Moscow City Code Title 7, Chapter 16 be amended as follows:

Sec. 16-2. Amendments to the International Residential Code.

The following amendments to the adopted portions of the 2012 Edition of the International Residential Code are hereby made:

Section G2406.2 shall be amended by the deletion of exceptions 3 and 4.

Section G2408.2 shall be amended by the deletion of the exception.

Section G2427.4.3 shall be added and shall read as follows: Testing: All plastic pipe located within a dwelling used for venting flue gases shall be tested at five (5) psi for fifteen (15) minutes duration.

Section M1502.4.2 shall be amended by deleting the words “not to exceed twelve feet (12’)” and inserting the words “not to exceed four feet (4’) or every joint”.

Section M2101.10 shall be amended by replacing the words “fifteen (15 minutes)” with the words “thirty (30) minutes”.

Creation of Enforcement Agency

Section R103.1. There is hereby established in this jurisdiction a code enforcement agency which shall be under the administrative and operational control of the Building Official. The

Building Official shall develop such rules, regulations and standards as are necessary for the efficient administration of this Chapter.

Section R302.5.4 shall be added: Openings between the garage and the residence shall be equipped with a minimum of two (2) self closing hinges.

Section R302.6 shall be replaced with the following language: The garage shall be separated from the residence and its attic area by not less than five eighths inch (5/8") gypsum board applied to the garage side. Where the separation is a floor-ceiling assembly, the structure supporting the separation and the ceiling shall be protected by not less than five eighths inch (5/8") gypsum board or equivalent.

Table R302.6, "Dwelling/garage Fire Separation" shall be amended to require that all gypsum board shall be five-eighths inch (5/8") gypsum board or the equivalent and not one-half inch (1/2") gypsum board.

Section R303.4 shall be replaced with the following language:

R303.4 Mechanical Ventilation. Dwelling units shall be provided with whole house mechanical ventilation in accordance with Section M1507.3.

Exception: Where the air infiltration rate of a dwelling unit is equal to five (5) air changes per hour or greater when tested with a blower door at a pressure of zero point two inch (0.2) w.c. (50 Pa) in accordance with Section N1102.4.1.2.

Section R308.4 "Hazardous locations" For Glazing shall be amended by the deletion of exception 2 in R308.4.3.

Section R308.4.5 shall be amended by inserting the words "and horizontally" after the word "vertically" and before the word "above" and by the deletion of the exception in R308.4.7.

Section R311.3 shall have the following sentence deleted: "The width of each landing shall not be less than the door served." The following sentence shall be added to Section R311.3: "All landings shall have minimum width of thirty six inches (36")."

Section R311.3.1. shall be amended by deleting the Exception.

Section R315.2 shall be amended by inserting the words *'for additions, re-models, and/or gas/mechanical work'* after the word "permit" and before the word "occurs", with deletions of exceptions 1 and 2 of 312.1.2.

Table R403.1 to be amended as follows:

When one (1) floor is supported by the foundation, thickness of the foundation wall shall be six inches (6") if concrete, and eight inches (8") if unit masonry when the foundation wall is forty eight inches (48") or less in height. When the foundation wall is forty eight inches (48") or more in height and one (1) floor is supported by the foundation, thickness of the foundation shall be eight inches (8") if concrete, and eight inches (8") if unit masonry; width of footing shall be sixteen inches (16"); thickness of footing shall be eight inches (8"); depth below undisturbed ground surface shall be thirty inches (30").

When two (2) floors are supported by the foundation, thickness of the foundation wall shall be eight inches (8") if concrete, and eight inches (8") if unit masonry; width of footing shall be sixteen inches (16"); thickness of footing shall be eight inches (8"); depth below undisturbed ground surface shall be thirty inches (30")

When three (3) floors are supported by the foundation, thickness of the foundation wall shall be ten inches (10") if concrete; and ten inches (10") if unit masonry; width of footing shall be twenty inches (20"); thickness of footing shall be ten inches (10"); depth below undisturbed ground surface shall be thirty inches (30").

1. Where unusual conditions or frost conditions are found, footings and foundations shall be required to be engineered.

2. The ground under the floor may be excavated to the elevation of the top of the footing.

3. Foundations may support a roof in addition to the stipulated number of floors. Foundations supporting roofs only shall be as required for supporting one (1) floor.

Amend table 404.1.2(2), 404.1.2.(3) to say all foundation walls four feet (4') or less #4 bar twenty four inch (24") on center vertical and horizontal. Foundation walls more than four feet (4') but less than ten feet ((10') #4 bar eighteen inch (18") on center vertical and horizontal. More than ten feet (10') wall shall be designed by a design professional.

Section R406.1 shall be amended by deletion, in the first sentence, of the words "that retain earth and enclose interior spaces and floors below grade".

Section R408.2 shall be amended by the deletion of exceptions 1, 2, 3, and 5.

Section R501.3 Fire Protection of Floors, shall be deleted in its entirety.

Table R602.3.1 of the 2012 IRC shall be replaced with Table 602.3.1 of the 2009 IRC.

Section R602.3.2 Top Plates shall be amended by deletion of the sentence "Joints in plates need not occur over studs." and replacing that sentence with "Joints in plates shall occur over studs."

Section R703.2 shall be amended by the deletion of exceptions 2 and 3.

Section M2101.10 shall be amended by replacing the words "fifteen (15) minutes" with the words "thirty (30) minutes".

Appendix M shall be amended at Section AM103.1.3.1 by deletion in the first sentence of the words "...and be at least six feet (6') (1,529 mm) tall..."; and by deletion in the second sentence of the words "...to be installed at a minimum of five feet (5') (1,528 mm) above the ground".

Appendix R of the International Residential Code, 2012 Edition, titled "Tiny Homes", shall be added.

Section AR104.1.1 shall be amended to say "... Lofts shall have a floor area of not less than thirty-five (35) square feet (3.25 m), and a maximum of two hundred (200) square feet."

Section AR104.1.3 shall be amended by the deletion of the exception: "Under gable roofs with a minimum slope of 6:12, portions of a loft with a sloping ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft."

SECTION 2: SEVERABILITY. Provisions of this Ordinance shall be deemed severable and the invalidity of any provision of this Ordinance shall not affect the validity of remaining provisions. The remaining sections of Title 7 shall be in full force and effect.

SECTION 3: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of the City of Moscow, Idaho, Municipal Code, the definitions contained within those portions of the Moscow Municipal Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 4: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED by the City Council and APPROVED by the Mayor this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

DRAFT

i. Section AR101 Scope. This appendix shall be applicable to tiny houses used as single dwelling units. Tiny houses shall comply with this code except as otherwise stated in this appendix. (3-28-18)

ii. Section AR102 Definitions. The following words and terms shall, for the purposes of this appendix, have the meanings shown herein. Refer to Chapter 2 of this code for general definitions. (3-28-18)

(1) Tiny House. A dwelling that is four hundred (400) square feet (thirty-seven (37) m) or less in floor area excluding lofts. (3-28-18)

(2) Escape and Rescue Roof Access Window. A skylight or roof window designed and installed to satisfy the emergency escape and rescue opening requirements in Section R310. (3-28-18)

(3) Landing Platform. A landing provided as the top step of a stairway accessing a loft. (3-28-18)

(4) Loft. A floor level located more than thirty (30) inches (762 mm) above the main floor and open to it on at least one (1) side with a ceiling height of less than six (6) feet eight (8) inches (2032 mm), used as a living or sleeping space. (3-28-18)

(iii) Section AR103 Minimum Ceiling Height. Habitable space and hallways in tiny houses shall have a ceiling height of not less than six (6) feet eight (8) inches (2032 mm). Bathrooms, toilet rooms, and kitchens shall have a ceiling height of not less than six (6) feet four (4) inches (1930 mm). Obstructions shall not extend below these minimum ceiling heights including beams, girders, ducts, lighting and other obstructions. Exception: Ceiling heights in lofts are permitted to be less than six (6) feet eight (8) inches (2032 mm) (3-28-18)

iv. Section AR104 Lofts. (3-28-18)

(1) AR104.1 Minimum loft area and dimensions. Lofts used as a sleeping or living space shall meet the minimum area and dimension requirements of Sections AR104.1.1 through AR104.1.3. (3-28-18)

(a) AR104.1.1 Minimum area. Lofts shall have a floor area of not less than thirty-five (35) square feet (3.25 m) **and a maximum 200 square feet.** (3-28-18)

(b) AR104.1.2 Minimum dimensions. Lofts shall be not less than five (5) feet (1524 mm) in any horizontal dimension. (3-28-18)

(c) AR104.1.3 Height effect on loft area. Portions of a loft with a sloping ceiling measuring less than three (3) feet (914 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft. ~~Exception: Under gable roofs with a minimum slope of 6:12, portions of a loft with a sloping ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling shall not be considered as contributing to the minimum required area for the loft.~~ (3-28-18)

(2) AR104.2 Loft Access. The access to and primary egress from lofts shall be any type described in Sections AR104.3 through AR104.6. (3-28-18)

(3) AR104.3. Stairways. Stairways accessing lofts shall comply with this code or with Sections AR104.3.1 through AR104.3.5. (3-28-18)

(a) AR104.3.1 Width. Stairways accessing a loft shall not be less than seventeen (17) inches (432 mm) in clear width at or above the handrail. The minimum width below the handrail shall be not less than twenty (20) inches (508 mm). (3-28-18)

(b) AR104.3.2 Headroom. The headroom in stairways accessing a loft shall be not less than six (6) feet two (2) inches (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosings in the middle of their width. Exception: The headroom for a landing platform, where stairways access lofts, shall be not less than four (4) feet six (6) inches (1372 mm). (3-28-18)

(c) AR104.3.3 Treads and Risers. Risers for stairs accessing a loft shall be not less than seven (7) inches (178 mm) and not more than twelve (12) inches (305 mm) in height. Tread depth and riser height shall be calculated in accordance with one of the following formulas: (3-28-18)

(i) The tread depth shall be twenty (20) inches (508 mm) minus $\frac{4}{3}$ of the riser height, or (3-28-18)

(ii) The riser height shall be fifteen (15) inches (381 mm) minus $\frac{3}{4}$ of the tread depth. (3-28-18)

(d) AR104.3.4 Landing Platforms. The top tread and riser of stairways accessing lofts shall be constructed as a landing platform where the loft ceiling height is less than six (6) feet two (2) inches (1880 mm) where the stairway meets the loft. The landing platform shall be eighteen (18) inches to twenty-two (22) inches (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the loft, and sixteen (16) to eighteen (18) inches (406 to 457 mm) in height measured from the landing platform to the loft floor. (3-28-18)

(e) AR104.3.5 Stairway Handrails. Handrails shall comply with Section R311.7.8. (3-28-18)

(f) AR104.3.6 Stairway Guards. Guards at open sides of stairways shall comply with Section R312.1. (3-28-18)

(4) AR104.4 Ladders. Ladders accessing lofts shall comply with Sections AR104.4.1 and AR104.4.2. (3-28-18)

(a) AR104.4.1 Ladder Size and Capacity. Ladders accessing lofts shall have a rung width of not less than twelve (12) inches (305 mm) and ten (10) inches (254 mm) to fourteen (14) inches (356 mm) spacing between rungs. Ladders shall be capable of supporting a two hundred (200) pound (75 kg) load on any rung. Rung spacing shall be uniform within $\frac{3}{8}$ -inch (9.5 mm). (3-28-18)

(b) AR104.4.2 Ladder Incline. Ladders shall be installed at seventy (70) to eighty (80) degrees from horizontal. (3-28-18)

(5) AR104.5 Alternating Tread Devices. Alternating tread devices accessing lofts, and handrails of alternating tread devices shall comply with sections 1011.14.1 and 1011.14.2 of the International Building Code, excluding the exception. The clear width at and below the handrails shall be not less than twenty (20) inches (508 mm). (3-28-18)

(6) AR104.6. Ships Ladders. Ships ladders accessing lofts, and treads and handrails of ships ladders shall comply with sections 1011.15.1 and 1011.15.2 of the International Building Code. The clear width at and below handrails shall be not less than twenty (20) inches (508 mm). (3-28-18)

(7) AR104.7 Loft Guards. Loft guards shall be located along the open side of lofts. Loft guards shall not be less than thirty-six (36) inches (914 mm) in height or one (1)-half of the clear height to the ceiling, whichever is less. (3-28-18)

v. SECTION AR105. Emergency Escape and Rescue Openings. Tiny houses shall meet the requirements of Section R310 for emergency escape and rescue openings. Exception: Escape and rescue roof access windows in lofts used as sleeping rooms shall be deemed to meet three (3) requirements of Section R310 where installed such that the bottom of the opening is not more than forty-four (44) inches (1118 mm) above the loft floor, provided the escape and rescue roof access window complies with the minimum opening area requirements of Section R310. (3-28-18)

03. International Existing Building Code. 2015 Edition. (3-29-17)

04. International Energy Conservation Code. 2015 Edition with the following amendments: (3-29-17)

a. Delete the Residential Provisions of the 2015 International Energy Conservation Code (IECC) set forth in chapters 1 [RE] through 6 [RE], including Appendix RA (pages R-1 through R-57), and replace with the

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

Dwight Curtis, Parks & Recreation Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Request Adoption of Parks and Recreation Master Plan Update 2019 (ACTION ITEM) – Dwight Curtis

DESCRIPTION

Work began on the Parks and Recreation Master Update 2019 in early 2018. Through numerous Commission meetings, two public workshops, and a citizen survey, fourteen (14) Actionable Items were identified, and are the focus of *Update 2019*. The Actionable Item subjects are from across the spectrum. Attached is a memorandum from the Parks and Recreation Director, Dwight Curtis, a quick reference summary sheet of the Actionable Items, and the draft Master Plan *Update 2019*.

Update 2019 Actionable Items are meant to be thorough, common-sense and most importantly, "doable."

The next Master Plan update is scheduled for 2025.

STAFF RECOMMENDATION

Recommend adoption of the City of Moscow Parks and Recreation Master Plan Update 2019.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend adoption of the City of Moscow Parks and Recreation Master Plan Update 2019, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Memo from Director 5-21-19
2. Quick Reference Guide to Update 2019 Actionable Items
3. Master Plan Update 2019 - Draft 5-20-19 with maps



City of Moscow Parks and Recreation

Memo

To: Mayor, Bill Lambert
City Council Members
Gary Riedner, City Supervisor

From: Dr. Dwight Curtis, Parks and Recreation Director

Date: May 21, 2019

Re: City of Moscow Parks and Recreation Master Plan *Update* 2019

It is with great pleasure that I submit to you this draft City of Moscow Parks and Recreation Master Plan *Update* 2019. As you know all too well, a considerable amount of work goes into a planning document such as this. Work on this Update began in early 2018 and is now before you for review and consideration for adoption.

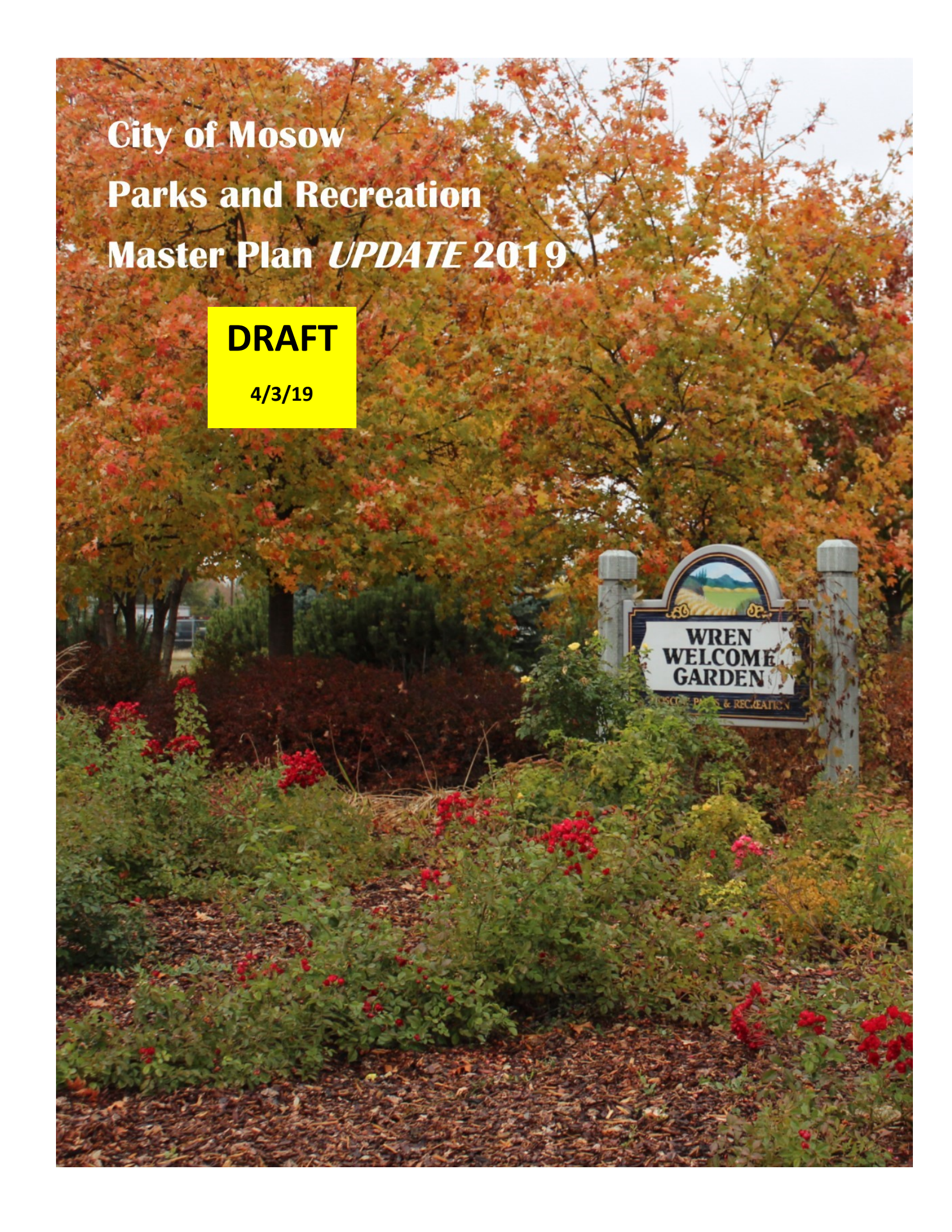
I would like to take an opportunity here to thank all those that assisted in the research, planning, writing and reviewing that took place to develop the *Update* 2019. Included in this appreciation are the numerous City staff from various departments, the members of the Parks and Recreation, Tree and Pathways Commissions, City Council Liaisons to the Commissions, and of course, the many citizens of Moscow who completed the survey and provided input and feedback as the planning progressed.

I am confident that you will find the Actionable Items in *Update* 2019 to be well thought out, thorough, sensible, and very importantly, "doable."

I look forward to the adoption of this planning document and getting busy tackling the challenging Actionable Items for the betterment of the parks and recreation program for the citizens of Moscow.

QUICK REFERENCE GUIDE TO THE PARKS AND RECREATION MASTER PLAN UPDATE 2019, ACTIONABLE ITEMS

1. **Continue park property development** efforts to meet the needs of underserved areas of Moscow.
2. Develop a policy and process to **reduce pesticide usage** within the City's public parks, properties, and urban forestry program.
3. Develop a policy and process for **water conservation measures** within the City's public parks and properties.
4. Develop an **Accessibility Master Plan** for the City's public parks, facilities and recreational programs.
5. Assess the City's parks and facilities for **alternative energy sources** and savings.
6. Assess and revise the City's **Parkland Dedication valuation structure**
7. Assess and **develop parks and facilities standards** to match Moscow's uniqueness and guide the Parks and Recreation Department operations into the future.
8. **Explore the possibilities** of the following items: covered or indoor playground; bubble the aquatics facility for year round use.
9. A **comprehensive network of paths** and linear parks connecting all parts of the community.
10. Broaden development of the community's **cultural infrastructure** and its integration into park sites and recreational programs.
11. Even and **equal distribution of park spaces**, activities, and facilities to meet the diversity of local areas.
12. Maximum availability and utilization of **recreational programming**.
13. Maximize **the efficient use of resources** to develop and maintain a first-class system of parks, public spaces, and recreational facilities and improvements.
14. Explore designation of **City's parks and properties as nicotine-free**.

The background of the entire page is a photograph of a park. In the foreground, there are green bushes with clusters of bright red berries. Behind them, a path leads into a wooded area with trees displaying vibrant autumn foliage in shades of orange, yellow, and red. On the right side, a stone archway sign stands, featuring a small landscape illustration at the top and the text 'WREN WELCOME GARDEN' and 'CITY OF MOSOW PARKS & RECREATION' below it.

City of Mosow Parks and Recreation Master Plan *UPDATE* 2019

DRAFT

4/3/19

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SECTION 1: ABOUT THE PARKS & RECREATION MASTER PLAN *UPDATE*

The City of Moscow Parks and Recreation Department is dedicated to inspiring individuals to imagine and pursue greatness by building community and enriching life through parks, programs and play. Taking in our community's changing needs and demographics, the Parks and Recreation Master Plan *Update* 2019 represents the culmination of the master planning process and will provide guidance for parks, recreation, open space, and trails in Moscow through 2025 and beyond.

The most important part of the Parks and Recreation Master Plan *Update* 2019 is you! Hundreds of community members let us know what they want to see from their Parks and Recreation Department through face to face conversations, online surveys and public meetings. The discussion of the public survey results and the recommended *Actionable Items* are located in Section 3. The actual survey with results and comments are located in Appendix A. There are fourteen proposed *Actionable Items* listed below, and these will be discussed later in this Master Plan *Update*.

The fourteen *Actionable Items* at a glance are:

- 1) *Continue developing existing undeveloped park properties***
- 2) *Develop a policy and process to reduce pesticide usage within the City's public parks and properties***
- 3) *Develop a policy and process for water conservation measures within the City's public parks and properties***
- 4) *Develop an Accessibility Master Plan for the City's public parks, facilities, and recreational programs***
- 5) *Assess the City's parks and facilities for alternative energy sources and savings***
- 6) *Assess and revise the Parkland Dedication Fee In Lieu Of valuation structure***
- 7) *Overhaul the City's Parks and Facilities Standards***
- 8) *Explore possibilities for a covered pool and covered playground***
- 9) *Develop a comprehensive network of pathways throughout the community***
- 10) *Broaden cultural infrastructure and its integration into park sites and programs***
- 11) *Even and equal distribution of parks and facilities to meet diversity of local areas***
- 12) *Maximum availability and utilization of recreational programming***
- 13) *Maximize efficient use of resources to develop and maintain parks and facilities***
- 14) *Explore designation of City's parks and properties as nicotine-free***

Steps to address these and other *Actionable Items* will include developing objectives and strategies, which will be included into the Parks and Recreation section of the City's Strategic Plan. Staff will also solicit appropriate City Commissions for annual reviews and feedback of applicable issues.

It is understood that although *Actionable Items* have been identified and strategic plans will be developed to address them, Mayor and City Council approval as well as funding is required.

1.1 THE NEED FOR A MASTER PLAN

This Master Plan *Update* is important as it is a means for the community to evaluate its parks and recreation system to determine both current and future needs. It offers an opportunity for different entities within the City to review feedback provided by citizens and work together to prepare a prioritized action agenda. It also provides an adopted guide to systematically accomplish the prioritized actions.

There are a number of published studies that quantify the impact parks have on a community. These generally echo the community's stated desires, including:

- Investing in the community's livability and quality of life contributes to its economic development and attractiveness as a place to live and conduct business;
- Inclusion for all as a primary ideology for its parks, facilities and recreational programming;
- Improving the quality and appearance of public spaces forms a positive, desirable image of Moscow;
- Contributing to a healthful community life through provision of opportunities for sport and exercise;
- Providing facilities for athletic events and social festivities for local recreation leagues and activity groups;
- Establishing systemized criteria for the development of new parks, including their type, design, location, possible phasing, and methods of financing;
- Providing diverse areas and facilities in close proximity to all citizens to meet their individual needs; and,
- Preserving valued open spaces and sensitive lands to promote good stewardship and contribute to the enjoyment of future generations.

1.2 MASTER PLAN UPDATE CONSIDERATIONS

Decisions as to the type of areas and facilities needed, as well as their geographic placement, are of utmost importance. As identified by the community survey, there are a variety of reasons leading to the use or non-use of facilities, including, but not limited to, the type of area and facilities available; convenience and proximity; ease and safety of access; physical barriers; handicap accessibility; resident lifestyles; and a broad range of other factors. Each is a valid consideration and was evaluated during the condition assessment as well as in the alternatives analysis and recommendations of this plan.

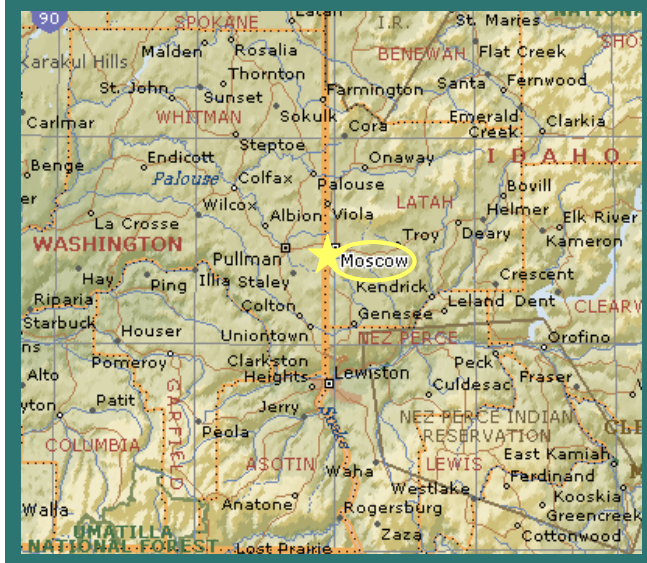
The following factors were analyzed and evaluated:

- Existing and future land use and the related distribution of population;
- Major investments and capital improvements;
- Availability of resources;
- Potential barriers to use;
- Unrealized opportunities for joint use;
- Demographic characteristics and recreational use trends; and,
- Coordination with other plans and programs.

1.3 GEOGRAPHIC LOCATION

Moscow is located in Latah County in Western Idaho, on the state line between Idaho and Washington. The County is 1,077 square miles with a 2015 population of 38,339 persons, which represents a 2.94 percent increase from the 2010 Census. The City is now 6.86 square miles and had a 2015 population of 25,060 persons, reflecting an increase of 5.29% since 2010. Latah County is bordered by the counties of Benewah, Shoshone, Clearwater, Lewis, and Nez Perce, which together comprise the North Central Region of Idaho, as depicted in **Figure 1.1, Moscow, Idaho**. This region of the state is rich in natural resources and especially proud of its heritage as the location where Lewis and Clark sought access to the Pacific Ocean.

Figure 1.1 Location of Moscow



1.4 HISTORY

After settlers arrived in 1871, the town became known as “Paradise Valley.” In 1877, Samuel Neff filed for a postal permit under the name of Moscow because the area reminded him of his hometown of Moscow, Pennsylvania. In 1875, the City’s first store was opened on what is now Main Street. Moscow grew with the arrival of the railroad in 1885. The town became incorporated in 1887 and was later chosen as the site for a land-grant institution, the University of Idaho. Idaho achieved statehood in 1890.

1.5 POPULATION

The population of persons living within Moscow and Latah County is shown in **Table**

1.2, Historical Population,

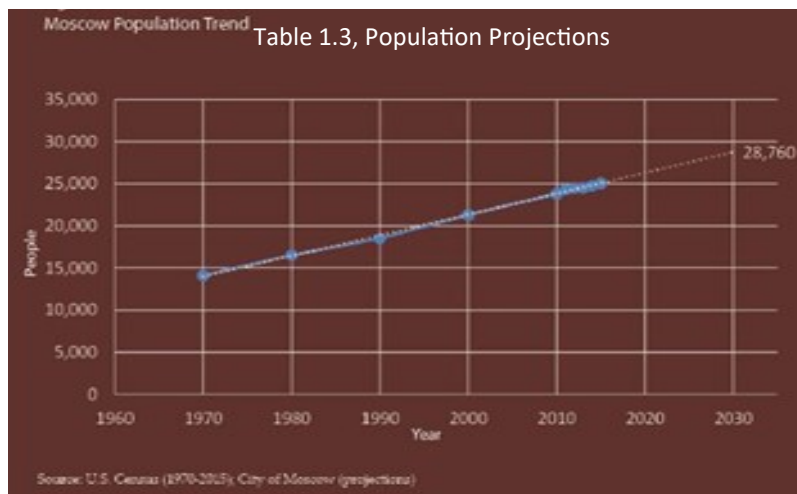
1970 to 2015. Moscow’s population in 1970 was 14,146 and 25,060 in 2015. The data points to moderate growth in Moscow with the community’s population growing at an average rate of 14% per decade since 1970. Latah County’s population growth averaged 10.5% per decade since 1970.

Table 1.2, Historical Population, 1970 to 2015

Year	Moscow	Percent	Latah	Percent
1970	14,146		25,179	
1980	16,513	17%	28,834	15%
1990	18,398	11%	30,714	7%
2000	21,291	16%	34,858	13%
2010	23,800	12%	37,244	7%
2015	25,060	5.29%	38,339	2.94%

1.6 POPULATION PROJECTIONS FOR MOSCOW & LATAH COUNTY

There are several methods to project the population, which were used to evaluate a likely population of Moscow in 2030. The alternate scenarios are reflected in **Table 1.3, Moscow Population Trend.** The 2030 population projection is 28,760.



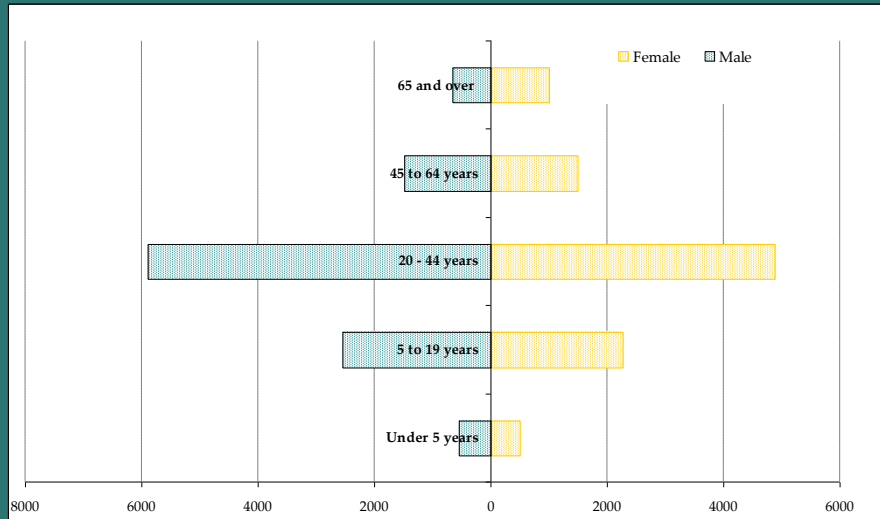
1.7 AGE AND GENDER

The 2010 U.S. Census shows the median age in Moscow to be 24.4 years. The 20 to 44 age cohort represents the largest segment of Moscow's population, which is expected in a university town. Persons aged 5 to 19 years represent the next largest cohort, as displayed in **Figure 1.2, Age Distribution**. Therefore, 27 percent of the population is considered to be minors - under the age of 18 years old. Following the 20 to 44 age cohorts, there is a sharp decline in the number of persons aged 45 years and older.

Only eight percent of the population is 65 years and older.

Diversity of the park system is essential in order to meet the diverse, individual needs of all population groups.

Figure 1.2, Age Distribution



The age of persons is significant as it relates to the design of parks and the types of facilities. As an example, some university towns have made wireless internet access available in their parks to attract young and college-age students. In Moscow, the Parks and Recreation Department receives a number of requests each year to develop pickleball courts, which is a popular sport for senior citizens. The youth require active recreation facilities such as courts and playing fields while active adults desire these facilities as well as leisure activities such as picnic facilities, walking paths, and ornamental gardens. The above findings are integrated into this plan to respond to the future needs for parks and recreation facilities.



SECTION 2: PLANNING PROCESS

2.1 DEFINITION AND PURPOSE

Goals state the desires of the community and express needs and priorities through broad statements of policy. Without goals, it may be difficult for Moscow, a community with a diversity of backgrounds and interests, to agree on a common direction to achieve its desired outcome. Goals also enhance awareness as to broad interests, and encourage communication and collaboration toward successful implementation.

Objectives are actionable strategies to attain the envisioned outcomes that are represented by the vision and goals. Some of these strategies are action steps and some are merely to provide direction as to “how” to achieve the stated ends.

2.2 PLANNING AND COMMUNITY INVOLVEMENT

Citizens partake daily in both passive and active forms of recreation. This may involve direct use, such as organized athletics, or indirect use like overlooking the pleasant view of a park or nature area. These experiences equip all residents to contribute to the community’s vision for its parks and recreation system. Their involvement may be to identify broad or individual needs, offer suggestions as to desirable enhancements, or respond to improvement plans and proposed initiatives. This input helps to determine the goals and objectives for which the needs and corresponding implementation priorities are based.

Citizens, community interest groups, civic clubs and organizations, and businesses were engaged in this master planning process to:

- Ensure consideration of diverse, individual views in planning and decision-making;
- Create a mutually accepted vision for the future of the parks, recreation, and pathway system that balances consideration of community interests;
- Solicit direct resident input to form the plan’s objectives, identify needs and desires, and establish implementation directions;
- Protect natural resources and green spaces as the community continues to develop; and
- Identify the methods and means for financing additional park improvements.

Above all, public involvement is intended to inspire people to take an active role in enriching the livability of the community. Doing so will help strengthen the ability to work together for a healthier and more vibrant community.

The key stakeholder groups involved in the development of this plan includes City staff, members of the City Council, the Commissions (Parks and Recreation Commission, Pathways Commission and Tree Commission) and the general public. The latter three underscore the emphasis on public involvement as part of the plan development process. As elected officials, City Council members represent the interests of their constituents. As such, their involvement was important to ensure that community interests are met. The City's citizen Commissions *advise the Mayor and City Council on matters pertaining to their particular areas of focus to include the authority to make recommendations regarding policies, programs, personnel and budget.*

The general public represents a multi-layered, diverse mix of people with different interests, levels of knowledge, and desires in participating in the public process. As such, different techniques were used including a community-wide survey, on-going program surveys and an on-going citywide citizens' dialog to obtain public input.

The following describes the public participation process:

City Council

The City Council was engaged in the development of this plan from its outset, as demonstrated by their support of the surveys, commitment to the process and past support for funding of *Actionable Items*. The Council, through the Council Liaisons, assigned to the various Commissions, was given regular updates on the status of the plan.

After two public review and comment solicitation meetings inviting public comment on the draft Parks and Recreation Master Plan *Update* and a 22-day public comment period, the final draft plan was presented to the Administrative Committee on May 28, 2019 and forwarded on to the City Council to consider the Master Plan *Update* for adoption on June 3, 2019, which was approved unanimously. [Still in progress]

Parks and Recreation Commission

The Parks and Recreation Commission is comprised of nine members, eight of whom are required to be from within the City limits. Members are appointed by the Mayor with the advice and consent of the City Council. Each member of the Commission serves a three-year term, which is staggered with the terms of other members to assure that not more than three members expire in any year. One Council member serves as a non-voting, ex-officio member of the Commission.

Tree Commission

The Tree Commission is comprised of seven members, all of whom must be residents of the City of Moscow. Members are appointed by the Mayor with the advice and consent of the City Council. Each member of the Commission serves a three-year term, which is staggered with the terms of other members to assure that not more than three members expire in any year. One Council member serves as a non-voting, ex-officio member of the Commission.

Pathways Commission

The Pathways Commission is comprised of seven members, of whom six must reside within the Moscow city limits. Members are appointed by the Mayor with the advice and consent of the City Council. Each member of the Commission serves a three-year term, which is staggered with the terms of other members to assure that not more than three members expire in any year. One Council member serves as a non-voting, ex-officio member of the Commission.

Public Meeting Process

During the course of developing this plan, there were several Commission meetings to review and discuss the individual plan elements. These meetings were advertised to the public. The meetings included the following:

Meeting No. 1 (February 22, 2018) – The Parks and Recreation Commission was given a Master Plan *Update* progress report. Information on Sections 1-3, was presented to the Commission. Information from the previous questionnaires had been extrapolated and amended and/or enhanced for inclusion in the new public questionnaires; Commission members volunteered to preview the questions prior to being presented to the commissioners for their review and approval. The Arts, Pathways, and Tree Commissions would be invited to submit any questions they would like to have included, and Moscow High School Special Education teacher Cory Voss had volunteered to be a resource for any questions pertaining to the Americans with Disabilities Act.

Meeting No. 2 (March 22, 2018) – The Parks and Recreation Commission was given a Master Plan *Update* progress report. Staff reported that the questions for the citizen survey were nearing completion.

Meeting No. 3 (April 26, 2018) – The Parks and Recreation Commission was given a Master Plan *Update* progress report. Staff reported that the draft survey questions had been sent to the two Commission volunteers responsible for reviewing the questions.

Meeting No. 4 (May 24, 2018) – The Parks and Recreation Commission was given a Master Plan *Update* progress report. Staff reported that the draft survey questions were still being reviewed and the draft survey would be presented to the Commission once completed.

Meeting No. 5 (August 23, 2018) – The Parks and Recreation Commission was given a Master Plan *Update* progress report. All suggested changes to the survey had been made and the next step was to open the survey for the public. The primary method of completing the survey would be on-line using SurveyMonkey. Hard copies were also available to the public by request. Advertising for the survey effort was through the local newspaper, the City website, and social media outlets.

Meeting No. 6 (October 25, 2018) The Parks and Recreation Commission was given a Master Plan *Update* progress report. The Commission received a presentation on the initial results of the survey returns. Going into the holidays, the Commission would receive more information and decide on the remaining schedule after the new year.

Meeting No. 7 (January 24, 2019) The Parks and Recreation Commission was given a Master Plan *Update* progress report. The Commission scheduled the February 28, 2019 Commission meeting to include the Public Workshop for receiving/reviewing the draft Parks and Recreation Master Plan *Update*. This would be followed by a 22-day public review/comment period, closing on March 22, 2019. The Commission would receive a draft Plan Update from City staff along with the public comments received. A recommendation from the Commission would follow regarding whether to present to City Council or to send it back for further editing.

Meeting No 8 (February 28, 2019) The Commission received a presentation on the draft Master Plan *Update* and held an open meeting/Workshop for public input and comment. After discussion, the Commission directed that with any prescribed edits, the Update would go out for public review and comment. Public review was scheduled through March 22, 2019.

Meeting No. 9 (March 28, 2019) The Commission received a presentation on the draft Master Plan *Update* with public comments and proposed edits. The Commission made recommended edits and scheduled April 25, 2019 as the review of the final draft and to make their recommendation to the City Council.

Meeting No 10. (April 25, 2019) The Parks and Recreation Commission reviewed the final draft *Update* with edits, and recommended City Council adoption.

Meeting No. 11 (May 28, 2019) The Parks and Recreation Master Plan *Update* will go to the Administrative Committee for review and recommendation for Council approval.

Meeting No. 12 (June3, 2019). The City Council will receive the Master Plan *Update* for approval, or direct staff as deemed appropriate.

SECTION 3: SURVEY RESULTS AND ACTIONABLE ITEMS

3.1 SURVEY ELEMENTS

The Parks and Recreation Master Plan *Update* survey is composed of several elements as well as the allowance for comments. There were a few questions that had technical errors when posted on-line and those were identified in the results. Overall, the results were clear and provide useful data. The primary elements of the survey were:

- Demographics
- Publicizing services
- Usages
- Accessibility
- Parks/amenities
- Recreational facilities
- Recreation programming
- Safety
- Environment/conservation

There were 558 responses to the survey. This is a very small percentage of the Moscow population (approximately 4%, if the university student population is subtracted). This is fairly typical of a survey of this nature, unless there is a community-wide divisive subject drawing more attention and desire to make comments known. Based on comments received by City staff from citizens throughout the year, the results of the survey appear to be in line with what is reported.



3.2 ACTIONABLE ITEMS AND OBJECTIVES

The following *Actionable Items* and objectives represent the input from the above described participation, and direct guidance of the Parks and Recreation Commission. They are intended to guide future decisions regarding the provision and improvement of parks and recreation areas, public open spaces, pathways, and recreational programs, and to identify the priorities for ongoing development of the parks and recreation system.

It is important to note that the goals (*Actionable Items*) and objectives stated in the 2013 Parks and Recreation Master Plan are still in effect; this Master Plan *Update* adds to those.

3.2.1 PARK DEVELOPMENT

For years the City of Moscow has obtained properties through outright purchases and parkland dedications, without a solid plan for developing those properties. A primary obstacle in developing park properties, as one would imagine, was a means to fund those developments. Bringing new undeveloped properties into the park inventory is important, as is having those properties developed for public use. In May, 2017, the Moscow City Council approved the use of \$1.9MM remaining Bob Hamilton Estate funds to specifically be used for the purchase and installation of playgrounds and pathways to those playgrounds as a catalyst for the initial development of the City's undeveloped park properties. In 2017-2018, initial efforts under this new plan resulted in the development of Indian Hills Park, Morgan's Orchard Park and the installation of a wheelchair swing (called the "iSwing") in East City Park. Results from the Parks and Recreation Master Plan *Update* survey clearly show that the citizens desire the development of parks in those underserved areas, and that they consider parks important to the livability of this community.

GOAL: Complete the development of park properties

ACTIONABLE ITEM 1: Continue park property development efforts to meet the needs of underserved areas of Moscow.

Objectives to consider:

- Accomplish the initial development of at least one undeveloped park property each year, using the Hamilton Estate funds.
- Bring additional park improvements and amenities to the new parks as other funding allows.

- Include forecasting park maintenance and operational needs and costs in the annual budgeting process.
- When and where feasible, locate future parks adjacent to linear greenways and planned extensions of the pathway system so as to maximize their accessibility.
- Improve way-finding to parks and public spaces by installing unique directional signage along roadways and at every park entrance so that users and passers-by can easily identify public facilities.
- Conduct an inventory of surplus government-owned (City, County, State, and University) property and consider it for parks and/or open space use, particularly if it is within an identified “need area.”
- Conduct an inventory of vacant lots for possible public uses such as neighborhood gardens or public park space.
- Consider establishing a theme for each park to broaden the range of activity types throughout the community. Ideas may include parks for special events, arts and culture, heritage, eco-tourism, x-generation, bird watching, mature adults, and boomers, among others.
- Consider exploration of north/south pathways development.

3.2.2 ENVIRONMENT

Moscow has a long history of environmental activism and stewardship. One particular area requiring attention is the City’s use of pesticides in its parks, properties and urban forestry operations. For years, the chemicals used by the Parks and Recreation Department have been reviewed for acceptable use by the Sustainable Environment Commission (SEC), along with any recommended changes. However, recently the overwhelming conclusion by the SEC, Parks and Recreation Commission and City staff is that considerably more can and should be done to drastically reduce pesticide use as much as possible. Collaboration on developing a pesticide reduction plan began in 2018. Results from the Parks and Recreation Master Plan *Update* survey clearly show that the citizens consider this a high priority and desire action.

Moscow is also rich with environmental resources including Paradise Creek, Palouse River, ponds and wetlands, prairie areas, prime agricultural lands, and hillsides and steep slopes. These natural features contribute to the character of the community and are a source of recreation and pride. Preservation and protection of these areas is of utmost importance for the purposes of conservation, education, and sustainability. Parks and recreation planning should include the National Pollutant Discharge Elimination System (NPDES) Phase II Permit as part of the process.

ACTIONABLE ITEM 2: Develop a policy and process to reduce pesticide usage within the City's public parks, properties, and urban forestry program.

GOAL: Reduce pesticide use in public parks and properties

Objectives to consider:

- Continue collaboration efforts to develop a City process to reduce pesticide usage within the City's public parks, properties and urban forestry program.
- Develop a City pesticide reduction policy to ensure the initiation and on-going process to reduce pesticide usage within the City's public parks, properties and urban forestry program.
- Include an on-going review and evaluation of the City's pesticide reduction program.
- Consider initiating City pesticide reduction program utilizing pilot test areas (presently, Otness Park is being considered as a test area).
- Consider developing maps showing relative locations of parkland Wisescapes.
- Consider developing maps showing collection/disposal sites through parks system.

Environmental conservation, preservation, and other sensitive planning from Parks and Recreation Master Plan 2013

- Incorporate interpretive signage within parks and along pathways to acknowledge natural features and to educate the public about the local ecosystems.
- Coordinate with the Idaho Department of Natural Resources (IDNR) as well as the Palouse-Clearwater Environmental Institute (PCEI) and others to inventory and map sensitive resource sites and features throughout the City and its area of impact.
- Amend park development standards to include provisions for low impact development including natural storm water management systems and avoidance, non-structural best management practices (BMPs) such as constructed wetlands and bio-swales, and mitigation of impacts.
- Explore collaborative possibilities with the local master gardener program and solicit their volunteer assistance in designing, creating, and managing eco-gardens and outdoor environmental classrooms, similar to that at Lena Whitmore Elementary School.
- Create expanded opportunities for environmental outings by offering facilities and programs to promote nature education, habitat observance, and eco-tourism. The outdoor environmental classroom at Lena Whitmore Elementary School is an excellent example, which may be used as a prototype for expansion elsewhere in the

3.2.3 WATER CONSERVATION

In the Moscow domestic area, water is a precious resource. Research to protect the quality water in our aquifer systems is an ongoing venture. While more is learned every day, there are still many unknowns. The City utilizes this precious resource to irrigate its parks, landscaped properties, and fill and maintain water levels in the aquatics center pools. The topic of water conservation in the Parks and Recreation Department has been discussed for years, with public pressure to maintain some emerald-green turf areas as well as to drastically reduce irrigation usage, but no solid plan is in place to aggressively address the issues. Responses to the issue in the Parks and Recreation Master Plan *Update* survey reveal the public's strong desire that water conservation in the City's parks and properties be a priority. Additional local educational resources on these matters is PBAC, UI Extension, and Latah County.

GOAL: Reduce water usage in public parks and properties

ACTIONABLE ITEM 3: Develop a policy and process for water conservation measures within the City's public parks and properties.

Objectives to consider:

- Utilize collaboration efforts with the Water Department, Sustainable Environment Commission and others to develop a City process to reduce water usage within the City's public parks and properties.
- Develop a City water usage reduction policy to ensure the initiation and on-going process to reduce water usage within the City's public parks and properties.
- Consider strategic browning of certain parks, specific areas within parks, and other properties.
- Consider developing an aggressive xeriscape/Wisescape development plan.
- Consider initiating a City water reduction program utilizing pilot test areas within the parks system.



3.2.4 ACCESSIBILITY

Moscow's parks are a tangible reflection of the quality of life in our community. They provide identity for our citizens and are a major factor in the perception of the quality of life in any given community. Parks and recreation services are often cited as one of the most important factors in surveys of how livable communities are. Parks provide gathering places for families and social groups, as well as for individuals of all ages and economic status. Parks and recreation facilities and programs are supposed to provide places for health and well-being that are accessible by persons of all ages and abilities, especially for those with disabilities. Moscow has been making steady progress for years to ensure its parks, facilities and programs are accessible; however, there is a need for an updated accessibility assessment and strategy plan to upgrade any deficiencies.

GOAL: Provide access in all City parks and facilities

ACTIONABLE ITEM 4: Develop an Accessibility Master Plan for the City's public parks, facilities and recreational programs.

Objectives to consider:

- Inventory existing City parks and facilities for accessibility. Note: pathways are considered parks, and "facilities" includes all City-owned buildings.
- Evaluate all recreational programs for accessibility
- In collaboration with the City's ADA Coordinator and local professional accessibility-specialty organizations, develop an Accessibility Master Plan for the City's parks, facilities, and recreational programs.
- Consider including an annual review for compliance.
- Consider specialty training for recreation programming staff.



3.2.5 ALTERNATIVE/RENEWABLE ENERGY RESOURCES AND SAVINGS

The City of Moscow has a long history of conservation and supporting sustainable energy practices. There are a multitude of park and recreational facilities in Moscow that require electricity and gas for lighting and heating, air conditioning, and heating water. In the past there have been some in-house assessments on alternative energy sources which have shown that the cost savings didn't justify the investments in alternative energy. The primary target of these assessments is the Hamilton-Lowe Aquatics Center, a major consumer of gas for heating the pools. However, there are multiple smaller facilities and amenities throughout the City's parks system that utilize electricity which could possibly utilize alternative power sources, helping to offset the larger users such as the aquatics facilities. Examples of these could be park shelters, restrooms, pathway lighting, parking lot lighting, etc. With advances in technology, a professional assessment of alternative energy uses is needed. Responses in the Parks and Recreation Master Plan *Update* survey clearly show a strong desire by the community to explore this issue and take action.

GOAL: Reduce dependency on fossil fuels

ACTIONABLE ITEM 5: Assess the City's parks and facilities for alternative energy sources and savings.

Objectives to consider:

- Inventory all parks and facilities energy users.
- Have inventory professionally assessed for power alternatives to include cost recovery projections.
- Collaborate with applicable City staff, Commissions, and local energy experts to develop an investment/implementation plan based on assessment report.
- Produce annual cost/savings analysis report.
- Consider mandatory energy assessment of all future City parks and facility developments.

3.2.6 PARKLAND DEDICATION EVALUATION

New housing developments are necessary to keep up as the City of Moscow grows. The increase in new housing increases the impact on existing parks and recreational resources. To assist in offsetting this impact, the City implemented a Parkland Dedication Code requiring that developers provide compensation toward that offset. The compensation comes in the form of either dedication of parkland, a fee in lieu of that parkland, or a combination of the two. The process itself has been working well for several years. However, the actual formula for determining the fee in lieu of parkland has been a topic of discussion and confusion for about the same amount of years that program has been established in Moscow. Though this topic was not in the Parks and Recreation Master Plan *Update* survey, it is a topic that continues to fester and needs to be examined and addressed.

GOAL: Establish a fair and equitable parkland dedication structure

ACTIONABLE ITEM 6: Assess and revise the City’s Parkland Dedication valuation structure

Objectives to consider:

- Review undeveloped land valuation formula and process.
- Review “Fee in Lieu Of” land formula and process.
- Consider an analysis team to include City staff, elected officials and local developers to determine any changes.
- Recommend City Code changes for City Council consideration.
- Consider a review of the formulas on a 5-year cycle.

3.2.7 OVERHAUL OF CITY’S PARKS AND FACILITIES STANDARDS

The City of Moscow Parks and Recreation Department follows the National Recreation and Parks Association (NRPA) Parks and Facilities Standards to guide its own standards. The NRPA has now adopted a more generalized approach to parks and facility standards. There is now a clear understanding that one standard does not fit all communities. The NRPA has now adopted the approach that each community should develop its own unique standards, using the NRPA’s old standards as a reference. The City of Moscow needs to reevaluate its own needs and produce a set of parks and facilities standards to match.

GOAL: Establish parks and facilities standards unique to Moscow

ACTIONABLE ITEM 7: Assess and develop parks and facilities standards to match Moscow’s uniqueness and guide the Parks and Recreation Department operations into the future.

Objectives to consider:

- Produce an updated inventory of Moscow’s parks and recreational facilities.
- Using community stakeholders, review and compare the NRPA standards to Moscow’s inventory.
- Produce a parks and recreational facilities standards master document for Council adoption.
- The parks and facility standards overhaul should begin immediately and be completed within one year. A Needs Assessment and Implementation Plan cannot be developed until after the new parks and facility standards are adopted.
- The Needs Assessment should be completed within one year of the adoption of the parks and facilities standards.
- The Implementation Plan should be developed within one year of completing the Needs Assessment, followed by the systematic implementation of operations based on the new standards and needs assessment.
- Review and update every five years.

3.2.8 OTHER AREAS OF NEEDED ACTION

The previous six *Actionable Items* were of issues of possibly higher visibility, but there were also other issues illuminated via the Parks and Recreation Master Plan *Update* survey that deserves attention in this Master Plan *Update*.

ACTIONABLE ITEM 8: Explore the possibilities of the following items: covered or indoor playground; bubble the aquatics facility for year round use.

Objectives to consider:

Covered or indoor playground-

- Explore options for a covered or indoor playground.
- Parks and Recreation Commission consider community desire, need and cost and make recommendation.

Bubble the aquatics facility for year round use-

- Explore options.
- Parks and Recreation Commission consider community desire, need, feasibility and cost, and make recommendation to City Council.

STILL VIABLE ACTIONABLE ITEMS FROM 2013 PARKS AND RECREATION MASTER PLAN

3.2.9 PATHWAYS, GREENWAYS, AND LINEAR CONNECTIONS

Paradise Path, Bill Chipman Palouse Trail and the Latah Trail exemplify the City's pro-activeness and commitment to creating a livable and healthy community. These linear pathways offer the benefits of recreation, exercise, nature observance, environmental education, community mobility, and neighborhood cohesiveness. Collaboration between regional agencies should remain strong. Continued development of linear parks and greenways, pathways, and pedestrian connections are of great value, as evidenced by their use and popularity. Therefore, it should be considered that each new development must contribute to the community's connectivity through dedicated open space, greenway development, and provision of access to pathways, which could possibly be accomplished through the dedication of open space and public access easements.

GOAL: A comprehensive network of paths and linear parks connecting all parts of Moscow

ACTIONABLE ITEM 9: A comprehensive network of paths and linear parks connecting all parts of the community.

Objectives to consider:

- Continue to acquire necessary rights-of-way or easements for construction of the primary pathway network.
- Seek to complete the secondary pathway system by constructing pathway and sidewalk connectors in order to maximize accessibility to the citywide system.
- Amend the subdivision regulations to require pedestrian easements where appropriate to provide direct connections to the primary and secondary pathway networks.
- Integrate cyclist- and pedestrian-sensitive planning guidelines into all street improvement projects, such as minimum clearances, obstruction avoidance, signage, and maintenance.
- Place appropriate lighting along existing segments of the paths and at the time of constructing new paths.
- Establish policies and design standards for pedestrian tunnels beneath significant barriers (where possible) such as S.H. 8, U.S. 95, the railroad, and other major roadways, as well as the proposed greenbelt roadway corridor around the perimeter of the City.
- Consider planning for strategically placed public drinking fountains along trails that include water bottle-refilling and dog bowls.

- Continue to seek state and federal funding assistance for trail development, such as Rivers, Trails, and Conservation Assistance (RTCA), Recreational Trails Program (originally authorized by the Transportation Equity Act for the 21st Century), and transportation enhancements through Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU).
- Repurpose pathway corridors as multi-functional linear parks with activity areas such as exercise circuits, playscapes, and eco-destinations.
- Identify possible access linkages to the existing pathway system, which may include a sidewalk, bike lane, and/or path for all new publicly dedicated parks.

3.2.10 CULTURAL ENHANCEMENT

The City has been recognized as one of the “100 Best Small Art Towns in America” by John Villani. The strength of the arts community is a source of pride and should have an increased presence in the park system. A benefit of being a university town is the availability of cultural events and activities. As such, the community is cognizant of its history and both values and supports development of the arts. A cultural venue for visual art displays, performances, demonstrations, and exhibits is the City’s parks and public spaces. The current formulated program serves to enliven the park experience while giving an opportunity for creative expression to local, regional, and statewide talents.

GOAL: Broadened development of Moscow’s cultural infrastructure and its integration into park sites and recreational programs

ACTIONABLE ITEM 10: Broaden development of the community’s cultural infrastructure and its integration into park sites and recreational programs.

Objectives to consider:

- Adapt unused or underutilized spaces to create neighborhood gardens, plazas, landscape malls, and common open spaces for the beautification and enjoyment of residents and visitors.
- Explore the possibilities of incorporating museums, monuments, and markers as park amenities and destinations for tourists and visitors.
- Build historic and cultural value into parks and public open spaces through programs, festivals, and activities held within the parks.
- Provide a place in each park for the display of public art and/or notices of scheduled performances.
- Work with the Arts Department/Commission to develop a public art walking tour for viewing of pieces on display in parks, open spaces, and along community pathways.

- Expand the educational interpretation program, like that along the Chipman Trail, Paradise Path, and Latah Trail through signage, kiosks, monuments, and expressive way-finding.
- Work with the Art Department/Commission to utilize the “art-in-the-park” program to attract heritage tourists, which, together with eco-tourism, is the fastest growing national tourism economy.
- Partner with the Arts Department/Commission to expand arts programming, such as a summer arts program, to complement recreational activities.
- Enhance interpretation to highlight historic figures and events, including a heritage walk and living history displays at each park.
- Continue to support and expand the Farmers Market and other festivities in and around Main Street and Friendship Square.
- Consider integration of a public stage/amphitheater near the Downtown Urban Renewal area for showing independent films and other live performances. Also, consider a public art plaza for rotating art displays (similar to that in City Hall) with a highly unique space design.
- Consider developing map showing artful elements around town.
- Consider the idea of artistic elements that can be integrated into functional pieces, such as artful benches, etc.

3.2.11 CONVENIENCE AND ACCESSIBILITY OF PUBLIC PARKS, RECREATIONAL AREAS, AND PUBLIC OPEN SPACES

Other than the University of Idaho’s fields, most of which are not open for everyday public use, a majority of the City’s parks are on the east side. Also, due to the requirement of land dedication only (not including park development), many of the parks intended to serve the newer neighborhoods are undeveloped. As a result, there are large areas of town that are not within close proximity to public park space. Therefore, the fully developed parks, such as East City Park, are heavily utilized, bordering on overuse at certain times. In addition to park spaces, there is also a need to diversify the types of activities and facilities available, helping to meet the needs of the adult and senior populations.

GOAL: Even and equal distribution of park spaces, activities, and facilities to meet the diversity of Moscow.

ACTIONABLE ITEM 11: Even and equal distribution of park spaces, activities, and facilities to meet the diversity of local areas.

Actionable Objectives to consider:

- When and where feasible, locate future parks adjacent to linear greenways and planned extensions of the pathway system so as to maximize their accessibility.

- Adopt a practice of neighborhood design charrettes to gather resident input on the design of nearby parks and the types of facilities and equipment desired to serve its users.
- Continue to utilize the newly adopted policy requiring a development “plan” *for each park property* within 2 years of new acquisitions and all existing undeveloped park properties within 5 years of adoption of this Master Plan. Each park property development plan will include at a minimum a design plan, development and funding strategy plan, and ongoing maintenance and operations plan. The development plans should include, if necessary, phasing elements such as adjacent street improvements, to allow development to begin sooner and still assure the public of future improvements. This would increase the likelihood of ensuring a systematic and timely development of existing and new park properties.
- Adopt prototypical park development standards to identify minimum improvements within all parks, with unique consideration of the location relevant to user population characteristics.
- Adopt National Recreation and Park Association (NRPA) standards for establishing park service areas.
- Improve way-finding to parks and public spaces by installing unique directional signage along roadways and at every park entrance so that users and passers-by can easily identify public facilities.
- Conduct an inventory of surplus government-owned (City, County, State, and University) property and consider it for parks and/or open space use, particularly if it is within an identified “need area.”
- Conduct an inventory of vacant lots for possible public uses such as neighborhood gardens or public park space.
- Amend the City’s leash ordinance to allow off-leash time periods in suitable existing parks other than the Dog Park.
- The Parks and Recreation Department recently completed a draft City Parks, Facilities and Lands Historic Guide. This document, once officially accepted, should be updated annually and made accessible to the public.
- Review the City’s interpretation of accessible play structures and equipment in every park.

3.2.12 DIVERSITY AND AVAILABILITY OF RECREATIONAL PROGRAMS AND ACTIVITIES

In addition to providing outdoor park areas and facilities, the Parks and Recreation Department is also responsible for the community's recreational programming. A broad variety of programs is available to the residents of Moscow, which may be further expanded to include programming for nature/outdoors, culture, and added sports. Continued development of the City's recreational programming is necessary to provide indoor opportunities, and to supplement the outdoor facilities and spaces.

GOAL: Maximum availability and utilization of recreation programming

ACTIONABLE ITEM 12: Maximum availability and utilization of recreational programming.

Objectives to consider:

- Expand the number and hours of activities available for the participation of youth and teens.
- Emphasize program values for healthy active lifestyles, implementing the newly focused programs within two years of adoption of this Master Plan.
- Increase emphasis on recreational programs for both young and mature adults, including fitness and exercise classes, visual and performing arts, etc.
- Conduct a comparative analysis of recreational program fees and revenues generated by comparable cities throughout the region and the state, and make adjustments as warranted.
- Conduct an advertising campaign to solicit programmatic participation by residents.
- Explore expanding, renovating and providing new facilities that are available for recreational programs so as to increase the type and numbers of activities and to attract new users.
- In an effort to expand and strengthen the performing arts, work closely with the Arts Department/Commission to offer additional programs that cater to and solicit the involvement of residents in performing arts, including theater, motion pictures, music, dance, opera, magic, and the marching arts, such as brass bands.
- Expand upon the recreation and sports programs already offered with varying levels of training and new, supplemental program offerings.

3.2.13 EFFECTIVE MANAGEMENT, ADMINISTRATION, AND PARTNERSHIPS

Generally, the Parks and Recreation Department is heralded for its efforts to acquire, develop, manage, and maintain a good system of parks and recreational facilities. However, there are growing funding pressures and fewer sources of outside funds than in years past. Presently, there are 339.87 acres of City parkland, which includes 160 acres for the Virgil Phillips Farm Park outside the City. Shared maintenance cost agreements have worked well for the Latah Trail, the Chipman Trail and Virgil Phillips Farm Park.

GOAL: Maximize the efficient use of resources to develop and maintain a first-class system of parks, public open spaces, and recreational facilities and improvements

ACTIONABLE ITEM 13: Maximize the efficient use of resources to develop and maintain a first-class system of parks, public spaces, and recreational facilities and improvements.

Objectives to consider:

- Explore the feasibility and value of contracting for some park maintenance activities that may be handled more cost effectively by the private sector.
- Explore organization of an adopt-a-park program to solicit the participation of local clubs and groups to undertake park improvement projects under the guidance of the City.
- Continue to submit applications for state and federal grants-in-aid programs, as well as to private foundations, to maximize the leverage of the City's financial resources.
- Explore the formation of mutually beneficial relationships with other area communities, public and semi-public agencies, groups, and organizations for combining resources to acquire, develop, and maintain public land and other significant capital investments. The collaborative efforts between Pullman and Moscow in the development of the Chipman Trail are a highly visible and successful example of what can be accomplished.
- Explore the feasibility of establishing programs for lease/purchase, tax incentives, and public maintenance to entice private sector participation in park system development.
- A facilities/staffing needs assessment was approved in 2015.

3.2.14 DESIGNATION OF CITY PARKS AND PROPERTIES AS NICOTINE-FREE

Moscow's City parks and open spaces improve our physical and psychological health, strengthen our community, and make our city and neighborhoods more attractive places to live and work. They are the jewels of our community. Nicotine-free parks enhance visitor enjoyment of clean air, natural beauty and healthy activities. These policies protect all park visitors from the harmful effects of exposed secondhand smoke, reduce tobacco product litter, and sends a positive message to the community that nicotine product use is not compatible with active, healthy lifestyles, and can help steer youth away from their use. These policies also reduce maintenance costs and fire risks. There are currently 1,260 U.S. municipalities that have smoke-free parks, and it is estimated that annual cleanup costs for tobacco-related litter is between \$3MM-\$16MM with 175 million pounds per year for cigarette butts alone.

GOAL: Maximize health benefits of nicotine-free public outdoor recreational spaces and reduction of nicotine product litter in City parks and properties

ACTIONABLE ITEM 14: Explore designation of City's parks and properties as nicotine-free.

Objectives to consider:

- Explore development of a nicotine-free City park and property policy for consideration.
- Implement red-flags project to identify severity of tobacco-product litter in Moscow's parks.
- Consider options such as all City parks and properties, certain ones, or zones within particular parks.
- Consider aggressive educational campaign
- Explore successes of other municipalities with nicotine-free parks and properties.
- Consider whether to make this enforceable or not.



SECTION 4: PARK INVENTORY

4.1 INVENTORY OF PARKS AND RECREATION AREAS AND FACILITIES

The City offers an assortment of parks and facilities that provide opportunities for a variety of uses and recreation activities. The City of Moscow owns and manages 200.21 acres of properties, including parks, special use areas, open space, and linear pathways (our parks system). The City also manages and maintains 36.5 acres of Moscow School District outdoor recreational/sport properties. The City owns the 160 acre Philips Farm Park located north of Moscow, but contracts management and maintenance of that park with the Latah County Parks and Recreation Department. The Moscow School District also has approximately 13.71 acres of outdoor play area that is open for public use when school is not in session and/or not in use by the schools. A detail classification and acreage of each City (and school) park, property and facility is listed in **Table 4.1, Park & Facility Classification & Acreage**, and their map locations are located in **Appendix B—MAPS**.

City staff and volunteer commission members undertook a significant effort to inventory each park site and provide a written history of the site and description of the facilities and amenities available. This report is provided in its entirety in the **Historical Guide**, which is posted on the city's website. Photographs and maps document the improvements and visually depict the characteristics and physical conditions of each park, public facility, and open space area.

4.2 PARK CLASSIFICATION

For the purposes of this Master Plan *Update*, the parks and public spaces are classified as follows:

- Pocket Parks
- Neighborhood Parks
- Community Parks
- Regional Parks
- Special Use Parks & Facilities
- Open Spaces
- Linear Parks/Pathways
- Semi-public Parks and play areas (School grounds)

Table 4.1 Park & Facility Classification & Acreage

No. Properties & per Category	Properties	Pocket Parks (Less than 3 acres)	Neighborhood Parks (3-4 acres)	Community Parks (5-25 acres)	Regional Parks	Special Use Parks & Facilities	Open Space	Linear Park/Pathway (Acres)	Linear Park/Pathway (Miles)	Semi-Public Parks
1	1 Almon Asbury Lieutallen Park	1.57								
2	2 Alturas Park	0.9								
3	3 Triangle Park	1.75								
4	4 Friendship Square	0.4								
5	5 Kiwanis Park / Hordemann Pond	2.75								
6	6 Jim Lyle Rotary Park	2.14								
7	7 Lillian Woodworth Otness Park	0.53								
8	8 Heron's Hideout	2.79								
9	9 Wren Welcome Garden	0.2								
10	10 Indian Hills Park	1.17								
11	11 Morgan's Orchard Park	0.25								
12	12 8th St. Reservoir Park	0.75								
13	13 Itani Park (Rolling Hills 8th) *	0.84								
14	14 Indian Hills Rezone *	0.23								
15	15 Baker Street Park *	3								
16	1 Moser Park *		3.5							
17	2 Berman Creekside Park		4.17							
18	3 Milton Arthur Park *		3							
19	4 Vista Park & Reservoir		4.56							
20	5 Lola Clyde Park *		5.1							
21	1 Anderson Frontier Park			7.99						
22	2 East City Park			7.04						
23	3 Mountain View Park			16						
24	4 Ghormley Park			10.54						
25	1 Virgil Phillips Farm Park				160					
26	1 Dog Park					1				
27	2 Harvest Park					4.07				
28	3 Eggan Youth Center/Skatepark					1				
29	4 Hamilton-Lowe Rec. Complex					9				
30	1 Bridge Street Property						0.75			
31	2 C Street Triangle						0.11			
32	3 8th St./Water Tower Open Space						0.75			
33	4 Moscow Mountain Property						20			
34	5 Virginia Avenue Triangle						0.11			
35	6 White Avenue Roundabout						0.3			
36	7 West Palouse River Dr. Property						44			
37	1 Bill Chipman Palouse Pathway (Trail)						5.6	0.7		
38	2 F St to Mtn View Park Pathway						0.63	0.54		
39	3 Itani-Rolling Hills Property						0.34	0.09		
40	4 Pathway around MSD Community Playfields						0.11	0.32		
41	5 Paradise Path (including K. Armstrong section)						28.38	2.47		
42	6 Travois Way Property						0.75	0.23		
43	7 Latah Trail						2.42	0.62		
44	1 Oylear Field **									8
45	2 MSD Community Playfields **									22
46	3 Carol Rylie Brink Nature Area **									3.5
47	4 Lena Whitmore Park **									3
48	5 McDonald Elementary School ***									4.06
49	6 Moscow Junior High School ***									8.6
50	7 Russell Elementary School ***									0.9
51	8 West Park Elementary School ***									0.15
Acreage Totals:		19.27	20.33	41.57	160	15.07	66.02	38.23	4.97	50.21
* Not yet developed										
** Owned by the Moscow School District, but managed and maintained by City Parks and Recreation										
*** Owned/maintained by the Moscow School District, but open to the public when not in use by the schools										

POCKET PARKS (LESS THAN 3 ACRES)

Since the primary service area for a pocket park is one-quarter mile – generally two to four blocks - it is intended to serve the needs of people living or working in the immediate area. Therefore, the number of persons that benefit from these public spaces is relatively small. The City of Moscow size-classification of a pocket park is any park less than three acres. There are fifteen (15) pocket parks within the community that together provide 19.27 acres, as shown in **Table 4.1, Park & Facility Classification & Acreage**. It is important to note however, that some of these properties are not yet developed and some are not intended for general play, but rather a landmark, etc.

NEIGHBORHOOD PARKS (3-4 Acres)

The size of neighborhood parks varies according to the availability of property, method and timing of acquisition, and the intended use. The City of Moscow size-classification of a neighborhood park is between 3-4 acres. They typically draw usage from residents within one-half mile though it is not uncommon, especially in a smaller city the size of Moscow, for certain neighborhood parks to draw usage from further away. Although an 8-acre park may accommodate a ball field and larger recreation and open space areas, two parks that are 3-4 acres in size may equally - and perhaps better - serve the neighborhood needs while ensuring a good spatial distribution. Presently, there are five (5) neighborhood parks that total 20.33 acres, as shown in **Table 4.1, Park & Facility Classification & Acreage**. It is important to note, however, that some of these parks are not yet developed. Lola Clyde Park is scheduled for initial development in the summer of 2019. Milton Arthur Park has maintained open space, but no amenities as of yet.

COMMUNITY PARKS (5-25 Acres)

Community parks provide for the needs of the community at-large and, therefore, are the largest parks within the municipal system. The City of Moscow size-classification of Community Parks is between 5-25 acres. These larger areas have a broad variety of facilities and intended uses including both passive and active recreation, such as walking and jogging paths, athletic courts, ball fields, picnic areas, activity centers, and swimming pools that draw residents primarily within a distance of one mile, but it is certainly not uncommon for usage to draw from across a mid-sized city such as Moscow.

Based on the size and types of facilities and improvements available, there are four (4) parks that are classified as community parks that total 41.57 acres, as shown in **Table 4.1, Park & Facility Classification & Acreage**.

REGIONAL PARKS (Large Scale)

There is one regional park facility in the City's inventory: Virgil Phillips Farm Park. This property consists of 160 acres, as shown by **Table 4.1, Park & Facility Classification & Acreage**. However, due to its location and proximity to the City, it is leased to the Latah County Parks and Recreation Department for operations and management. The City of Moscow contributes funding to Latah County for the partial maintenance of the park property.

SPECIAL USE PARKS & FACILITIES

Special use parks and facilities serve the entire community and, depending on their nature and scale, sometimes appeal to the region or state. These facilities provide for specialized and multi-purpose recreation activities. They contribute unique additions to the parks and recreation system and supplement the traditional indoor and outdoor recreation opportunities.

Special use facilities commonly include civic centers, museums, aquatics facilities, dog parks, skate parks, and gymnasiums. The presence of the University of Idaho greatly expands the list of these facilities. Those that are subject to this plan include the spaces and facilities listed in **Table 4.1, Park & Facility Classification & Acreage**. Together, these areas provide 15.07 acres to the City's inventory, although their contributions to the park system and community are not measured by size but by the variety of activities provided and the attraction of residents and visitors.

OPEN SPACE

There are several open spaces that are dedicated for such purpose and maintained by the City. They are intended to contribute to the general openness of the community and protect sensitive resources. As an open space they are intended for their passive contribution to the visual environment rather than for any means of organized activity. In some cases, though, such as the Bridge Street property, the open space may be used as an informal playing field by neighborhood children and residents. There six (6) City-owned open space areas consisting of 66.02 acres, as listed in **Table 4.1, Park & Facility Classification & Acreage**. These include those described above as well as excess rights-of-way as in the case of the C Street and Virginia Avenue triangles and the White Avenue roundabout.

LINEAR PARKS/PATHWAYS

A linear park, such as Paradise Path, is developed for one or more modes of recreational travel, such as hiking, biking, walking, and, in some cases, horseback riding, as well as a formal source of local destination travel such as to and from work or the store. Pathways may be used for active use, such as running or rollerblading, or for passive purposes. The growing system of pathways is expanding its reach within the community and increasingly improving access throughout the City and to adjacent cities. Its continued progression will greatly enhance the overall parks and pathways system, eventually providing linear linkage to each of the parks, schools, neighborhoods, and businesses. Furthermore, the Latah Trail, extending eastward to Troy, and the Chipman Trail, extending to Pullman, creates a regional spine from which lateral trails may be extended.

Displayed in **Table 4.1, Park & Facility Classification & Acreage**, are the seven (7) existing path segments, which together contribute 38.23 acres and 4.97 miles of pathway to the City's inventory of parks and recreational areas (note: Heron's Hideout is included in the number of pathway segments, but its acreage is counted in the Pocket Park classification). There the merit of linear parks and pathways is not on a basis of acreage but rather, its interconnectivity. For service area planning purposes, the primary pathways in Moscow (Paradise Path, Latah Trail, Chipman Trail) are considered to service the entire Moscow area. Any lateral pathway or linear park service areas extend generally one-quarter mile on each side, similar to a pocket park.

SEMI-PUBLIC PARKS

Together, the Moscow School District (MSD) campuses contribute 50.21 acres of semi-public open space and recreational areas. This acreage (approximated) includes only those outdoor areas used for play and activities by the schools, and is reflected in **Table 4.1, Park & Facility Classification & Acreage**. It's important to note the large contribution the school district outdoor properties add to the overall playability of the Moscow community. All of the four elementary schools have playground structures that are open to the public when the schools are not in session. School District properties also include the new MSD Community Playfields and Oylear Field. The Moscow School District and the City share (50/50) the annual maintenance and operational costs of the MSD Community Playfields.

A collaborative approach to parks and recreation planning requires communication and coordination among interested parties. Through joint agreements created between public agencies, as well as partnerships with the private sector, the parks and recreation system benefits in its quality and affordability. Joint acquisition, construction, and ongoing operation and maintenance allow efficient use of public dollars, while ensuring that facilities are coordinated and connected. Funding major improvements,

particularly to overcome the current deficiencies, is a significant challenge confronting this community. A good example of this is the joint development/usage agreement of the Moscow School District Community Playfields. Funds provided by both the City and MSD were bundled for the ball field project development constructed in 2014.

The City should consider formalizing their existing relationship with MSD through implementation of a reciprocal agreement. Currently, the City and MSD do not have a formal agreement for the City's use and maintenance of six MSD campuses or MSD's use of Ghormley Park, Mountain View Park and the Hamilton Indoor Recreation Center. A written agreement could prove beneficial in terms of ensuring efficiency, sustained facility use, and, most certainly, cost savings for both parties.

While the University of Idaho is a remarkable asset to the community, their acreage is not included in this plan because it is within the sole authority and jurisdiction of the State as to its use and availability, and the land is not fully accessible and open for public use.



SECTION 5: FACILITY STANDARDS

The City of Moscow Parks and Recreation Department follows the National Recreation and Parks Association (NRPA) Parks and Facilities Standards to guide its own standards. The NRPA has adopted a more generalized approach to parks and facility standards. There is an accepted understanding that one standard does not fit all communities. The NRPA has adopted the approach that each community should develop its own unique standards, using the NRPA's old standards as a reference. The City of Moscow needs to reevaluate its own needs and develop a set of parks and facilities standards to match. This is included in Section 3, as an *Actionable Item*.

Until an overhaul of the City's parks and facilities standards is completed and adopted, the City will continue to follow the NRPA standards.

SECTION 6: NEEDS ASSESSMENT

Once there is an adopted Parks and Facilities Standards master document in place, the next step will be to conduct a needs assessment. The needs assessment primarily establishes what types and numbers of facilities and amenities the City should have in its inventory.

SECTION 7: IMPLEMENTATION PLAN

The final step in the Master Planning process is implementing the plan. Once there is an adopted needs assessment, then an implementation plan will be developed and the process of implementing it will begin.

The City will not necessarily wait on the revised needs assessment to begin undertaking tasks to accomplish the *Actionable Items* already identified in Section 3.



APPENDIX: A

MAPS

A-1 Existing Parks

A-2 Pocket Park Service Areas

A-3 Neighborhood Park Service Areas

A-4 Community Park Service Areas

A-5 Pathway System

A.1

Existing Parks

PARKS, SCHOOLS, & LANDMARKS

- Plaza/Pocket Park
- Neighborhood Park
- Community Park
- Linear Park/Pathway
- Special Use Park and Facility
- City Open Space
- Semi Public Open Space
- Undeveloped Park
- School

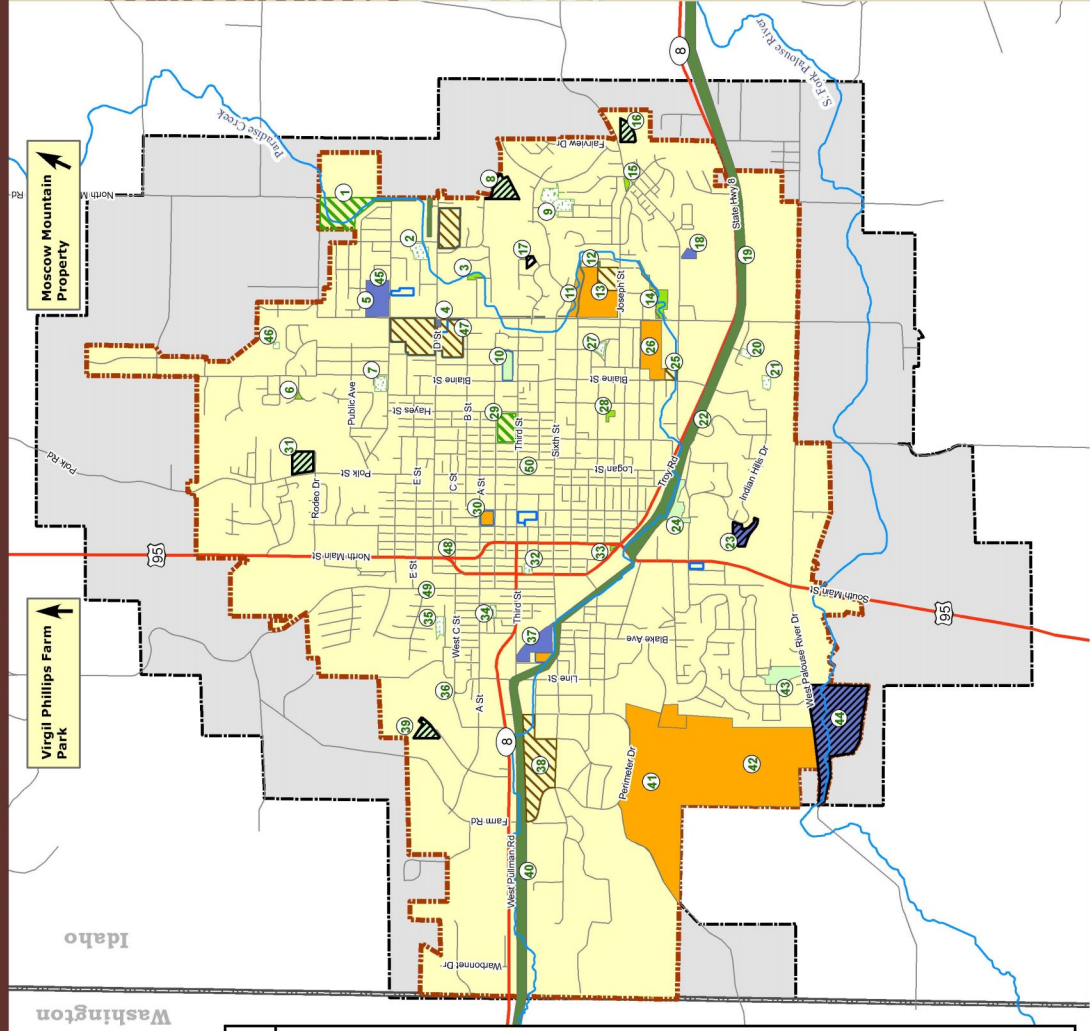
BOUNDARIES, WATER, & INFRASTRUCTURE

- City Limits
- Area of City Impact
- State Border
- Paradise Creek and S. Fork Palouse River



Miles
0 0.1 0.2 0.4

comprehensive PLAN



#	Park Name
1	Mountain View Park
2	Kiwanis Park/Hordemann Pond
3	Bridge Street Property
4	Eggan Youth Center/Skate Park
5	Hamilton-Lowe Aquatic & Indoor Rec Center
6	Virginia Ave Triangle
7	Jim Lyle Rotary Park
8	Moser Park
9	Vista Park
10	Lena S. Whitmore Park
11	Carol Ryrie Brink Nature Park (MSD)
12	Meadow St. Property
13	Moscow School District Community Playfields
14	Heron's Hideout
15	White Ave. Roundabout
16	Milton Arthur Park
17	Itani Park
18	Dog Park
19	Paradise Path/Kristin Armstrong Bikeway
20	Alturas Park
21	Indian Hills Park
22	Travels Way Property
23	Harvest Park
24	Berman Creekside Park
25	Lions Park (County)
26	Latah County Fairgrounds (County)
27	Triangle Park
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29	East City Park
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32	Friendship Square
33	Wren Welcome Garden
34	Lillian Woodworth Otness Park
35	Almon Asbury Lieualen Park
36	C Street Triangle
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38	Guy Wicks Field (U of I)
39	Baker Street Park
40	Bill Chipman Trail
41	University of Idaho Golf Course
42	Arboretum and Botanical Garden (U of I)
43	Anderson Frontier Park
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45	Hamilton Community Garden
46	Morgan's Orchard Park
47	Oylear Park (semi public)
48	North Couplet Triangle
49	Rogalski Undeveloped Property
50	American Legion Cabin

A.2

Pocket Park Service Areas

PARK SERVICE AREAS

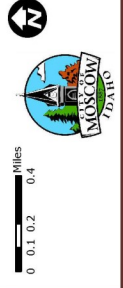
Pocket Park Service Area (1/4 mi)

PARKS, SCHOOLS, & LANDMARKS

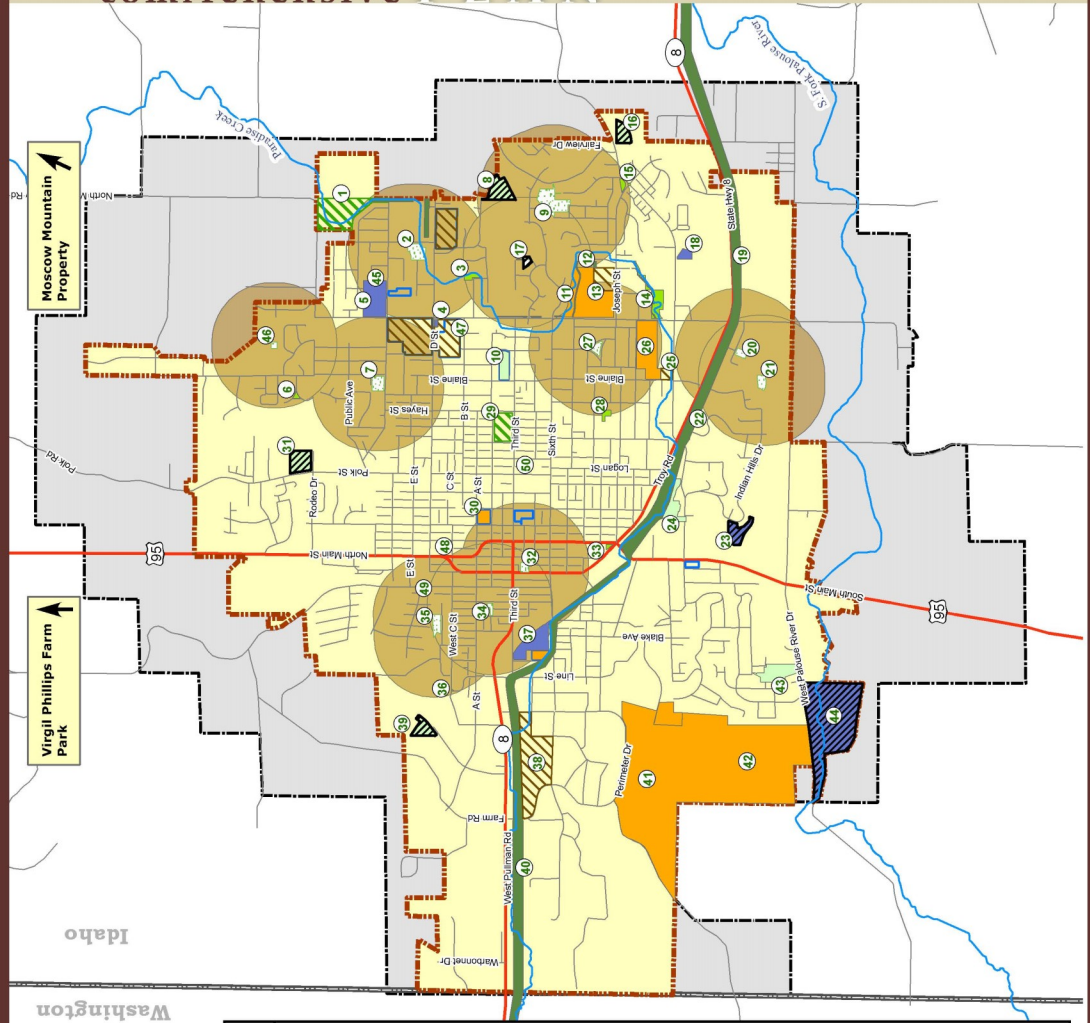
- Plaza Pocket Park
- Neighborhood Park
- Community Park
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- City Open Space
- Semi Public Open Space
- Undeveloped Park
- School

BOUNDARIES, WATER, & INFRASTRUCTURE

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comprehensive PLAN



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A.3

Neighborhood Park Service Areas

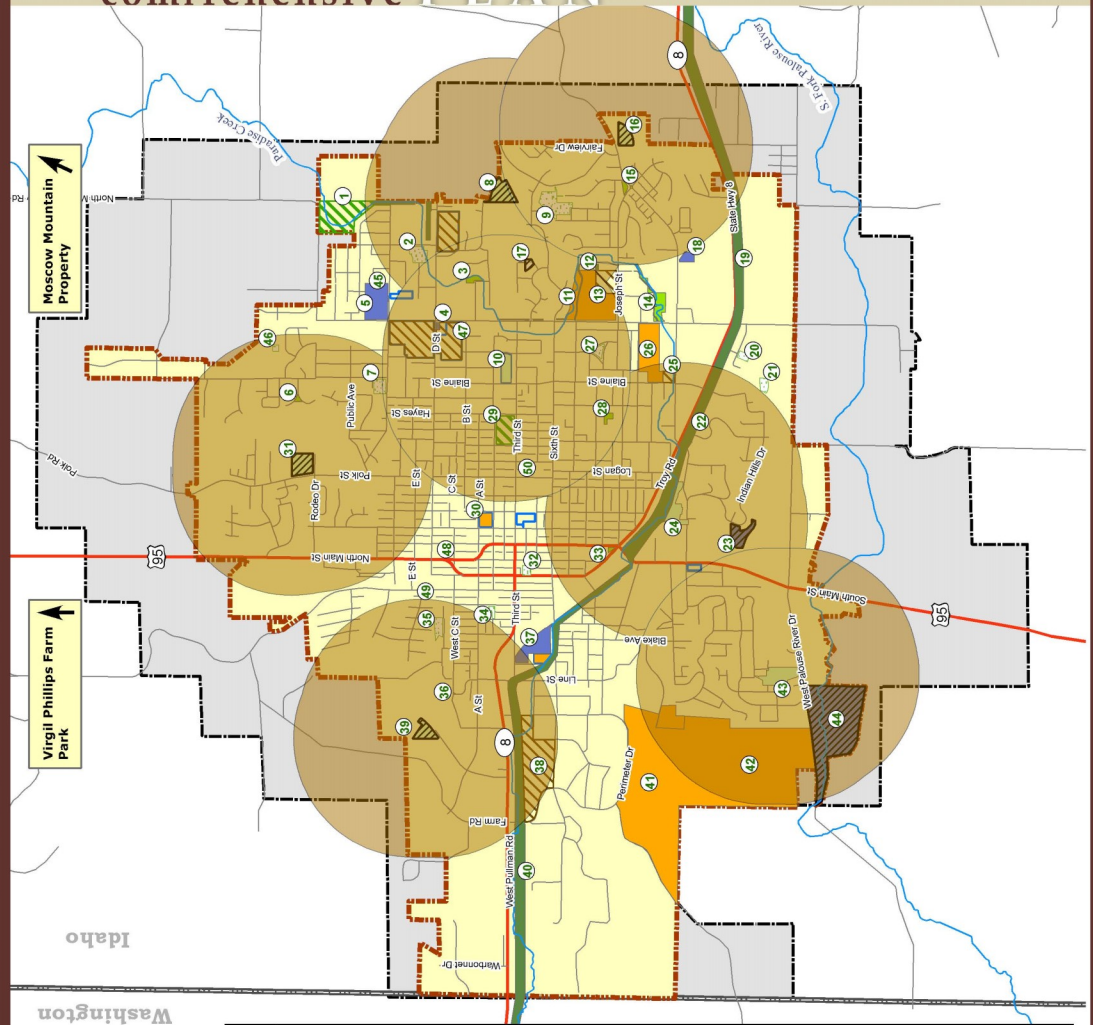
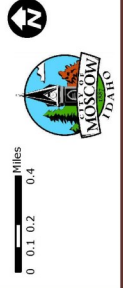
PARK SERVICE AREAS
Neighborhood Park Service Area (1/2 mi)

PARKS, SCHOOLS, & LANDMARKS

- Plaza/Pocket Park
- Neighborhood Park
- Community Park
- Linear Park/Pathway
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- Undeveloped Park
- School

BOUNDARIES, WATER, & INFRASTRUCTURE

- City Limits
- Area of City Impact
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Community Park Service Areas

PARK SERVICE AREAS

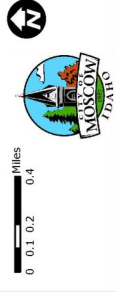
Community Park Service Area (1 mi)

PARKS, SCHOOLS, & LANDMARKS

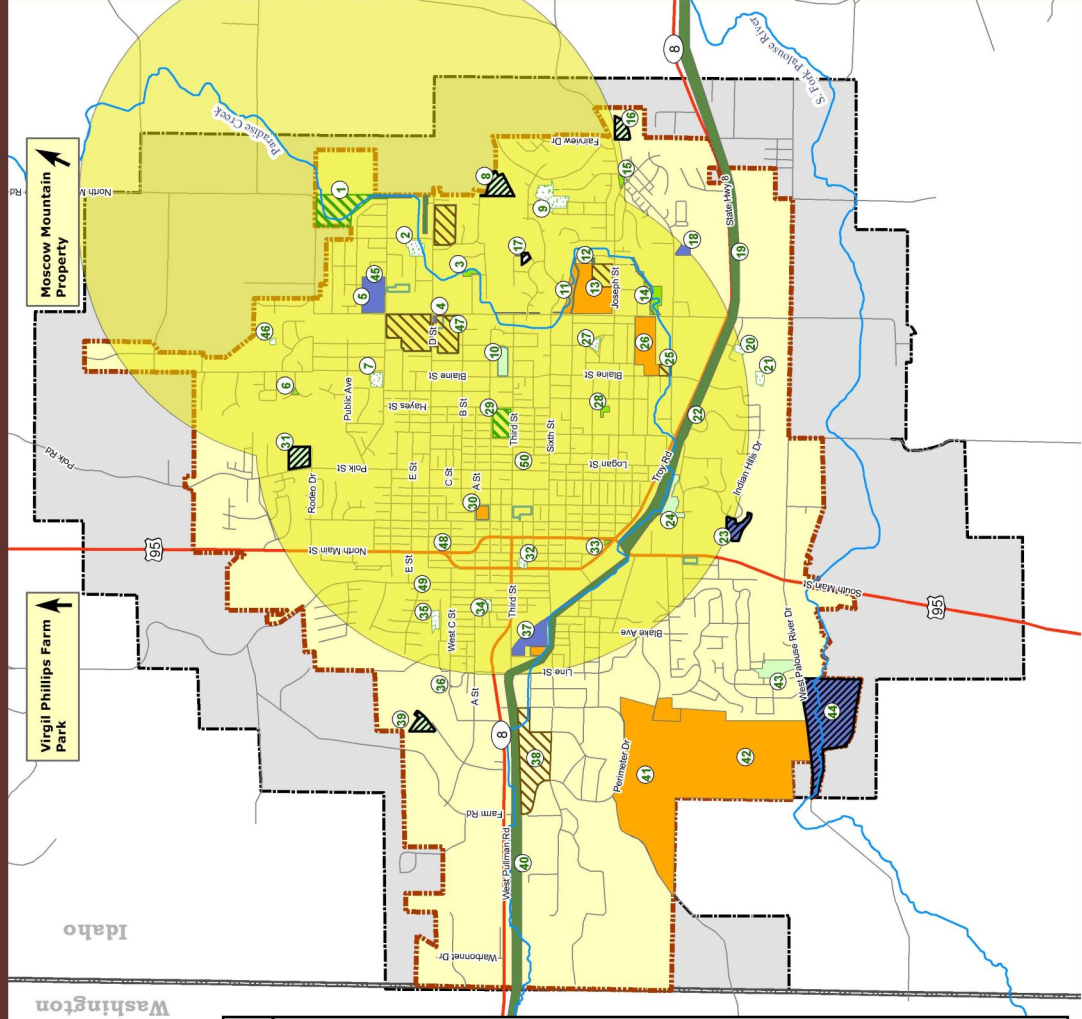
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- Community Park
- Linear Park/Pathway
- Special Use Park and Facility
- City Open Space
- Semi Public Park
- Semi Public Open Space
- Undeveloped Park
- School

BOUNDARIES, WATER, & INFRASTRUCTURE

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comprehensive PLAN



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A.5

Pathway System

FUTURE PROPOSED PATHS

- Bike Paths/Pedestrian Walkways
- Future/Proposed Paths
- Park Pathways
- Pathways - Unpaved
- University Pathways - Unpaved

PARKS, SCHOOLS, & LANDMARKS

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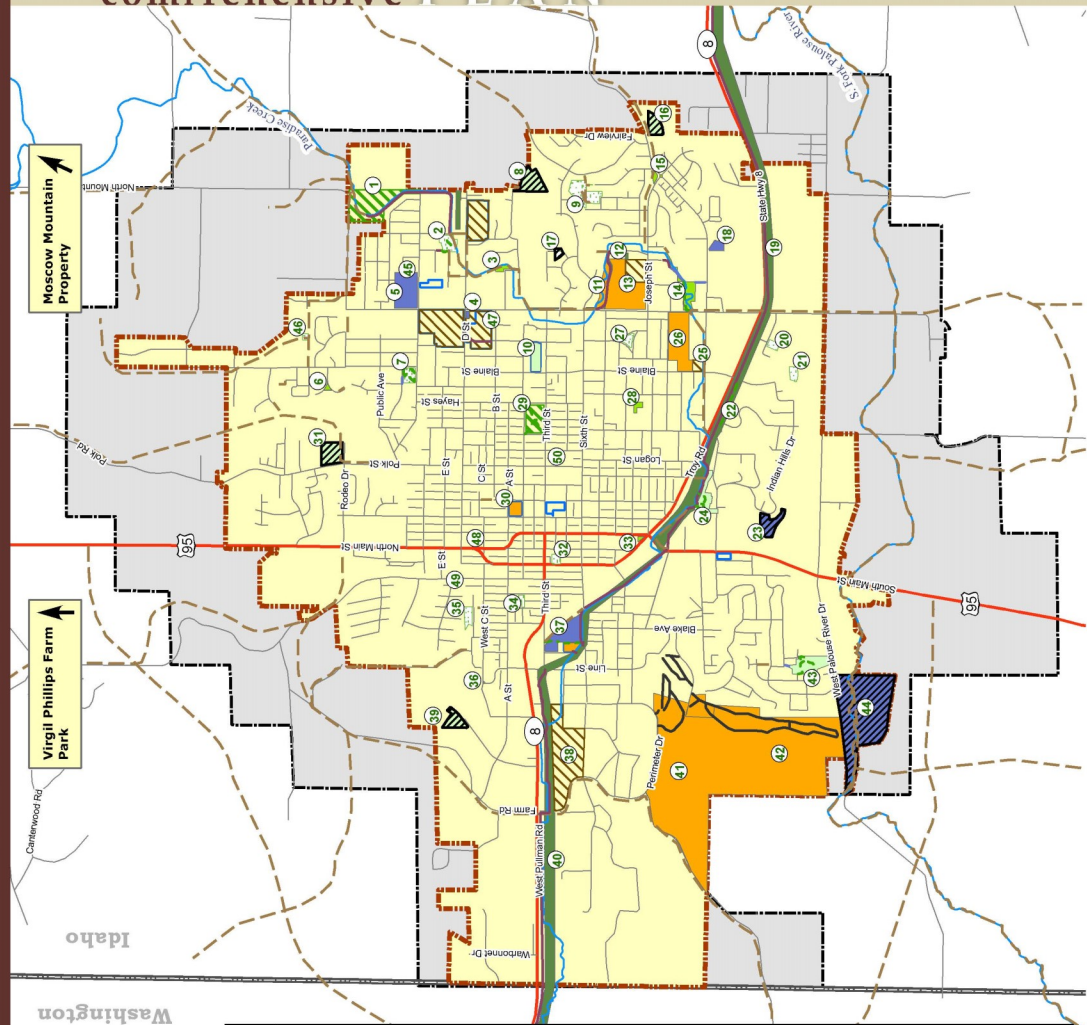
BOUNDARIES, WATER, & INFRASTRUCTURE

- City Limits
- Area of City Impact
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- Paradise Creek and S. Fork Palouse River

Moscow, ID

0 0.1 0.2 0.4 Miles

comprehensive PLAN



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APPENDIX: B

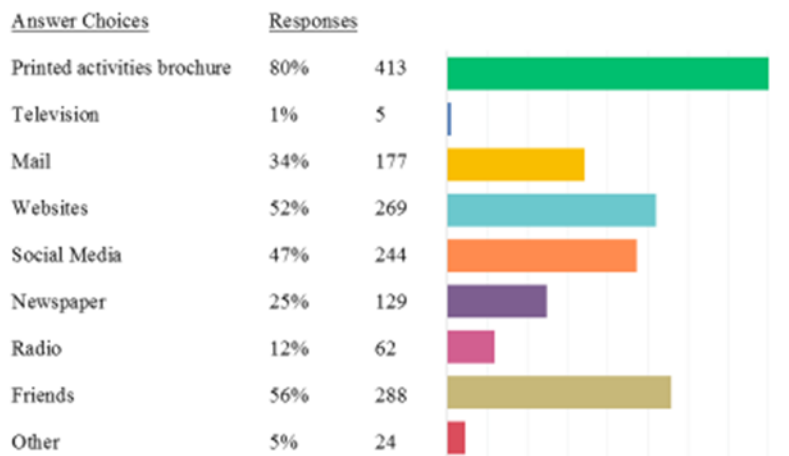
SURVEY RESULTS AND PUBLIC COMMENTS

APPENDIX B: SURVEY RESULTS AND COMMENTS

Q1. Please indicate the number of individuals in each age group living in your household:

Under 12	281
13-17	169
18-24	127
25-34	169
35-44	233
45-54	178
55-64	135
65 & older	111

Q2 From the following list, please check ALL the ways in which you learn about Moscow Parks and Recreation programs, classes, and/or events:

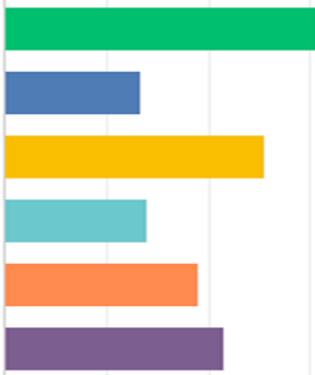


Additional comments from survey participants:

1. At the HIRC (4)
2. Websites, social media (3)
3. School resources (5)
4. drive by mostly
5. city meetings and commissions
6. Bulletin boards/coffee shops
7. Chamber of Commerce

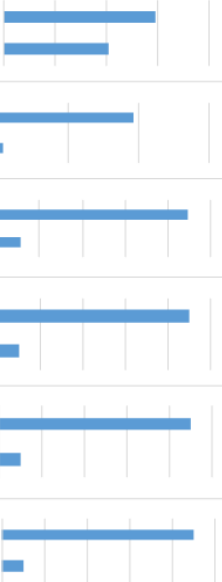
Q3. How many times in the last 12 months did members of your household visit a City parks and/or recreation facility in Moscow? (check the appropriate box for each):

Park/Facility	Times Used in 12 month Period				Total
	NONE	1-10	11-25	26 or More	
Any City Park	2%	29%	28%	41%	
	12	148	142	212	514
Dog Park	76%	18%	4%	3%	
	340	80	16	14	450
Paradise Pathway System	15%	41%	18%	26%	
	76	203	87	130	496
Eggan Youth Center	70%	23%	4%	4%	
	329	110	17	17	473
HIRC	36%	44%	11%	8%	
	178	214	56	40	488
HLAC	29%	39%	19%	12%	
	142	194	96	61	493



Q4 From the following list, please check reasons that have discouraged household members from using a City Parks and Recreation FACILITY, i.e., Hamilton Indoor Recreation Center, Eggan Youth Center, East City Park, MSD Community Ball Fields, Paradise Pathway System, etc. (select all that apply):

Facility Usage Gauge	This is a discouraging feature	This is not a discouraging feature	Total					
Don't have features I'm interested in	41%	59%		This is not a discouraging...				
	73	106	179	This is a discouraging...				
Don't feel safe	4%	96%		This is not a discouraging...				
	7	170	177	This is a discouraging...				
Lack of accommodations for disability/age	11%	89%		This is not a discouraging...				
	19	177	177	This is a discouraging...				
Don't know where facilities are located	10%	90%		This is not a discouraging...				
	18	177	176	This is a discouraging...				
Use non-City clubs or facilities instead	15%	85%		This is not a discouraging...				
	26	176	176	This is a discouraging...				
Facilities inconveniently located	10%	90%		This is not a discouraging...				
	17	173	173	This is a discouraging...				



Additional comments from survey participants (Q4):

1. Sidewalks non-existent to a particular feature.
2. not safe for toddlers--located beside streets or bodies of water
3. There is a lack of indoor facilities to use during winter for clubs, parties.
4. Don't know
5. I use UI facilities quite a bit.
6. Not sure what and where facilities are available
7. I would love it if all the parks had some kind of bathroom or portable toilet. Especially Triangle or East Gate Park.
8. Programs seem limited to youth or special interests
9. Just can't handle chlorine; but we have a great pool!
10. I use on-campus facilities instead if an alternative, cost-effective one exists.
11. time available
12. It's hard to know what you can use some of the facilities for, and they are all pretty much on the opposite side of town than where I live.
13. Sometimes there are people sleeping in the public parks.
14. Sometimes hours of operation of pool were not what I would've liked.
15. This is a very confusing question! I feel safe in Moscow City parks.
16. Mostly the kids go and use facilities. It would be great to have an indoor pool that the kids can use year round. For the adults, mainly it's a time issue.
17. I work at the Pullman Aquatic Fitness Center. I would love to see a "warm pool" in Moscow.
18. Dogs running wild
19. The question is hard to understand, accessibility is a challenge at many parks, including Indian Hill new park (wheelchair up/down that hill) no benches, no shade - I have never not felt safe at park, but never been after dark
20. Moscow Bike Park needs some love!
21. Lack of parking can be annoying
22. Trail light in and out of Berman not working
23. I don't have kids.
24. I'm strictly on foot & very busy, so time & distance affects my usage; I use what works for me & is free
25. Time/Schedule
26. Lack of vault toilets in smaller parks
27. Lap swim times are inadequate at Aquatic Center
28. We need an ice rink!
29. Little or no parking at many parks (e.g. East City where parking is used for residents across the street)
30. Pricing
31. Weird question. Not quite sure how to answer it.
32. Timing of programs & overseas travel
33. Price of Aquatics Center/cannot afford it
34. We have pets but no longer use dog park because people bring dogs there that are aggressive and/or otherwise unfit to be there. It was unsafe for our pets
35. HIRC closed Sunday mornings.

Q5. How many members of your household have a disability as defined by the Americans with Disabilities Act (ADA)?

Technical error with survey. No results.

Q6. If you have household members with disabilities, what type of program supports are needed to serve their recreational needs (select all that apply):

Answer Choices	Responses
Nonverbal assistance (Braille)	0
Adaptive equipment	8
Trained adaptive recreation staff	8
Other	55

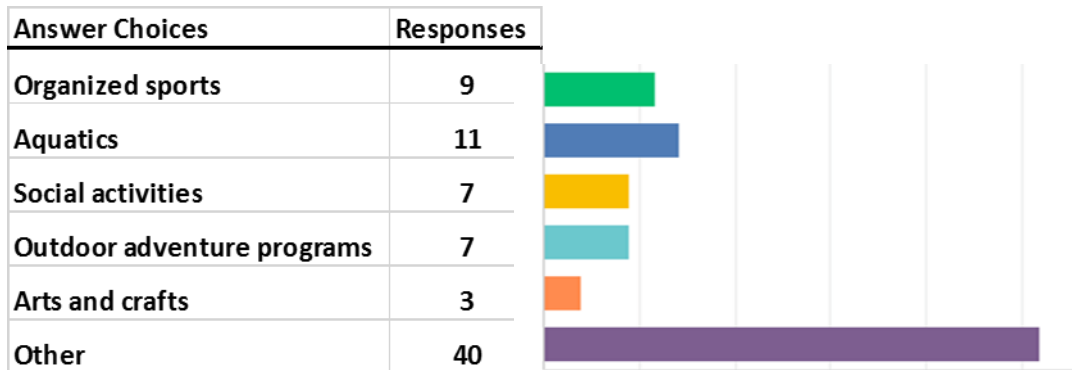
Additional comments from survey participants:

1. Accessibility ramps, etc.
2. My child has autism. We have only had one issue with Parks and Rec programming and that was with swim lessons and the staff being unwilling to change their approach to accommodate my child. We did swim lessons at the U of I instead.
3. Walker/cane - Mobility issues
4. Would like pool access without public swim
5. wheelchair tennis accessible tennis courts (wide gate entrance)
6. Our household requires both adaptive equipment and safe ADA access and support.
7. Parking, firm pathways
8. Adult swing with seatbelts and backs, adult sized exercise/play equipment
9. Access to resources to address hypoglycemia (e.g. soda machine)
10. very easy, low impact exercise
11. Transportation and programs
12. autism
13. My son would need supports with sometimes adaptive equipment but definitely staff that would have some knowledge and the ability to work one on one
14. the assistance he needs does not apply to the use of parks.
15. Lower cost due to fixed incomes maybe a scholarship program like the one for low income kids. More shade, more places to sit, more bathrooms and drinking fountains, hand rails on hills, special seating at Hamilton Indoor during sport games.
16. cushioned floor surface
17. He is adjusting so I don't know.
18. 3 need wheel chair accessibility for their fiscal disabilities
19. Trained staff and programs, like basketball, just for people with disabilities. When disabled youth age out of P&R and school sports, there are few options for joining teams. Other programs like skiing, dancing, rafting, etc., would be great!
20. Adaptive equipment, programs, trained staff needed for individuals to participate. Please make programs inclusive.

Additional comments from survey participants (Q6) Continued:

21. I'm older/creakier ...trained staff would be nice
22. Public transportation

Q7. If you have household members with disabilities, check what programs would be of most interest (select all that apply):



Additional comments from survey participants:

1. Warmer pool water
2. I checked aquatics, social activities, outdoor adventure programs and arts and crafts.
3. Aquatics, social activities, arts&crafts
4. Our household would be interested in social activities, educational activities, and travel.
5. Ability to use public sidewalks for exercise & recreation (i.e. have them in good repair and clear of ice, snow, and debris.
6. Adaptive park equipment
7. Our son would like aquatics, social activities and arts and crafts
8. More activities for mentally ill adults
9. All
10. Aquatics, low impact exercise, bingo,
11. There are limited programs for kids with special needs in the area and I would love to sign my son up for organized sports but he would need one support and coaches with patience
12. Aquatics, social activities and outdoor adventure programs
13. Choices 2,3,4
14. All the above
15. I would choose all of the above.
16. Arts and crafts, aquatics, organized activities
17. Nothing special—same needs as any other kid. If my kids (disabled or not) need some kind of assistance, either I can provide it or they can go without.
18. Check all boxes.
19. Aquatics, social, outdoor

Q8. How many members of your household have participated in a Moscow Parks and Recreation program in the last 12 months?

Technical error in survey program. Invalid results

Q9. From the following list, please check reasons that have discouraged household members from participating in Moscow Parks and Recreation ACTIVITIES (select all that apply):

Answer Choices	Discouraging	Not Discouraging	Total						
Does not offer activities I'm intersted in	42%	58%		Not Discouraging					
	174	240	414	Discouraging					
Classes offered are at inconvenient times	42%	58%		Not Discouraging					
	169	234	403	Discouraging					
Need child care	14%	86%		Not Discouraging					
	52	322	374	Discouraging					
Poor equipment and facilities	9%	91%		Not Discouraging					
	34	335	369	Discouraging					
Unfamilairst with what programs are offered	28%	72%		Not Discouraging					
	104	273	377	Discouraging					
Programs are too expensive	26%	74%		Not Discouraging					
	99	277	376	Discouraging					
Safety and security concerns	3%	97%		Not Discouraging					
	13	359	372	Discouraging					
Lack of transportation	4%	96%		Not Discouraging					
	16	355	371	Discouraging					
Lack of accomodations for disability/age	9%	91%		Not Discouraging					
	32	339	371	Discouraging					

Additional comments from survey participants:

1. Moscow 1/2 marathon is WAY too expensive!
2. Child care is the huge one for me
3. Sometimes poor coaching/goals for the program
4. Would like some shorter programs of just a few weeks for a sample to see if kids like it. We can also make a program work for a few weeks but not longer as other child would have to come but is too young to participate.
5. Your programs are not too expensive, but we have a lack of disposable income with 6 children.
6. We often find that sports or classes that are of interest are not open to the age of the individual who is interested.

7. Lack of female sports, i.e. just a women's basketball league
8. no free time
9. I just haven't made the time to do them.
10. Mostly regarding the Ice Rink...
11. No programs for teens
12. I have participated in city league softball for several years. There are a number of frustrations that I have experienced while participating. First of all, the charge to play is ridiculous. Nearly \$900 for 16 games is crazy. Equally ridiculous is the \$500 for the 10 game coed season. We are basically paying to supplement other programs. The softball league is also not ran well. On multiple occasions each year we will show up and the field won't be groomed, there won't be an umpire, or any number of other preventable issues will arise. We have been without working scoreboards for over 2 years now. As tax payers and someone that pays \$1400 between the two leagues each year, that seems like something that could be fixed. The level of service for the amount of \$ spent is continues to disappoint year after year.
13. Serious lack of organization.
14. Needs are already filled in other ways
15. painting/drawing has consistently not been offered yet I have a child who has repeatedly requested this option
16. want to take classes like art, music, outdoor activity with teenage daughter and many classes are either or and I have to leave her home tho daycare not necessary
17. Children are too young for most activities at this time (under 4 yrs old). However there are a number of free mommy and me programs that we go to that are offered by private businesses or the library, so I haven't needed more either.
18. Micro soccer is ridiculously late this fall. I can't have my first grader finishing soccer at 7:30 PM - that's when she usually goes to bed!
19. Too many things on my plate to accommodate programs now
20. Time/Schedule
21. We need an ice rink
22. I've said it every year - I would participate in the Rolling Hills half-marathon, but the application fee is ridiculous.
23. All grad students, 2 of 3 are uninterested in most organized physical activity and we are unable to afford a dog (yet).
24. The outdoor pool facility is very dirty and moldy.
25. exercise class is a little to vigorous for me so go to hosp osteo class instead
26. no time :(
27. Very poorly run sports programs, particularly softball - very low quality program.
28. recovering from surgery and not ready to participate
29. more preschool swim classes needed. all full
30. Parent meetings involve someone rudely asking for parent support to help. I wish coaches were provided and not talked down to.
31. Would like Zumba for seniors, yoga for seniors, aerobics for seniors in the evening so I can go after work
32. The sports programs are not well managed because the way it is handled not everyone is a winner and snacks are not required to make everyone feel better. Sports are too learn the sport not everyone is equal and a winner. Its a sport not everyone is good but it should be a learning experience not a coombi ya for the parents.

Additional comments from survey participants (Q9) Continued:

- 33. Just haven't taken time to participate
- 34. poor planning on my part
- 35. No pickleball courts
- 36. Simply a matter of busy schedules at this point. No fault of P&R
- 37. Time for sports games for the parks and rec are inconvenient for working parents.
To have a game start at 5pm it is hard to make it on time and to get the kids there on time.
- 38. tried to volunteer too help with beginners basketball with basics but told not needed
- 39. Simply involvement in volunteering and other activities, no time
- 40. Not interested in city programs. Enjoy private programs.
- 41. Brochures need to be distributed more widely.
- 42. My physical condition has deteriorated - can't do the fun stuff!
- 43. Lack of time
- 44. Lack of time due to work/parenting
- 45. We've been doing other organized sports
- 46. Complete disorganization-i.e. Micro soccer
- 47. Always unorganized
- 48. Again. Unfriendly and unkind man who works at the HIRC.
- 49. Age restriction
- 50. Nothing new.
- 51. Questionable management (soccer)
- 52. Tired of having to coach a parks and rec activity so my children can play. We might not be playing next year because of this. Consider coordinating with the U of I Rec program to see if there are student able to coach for credit.
- 53. Lack of time, not around during summer

Q10. From the following list, please check what types of recreation programs you and members of your household would be most interested in participating in (select all that apply):

Answer Choices	Very Interested	Not Interested	Total					
Competitive youth/adult sports	58%	42%		Not Interested				
	249	184	433	Very Interested				
Non-competitive youth/adult sports	69%	31%		Not Interested				
	298	133	431	Very Interested				
Educational classes	76%	24%		Not Interested				
	346	108	454	Very Interested				
Aquatic activities	68%	32%		Not Interested				
	295	139	434	Very Interested				
Family activities during the day	33%	67%		Not Interested				
	132	269	401	Very Interested				
Family activities during the evenings & weekends	63%	37%		Not Interested				
	266	154	420	Very Interested				
Social activities (dancing, theater, music, etc)	68%	32%		Not Interested				
	295	140	435	Very Interested				
Lifetime sports (golf, tennis, pickleball, etc)	73%	27%		Not Interested				
	316	119	435	Very Interested				
Extreme sports	31%	69%		Not Interested				
	123	277	400	Very Interested				

Additional comments from survey participants:

1. Moscow needs a Turkey Trot event - morning of Thanksgiving!
2. A class that introduced several sports or activities would be nice.
3. I like the programs Tone and Stretch and HL pool for swimming
4. Biking is our main sport.
5. More cooking classes, etc. Something for those of older to have a place to meet adults
6. Outdoor exercise equipment stations on Chipman trail/Paradise Path would be great!
7. More pickle ball!
8. HOCKEY!!!
9. Plant identification; mountain biking
10. volunteer activities, community service and outreach for the needy
11. Ice hockey
12. Does Moscow Parks and Rec have fitness facilities?
13. Ice Hockey
14. This community loves hockey!
15. martial arts--especially hopkido or taekwondo (both members of household took taekwondo from Parks and Rec with Mike Devich [I think he's still living in Pullman] in the late 90s and early 00s and miss it greatly)

Additional comments from survey participants (Q10) Continued:

16. Ice hockey
17. Most of these questions are too limited to respond.
18. Yoga, Stability exercise, Bone strengthening exercise classes on weekends or evenings.
19. tennis
20. Art, Nature, website business
21. If any, I'd lean toward crafts & writing & not physical activities; some interest though in landscaping facets & computers. Not a big draw at this time.
22. Craft classes - stain glass, quilting, sewing, knitting
23. We need an ice rink
24. Need movement activities for creaky old folks
25. Cultural/ethnic gatherings or classes
26. parkour for kids
27. Aquatics Tai Chi, social, cribbage tournaments, limited mobility activities, educational,
28. Support New Ice Hockey Rink
29. Pickleball
30. Art classes
31. robotics programs
32. Ice Hockey
33. Zumba for seniors aerobics yoga for seniors group activities for seniors and in the evening so I can go after work
34. Environmental classes
35. Would love to see more after school programs for kids at the HIRC. (3 p.m.- 6 p.m.)
36. Can the Hamilton outdoor pool get an outdoor cover so that it can be used all year round?
37. pickle ball if they had a court
38. Would love to see more dog related activities i
39. Arts and crafts, educational and social activities for adults. Concerts, group sing-alongs.
40. Dog classes
41. Ice rink please
42. Adult water aerobics would be great!
43. Gaming parties
44. Disc golf
45. Senior sports such as pickleball, volleyball, baseball/kickball, bingo, dance lessons, card games.
46. middle age mixers
47. more pickleball courts would be great
48. Ice skating
49. Adult tech classes, ethnic cooking, lectures on broadening perspectives, adult STEAM projects, basic car maintenance geared toward women.
50. I would participate in a competitive volleyball league
51. arts
52. ART.
53. Pickleball courts!
54. art classes
55. Adaptive sports (ie goalball)

Additional comments from survey participants (Q10) Continued:

53. Pickleball courts!
54. art classes
55. Adaptive sports (ie goalball)
56. Kayak roll?
57. Rugby
58. rock climbing, mountain biking
59. You should have had separate categories for youth and adult sports. I'm tired of paying taxes for all the kid stuff, but I'd be interested in adult outdoor stuff like snowshoeing groups and so forth. Same with "family activities." I'm tired of all the kid-centric and family-centric stuff.
60. Hockey, curling, ice skating
61. Classes to learn and try new things, I'd enjoy baking and cooking classes, etc
62. Disc golf

Q11. Please rate the following factors that could encourage your household to use the Hamilton-Lowe Aquatics Center more often:

Answer choices	Very Unimportant	Unimportant	Neutral	Important	Very Important	Very/Unimportant	Neutral	Very/Important
Decrease crowding in classes/pool	7%	10%	40%	27%	15%	17%	40%	42%
Offer child care	35%	23%	31%	8%	3%	58%	31%	11%
More swim time for specific age groups	12%	13%	34%	27%	13%	25%	34%	40%
Provide transportation	42%	23%	30%	4%	1%	65%	30%	5%
Add/update water features/amenities	16%	13%	35%	25%	11%	29%	35%	36%
More concession choices	32%	20%	34%	11%	3%	52%	34%	14%
Offer classes at more convenient times	16%	12%	38%	24%	9%	28%	38%	33%
Reduce pool fee costs	14%	15%	35%	23%	13%	29%	35%	36%
Improve safety & security	17%	18%	46%	14%	5%	35%	46%	19%
Bubble/cover pool to allow year around use	12%	5%	19%	32%	31%	17%	19%	63%
Different variety of classes	11%	10%	38%	33%	9%	21%	38%	42%
Enforcement of mandatory swim diapers (3 and under)	9%	6%	21%	27%	37%	15%	21%	64%

Additional comments from survey participants:

1. Very hard to find info on swim lessons if there even are any?
2. I'm not really for forcing swim diaper use, but the fecal matter in the pool dilemma seemed to get out of hand this year.
3. Could the aquatics center be open more hours - open pool more freq. for "seniors" only
4. Don't swim. Wouldn't use not matter what changes.
5. I'm very thankful they no longer charge admission if you are just chaperoning your kids. Thank you!
6. disgusted by reports of feces in the pool last year
7. The lifeguards are not confidence-building, that is, I don't trust my or my family's life to them.

Additional comments from survey participants (Q11) Continued:

8. Would be nice to have more time for lap swim on weekdays. How about offering a water aerobics class?
9. More shade.
10. karate
11. More regular lap swim hours, including having 1-2 lanes open for longer hours
12. My kids love it, but there is not much for an adult and it discourages use by members of the community who do not have children.
13. Better quality concessions options, not just another excuse to feed junk to kids.
14. Add another pool or two PLEASE!!!! Would love to see a year round pool and more times to use the pool. For the kids, swim classes would be great, but also open swim in the evenings. For the adults, I would love to have an opportunity to have lap swim times or water sports with other adults in the evenings.
15. the last selection is ONLY if the diapers would then keep the pool from being shut down when a "floater" is found. If not, then total opposite answer-- very UNimportant. :)
16. None
17. A warm pool for arthritis/young children.
18. More for the middle age groups - to big for little moose slide to small for big slides, would be helpful, we missed the slide from the play structure a lot this year, also the lifeguards were really inconsistent with rules which made it difficult (eg less than 4 on moose slide, or jumping off side into lazy river)
19. More lanes for lap swimming - and more hours just for designated lap swimming. I enjoy the adult lap swim but it gets very crowded and it's difficult to swim at your own pace without a collision.
20. The pool needs to crack down on hygiene issues w/ visitors.
21. Bathrooms always felt so dirty to me...I hate having to change kids in there. Also, beginner/toddler swim lessons were always at 9am...when kids get too cold. I suggest putting the older kids first in the morning (since they have a higher cold tolerance usually) and the younger kids after 10am.
22. A splash pad in town would be amazing -- wouldn't it be cool to have a splash pad downtown for kids to play? Perhaps in lieu of the fountain on Main street. :) My niece and nephew would love that!
23. I don't swim
24. We need an ice rink
25. Inconsistency with age appropriate activities. Lack of communication regarding the child slide that was removed.
26. The "breaks" the pool does are inconvenient. The pool should be checked all day long...with people in it.
27. That concession stand is poorly run.
28. Heat pool water more
29. Our child was unable to participate in Swim lessons this year as he was "too old" for his skill ability due to his disability
30. cleanliness of the pool water (our daughter was sick 2x from the pool this year)
31. I would love a dedicated lap pool. Spoke too many this summer who agree.

Additional comments from survey participants (Q11) Continued:

32. Time to put in high quality security cameras and parking lot security to keep out crime. Be proactive not reactive before someone is mugged or injured
33. lap swim for adults year round at lots of times throughout day
34. YEAR ROUND POOL
35. offer Senior rates
36. preschool swim classes fill-up. crowded pool during free swim
37. I would like less crowding during lap swim
38. We don't buy the food there because the line isn't very, very, very long. Well, line may be short, but the wait is LONG.
39. offer a punch card for lap swims at a reduced rate?
40. Warmer water on any days it is not hot
41. Expanded lap swim times. (I feel very strongly about this.)
42. It seems a shame on the hottest days and the pool isn't open yet at the beginning of the season or doesn't stay open at the end of the season. I wish the pool hours were more weather dependent
43. now that kids are older, pool is not a preferred recreation opportunity for our family, but glad it's there for others
44. Clean the lap pool. By the end of the summer, there are large clumps of hair and other small objects floating in the pool.
45. Lap swims during the noon hour are very inconvenient. An earlier time on Saturday and Sunday would be very helpful. The current Saturday time is inconvenient, it would be nice to be able to swim before the Saturday market. Sunday morning lap swim is right during church time, I have also heard this from many other community people.
46. Offer days or times with NO SPRAYING WATER. One of my children is extremely upset by the fountains, buckets, and splashing kids. She often wants to go to the pool, but then spends most of the time ducking and dodging splashes. If there were a sensory-sensitive time available to visit the pool, we would definitely go!
47. Clean and maintain pool
48. Warmer water temps
49. PLEASE!!!!!! Year round pool would be AMAZING!!
50. Allow children in life jackets on the slides I do not think they can cause any damage to the slides as we have been told. It is unfair to children needing the comfort of life jackets to play in water not to be a loud on the slides because of them.
51. convert to saline for water treatment
52. More days open during the year, especially when the weather warms.
53. You are doing a great job.
54. I haven't swam laps for a few years because my experience is of it being crowded and frustrating. I would love to see some other classes for adults -- perhaps incorporating some cardio classes (sprints, swimming with weight etc) for those more fit. Also would love to see an introductory SCUBA class.
55. Require children under 5 to wear life vest
56. Better showers/dressing rooms

Additional comments from survey participants (Q11) Continued:

57. Please put a bubble over it. The facility is only open for a short period of time each year, from a cost and maintenance perspective it makes no sense to only have it open for 3 months.
58. Outdoor pool highly preferable to Memorial Gym pool
59. a larger lazy river would be great!
60. Cleanliness, crowding
61. We go for the dog day
62. The thought of those kids in the pool w/out diapers is creepy!!
63. I love the idea of a year round pool
64. Have lap pool open a few weeks before and after the rest of the season; would require less staffing.
65. Dogs swimming in the pool increases wear and tear on facilities/pool filter system/overall grounds. The wear and tear from animals in a pool designed for humans increases costs for community members.
66. Swim class size was insanely large
67. You guys do a great job. A covered pool for year round use would be awesome! Swim diapers for 2 and under would be better.
68. Kayak roll class?
69. more lifeguards, and allowing life jackets in pool
70. Gender specific changing rooms
71. Locker rooms are yucky. There is always standing water on the floor, as the drains either don't drain well or the concrete is not sloped correctly.
72. The pool needs to be longer for lap-swimming.
73. Lanes for faster swimmers. Masters level.
74. The diaper rule is absolute crap! The people causing issues in the pool are not toddlers it's older kids. My daughter has been potty trained since 2 and there is sufficient studies to show putting a potty trained child in diapers causes regression.
75. Having an indoor pool would be great. It would also be nice if there were more options for swim lessons and adult fitness activities.
76. You need an indoor pool option and adult swim times
77. A covered year-round pool would be awesome, but I imagine VERY expensive!

Q12. Please rate the importance of adding these new INDOOR park and recreational facilities in Moscow:

Answer choices	Very Unimportant	Unimportant	Neutral	Important	Very Important		Very/Unimportant	Neutral	Very/Important
More gymnasiums	12%	14%	41%	23%	10%		26%	41%	33%
Climbing wall	13%	12%	28%	34%	13%		25%	28%	47%
Pickleball courts	18%	15%	43%	17%	7%		33%	43%	24%
Bubble/cover pool for winter use	11%	8%	17%	32%	32%		19%	17%	64%
Meeting/reception rooms for public use	14%	15%	38%	27%	6%		29%	38%	33%
Performing arts center	14%	9%	32%	35%	10%		23%	32%	45%
Arts & crafts center	11%	10%	34%	36%	9%		21%	34%	45%
Weight & fitness facility at HIRC	8%	10%	29%	36%	17%		18%	29%	53%
Classroom space	13%	14%	49%	21%	3%		27%	49%	24%
Indoor icerink w/full-sized sheet	10%	9%	23%	25%	33%		19%	23%	58%
Expanded Eggan Youth Center	14%	12%	48%	19%	6%		26%	48%	25%
Youth Center addition to HIRC	13%	11%	45%	23%	8%		24%	45%	31%
Indoor or covered playground	11%	8%	24%	33%	25%		19%	24%	58%

Additional comments from survey participants:

1. Covered playground equipment!!
2. Soft indoor play area would be nice especially as tree is now gone from Eastside Mall. There is a great community sourced free art space in the bridge mall in Sandpoint- I wonder if there would be space for something like that in Moscow.
3. There is a lack of public space to go to in the winter.
4. Don't use City indoor facilities very much. Mostly use UI facilities.
5. Moscow has way too many athletic fields. Hardly ever used.
6. more bike paths
7. commercial kitchen for cooking classes and prepping meals for needy
8. Half the year there is very little one can do outside. Also meeting rooms for non-profits are difficult to find. Our girl scout group is an example.
9. Many of these amenities are already available at UI and seem unnecessary.
10. Splash pad!
11. Financial support for an ice rink which receives tenfold more people/children than I've ever seen in the HIRC which Moscow spent millions on. With tourneys, this facility would actually MAKE money unlike the HIRC and bring even more to the local businesses in town. This is the biggest issue for my family and many others who use the current rink and know from first hand experience how much it's used.
12. dance space? parks and rec has dance classes, but no wood or laminate floors to protect our joints.
13. Need more free indoor play places for kids 1-10...the winter months here get so long! We use the HIRC open gym regularly during the winter but the kids get bored. The Eastside marketplace play place is a GERM fest, so if an indoor park was created it would need DAILY cleaning in the winter time or we will all just spread the colds and flus everywhere.
14. [additional] Indoor "squish"parks for 5 yr under in Moscow would be a much welcomed thing to entertain during wintertime, even just temporarily covered playgrounds.

Additional comments from survey participants (Q12) Continued:

1. We need an ice rink
2. Many of these facilities are offered at U of I and I don't think it makes sense for the city to duplicate facilities (i.e. Climbing wall)
3. We don't have any children in our household, but I would support programs identified by parents as needed for the success and health of children in the Moscow community.
4. There is just not enough for people to do recreation wise in the winter.
5. I would like it if there was a class that could accommodate cooking classes
6. Year round pool facilities and transportation.
7. A new ice rink can be the largest impact parks and recs can make on the Moscow community (businesses & individuals)
8. I would love to see a true "maker space" in Moscow.
9. a new ice rink would be used by many many people!
10. I would love to see more options and room for our kids to play. Many times when I take my son to the gymnasium it is full with older kids and it is hard for him to run and play
11. Add an indoor carousel
12. Ice rink full ice can bring Money into community and is a HUGE NEEDED ITEM
13. If the aquatic pool wasn't so freaking cold even on a 90 degree day, we would buy a season pass. We only go if it is at least 90 so we don't freeze. An indoor playground is very much needed. But it would need to be huge otherwise it'd be too crowded-that's how bad it's needed. Options for after school care with a bus system would be super. I always enroll my son in Pullman Parks Rec sports since Moscow hardly has anything. He is 5. Next month we are taking ice hockey through Pullman...for which we paid out of state tuition even tho it's down the street from our house :/
14. Full sheet ice rink please
15. Indoor dog park would be HIGHLY used in the winter!
16. Indoor soccer would be great
17. I think the ice rink is important but the cost is too high for many families who want to use it. It would be really nice to have a place to roller skate also it could be a dual purpose building like they have in Pomeroy Wa. They have a community hall with a floor for skating/dancing, kitchen facility and bathrooms, pool tables, chairs and folding tables. They have free skating on some days, rent the place for birthdays, receptions, reunions and host pool tournaments. It does really well in the small town and I think one in this town would do extremely well. I rented the one in Pomeroy for my grandsons birthday it cost \$100.00 for 4 hrs the kids brought their own skates skated, we used the tables and chairs to eat at and the kitchen to serve food and cake. It was a blast. I lived across the street from the building and it was always busy with wedding receptions, anniversary, reunion and birthday parties, celebrations, dances it paid for its self and the low cost made it accessible to most families.
18. Anything to give youth a place to be should be a priority.
19. more tennis courts

Additional comments from survey participants (Q12) Continued:

20. Year round pool facilities and transportation.
21. A new ice rink can be the largest impact parks and recs can make on the Moscow community (businesses & individuals)
22. I would love to see a true "maker space" in Moscow.
23. a new ice rink would be used by many many people!
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32. Anything to give youth a place to be should be a priority.
33. more tennis courts
34. An indoor playground would be amazing! There are very few active options for moms with little kids during the winter months. The one at Eastside is a cess-pool for horrible sickness during the winter too.
35. Expand gym space so uses can be expanded and the 3xisting locker rooms could actually get used
36. Curling lanes for ice rink
37. Very very important for the ice rink

Additional comments from survey participants (Q12) Continued:

38. We need more gym space!!!
39. An ice rink would keep kids busy all winter, help our growing hockey league and generate so much revenue for Moscow! Please consider!!!
40. Very very important for the ice rink
41. A full sheet ice rink is most important to me above any other improvements on the survey
42. Splash pad!
43. We'd be likely to use just about anything new!
44. Please an indoor playground that's free or cheap!!!

Q13. Please rate the importance of adding these new OUTDOOR park and recreational facilities in Moscow:

Answer choices	Very Unimportant	Unimportant	Neutral	Important	Very Important		Very/Unimportant	Neutral	Very/Important
Youth sports fields	11%	16%	41%	21%	11%		27%	41%	32%
Adult sports fields	12%	18%	46%	18%	7%		30%	46%	25%
Covered picnic shelters	8%	12%	42%	34%	4%		20%	42%	38%
Tennis courts	10%	18%	47%	20%	5%		28%	47%	25%
Pickleball courts	15%	18%	46%	14%	7%		33%	46%	21%
Adventure playgrounds	7%	7%	27%	40%	18%		14%	27%	58%
Covered playgrounds	9%	11%	29%	34%	17%		20%	29%	51%
Frisbee disc golf course	15%	16%	38%	25%	5%		31%	38%	30%
Paved pathways	5%	5%	26%	42%	22%		10%	26%	64%
Community gardens	10%	10%	35%	32%	13%		20%	35%	45%
Expanded skate park	18%	19%	39%	18%	6%		37%	39%	24%
Covered skate park	24%	19%	42%	12%	4%		43%	42%	16%
Fitness stations along pathways	15%	16%	33%	25%	10%		31%	33%	35%
Large fenced dog park	19%	14%	34%	19%	14%		33%	34%	33%
Competitive horseshoe court	24%	18%	46%	9%	3%		42%	46%	12%

1. Would love to see more natural playgrounds built with things like logs, also splash pads would be amazing
2. Adventure playground would be really fun!
3. Dirt trail bike park
4. All good here!
5. We need a bicycle park! BMX track and bike park would be huge addition to community. The city course on West Palouse River Drive is a great start. Why not take the additional acres and build a bike park? Lifetime sport, cheap (no turf, no irrigation, no lights), no need to move a lot of soil.
6. please repave path from Hordeman's pond to Mountainview Park. Too bumpy to use my bike trailer with toddler.
7. Bocce ball courts
8. more bike trails

Additional comments from survey participants (Q13) Continued:

9. A section at the skate park for younger riders
10. Splash pad!
11. picnic tables very important, but covering them makes them feel like they are inside when the point is to be outside
12. We DESPERATELY need parking at ghormley park!! It looks like the University of Idaho took over what used to be diagonal parking. Street parking is ALWAYS full during the daytime from students looking for free parking but there isn't simply nowhere to park between 9am-3pm until West Park Elementary gets out. It is my family's favorite park because of the extensive shade in the summer but we can't go because we can't find parking!
13. Awesome ideas! The more activities for free play during the winter is always a win.
14. What's fitness stations on paths? If water, yes to that. Benches. Challenged folks would walk a lot more if there's benches along the way!
15. The existing parks in Moscow are great
16. We need an ice rink
17. Add public sidewalks as a city wide "park". Start by enforcing codes that keep them free of debris, snow, ice and in good repair. Many people already use sidewalks for exercise/recreation and should be able to do so safely.
18. ice rink
19. For expanded skate park services, would be interested in seeing something covered with a track that can be used by the area roller derby leagues.
20. Provide lighting and security. Really like the adventure playgrounds some for younger kids and older. Disabled features at play grounds
21. I prefer walking and hiking paths and trails.
22. Covered bike racks
23. Current Ghormley fields are an embarrassment. Poor condition and poor maintenance.
24. Moscow needs a large (eg. 40 acre) park for walking, dog walking, natural area, picnics, etc. Other cities of similar size in Idaho have this.
25. Moscow's needs a bigger dog park, or a second location for another dog park. We would love this!
26. Splash pad at one or more city park!
27. it is hard when you try to take your child to the park in the summer and it there is no or limited shade. The equipment gets too hot and can burn their legs. I would love to see more shaded areas around the park to help keep the equipment cooler
28. We could use more or better/rehabilitated basketball courts at our parks (many surfaces are cracked).
29. Competitive bocce court
30. The biggest need in Moscow is for unpaved trails appropriate for running and walking. There may not be a parcel currently that would allow for a three mile loop, but this kind of thing should be a priority for planning in the future.
31. Outdoor splash pad at one of the city parks. Big dinosaur structures to climb on at a city park.

Additional comments from survey participants (Q13) Continued:

32. Competitive bocce court
33. The biggest need in Moscow is for unpaved trails appropriate for running and walking. There may not be a parcel currently that would allow for a three mile loop, but this kind of thing should be a priority for planning in the future.
34. Outdoor splash pad at one of the city parks. Big dinosaur structures to climb on at a city park.
35. Free Splash Pad or Spray Pool in a Park
36. Moscow really needs a splash park! Forbes those with kids too small Forbes going to the pool and have multiple small children, going to the pool is not really an option.
37. Ice rink full sheet covered in a building
38. full sized ice rink very important
39. Water should be available all year round at parks where Dogs are allowed off leash. I have been having to bring my own water in the winter when the water is shut off.
40. Sled and ski hill with safe parking.
41. Expanded bicycle courses
42. More lights on Paradise Path between I95 and S Blain St
43. unfenced off-leash dog areas
44. Bocce Ball courts and dog friendly pathways
45. Light joseph
46. Bocce ball courts
47. Shade trees need planted on the south and west sides of parks before or during the park establishment. Parks get hot and children need relief from UV exposure during playing. They take years to mature which is why they need planted early. Sun exposure is heaviest from the south and west.
48. We need a rollerskating rink for the winter
49. We really need a splash pad at one of the parks.
50. Bigger skatepark for sure!
51. Moscow lacks a lovely, large, developed park with places to park and eat while watching the scenery, water features, pathways, and so forth like most cities have. And, yes to more sports fields if it means Mountain View can be used for all non-sports activities (free time, off leash dogs, running, lounging, without the organized sports. Fenced dog parks are bad news...only people with uncontrollable dogs use them, making them dangerous. Keep mountain view an off leash park, and keep the organized sports on the new ball fields we all just paid for.
52. PLEASE BUILD NEW ICE RINK!!!!!!
53. Benches are needed at the parks near the playgrounds for parents to watch their kids"
54. Please please please add an adventure playground! Or at least a playground that's a little different and unusual!

Q14. How would you rate the fees that Moscow Parks and Recreation charges for its programs and services?

Answer choices	Very Unreasonable	Unreasonable	Average	Reasonable	Very Reasonable	Very/Unreasonable	Average	Very/Reasonable
Sports programs	1%	5%	42%	34%	18%	6%	42%	52%
Youth programs/camps	1%	6%	47%	30%	15%	7%	47%	45%
Classes	1%	7%	45%	34%	14%	8%	45%	48%
Hamilton-Lowe Aquatics Center	1%	15%	40%	30%	13%	16%	40%	43%
Concessions	1%	7%	54%	25%	12%	8%	54%	37%
Overall across all programs & services	0%	5%	45%	35%	15%	5%	45%	50%

Additional comments from survey participants:

- 1/2 marathon is way too high.
- Hard to say what "reasonable" is, and we understand that these things cost money, but for lower class families, we tend to opt for as many free things as possible.
- Like I said, the softball fees are ridiculous and do not reflect the level of service provided.
- Have not yet used youth programs/camps. Was unaware of them and plan to now look at them.
- Youth programs coordinated by parks & rec but provided by 3rd parties are very expensive. Very interested in specialty summer and school break programs when they are affordable.
- I and my husband have counted us lucky to be in a community that can offer us the HLAC and what it affords at these prices.
- I am not familiar with the fee structure.
- All I see is the mailed seasonal brochure listing everything. They look fairly priced to me.
- We don't participate in these programs, so our 1st hand knowledge is missing
- We need an ice rink
- Some of these services I do not know the charges for. This section is difficult for me to answer
- haven't paid attention to prices
- Kids prices are good, adult sports is way too high for what we receive in service, like fields, ump's, disorganized programs
- Each payer should get a credit for the next year when pool is closed for other than WX i.e. when guards fail to show up
- Need extended family passes especially during summer. Monthly family memberships.
- Not using them enough to have an opinion on the fees
- I don't know the fees for most of these
- Price paid for softball is criminal. I have been in three other cities and played in city leagues. Less cost / better services / officiating/ field conditions/responsiveness from central staff. Seem that anyone who brings a concern to the central office is a noted as a nuisance. Poor service.
- The Skyhawks summer camp cost more than the value of it.

Additional comments from survey participants (Q14) Continued:

20. I think some of the summer camps are expensive so what the kids do and for families with limited funds
21. The aquatic center rates are reasonable, but the fact that adults pay more than children even though the facility is set up for youth (with severely restricted lap swim opportunities) can be frustrating.
22. Prices for adult softball if you break it down per-game are insanely high!
23. Prices seem to be set for high income families which discriminate against lower income families leaving hundreds of children that want to participate unable to. Although the scholarship program is greatly appreciated and well used it only covers a few activities depending on the cost of each. Maybe a reduced cost to those participating in the program would allow the kids to enjoy and benefit from more of the offered activities. you guys have the best program I have ever seen for the youth in Moscow and we are very fortunate they exist. I would like to see it expand to youth in all of Latah county not just to kids in the city limits.
24. don't know
25. cards that parents could put money on for vending machines and concessions would be great
26. Aquatic center fee is too high for resident, discouraging its use and eventually reducing the city's revenue because less of people purchase the seasonal passes.
27. I think prices are fine across the board for our family. But many families who would benefit from programming can't afford it. More scholarships/sliding scale
28. for families with children most usage should be free as much as possible
29. Don't participate so I don't know what the costs are.
30. Picnic shelter rentals are ridiculously expensive. \$25 up from \$10? Not worth it when you can just grab a table outside the shelter at many of the bigger parks.
31. Have not used
32. I don't know for a couple of these.
33. Not unreasonable as cities go, but still hard to afford
34. As a single mom, I can't afford any of these programs
35. Classes and amenities are a great value

Q15. Rate how important these proposed recreation programs and facilities are toward enhancing the overall quality of life for the people of Moscow:

Answer choices	Very Unimportant	Unimportant	Neutral	Important	Very Important	Very/Unimportant	Neutral	Very/Important
Develop more neighborhood parks	4%	8%	20%	44%	25%	12%	20%	69%
New ball fields	13%	21%	43%	16%	7%	34%	43%	23%
Lighted ballfields	13%	15%	32%	29%	11%	28%	32%	40%
Regulation ice rink	11%	11%	24%	24%	32%	22%	24%	56%
Extended hours for youth afterschool program (presently ends at 6pm)	11%	15%	46%	23%	7%	26%	46%	30%
Middle school-aged after school activities	6%	5%	35%	39%	15%	11%	35%	54%
High school after school activities	7%	9%	40%	33%	12%	16%	40%	45%
More variety of youth sports programs	5%	7%	44%	35%	9%	12%	44%	44%
More variety of adult sports programs	6%	10%	49%	28%	7%	16%	49%	35%
More variety of non-sport youth programs	5%	4%	43%	36%	12%	9%	43%	48%
More variety of non-sport adult programs	8%	6%	45%	33%	8%	14%	45%	41%
More programs specifically for senior citizens	7%	6%	46%	31%	10%	13%	46%	41%
More community special events	6%	7%	43%	33%	11%	13%	43%	44%
More intergenerational activities	6%	6%	45%	33%	10%	12%	45%	43%

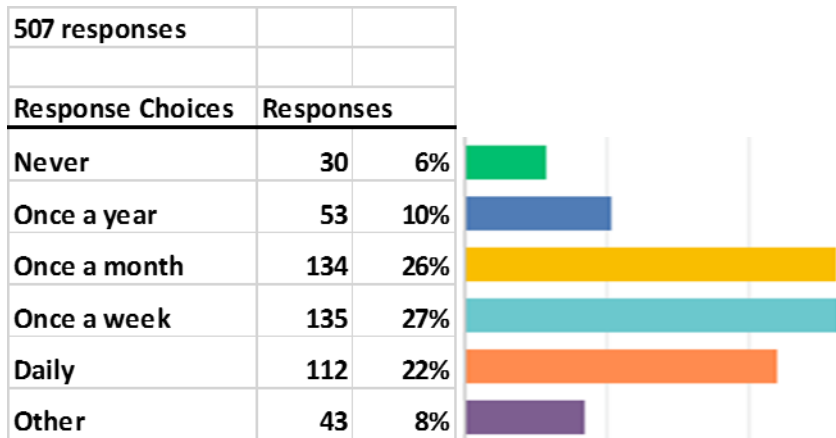
Additional comments from survey participants:

1. Park near Itani please!
2. The ice rink's current program doesn't allow for much free/open skate and therefore don't support.
3. instead of a 3rd street bridge, put money toward ice rink! that would sow peace, foster strong families, provide healthy support for kids; a huge benefit for the community- and I don't even ice skate.
4. Hockey rink
5. New ice rink immediately please
6. A full sized ice rink will expand the hockey community, while also bringing in ever more people from the Lewiston and Pullman area
7. Worth saying again FULL SIZE RINK!!!! We live in the north folks!!! Not more baseball fields-- just one full size ice rink!
8. Cut available sports. If you have too many you don't have adequate funding for any of them.
9. Note that the senior population is growing; Moscow may become a retirement hub so appropriate activities are important in choosing to retirement here.
10. Put AstroTurf on baseball fields, reduce water use
11. Moscow has many great things going for it already; don't see any need for improvement!
12. We need an ice rink
13. I think there is a need for more middle school aged activities in Moscow. There are good services for young kids, but we have a gap in the older than daycare aged, but not quiet old enough to stay home alone group
14. Support Ice Rink - Largest impact to community
15. we need a large park for hiking, dog walking, picnicking, etc.

Additional comments from survey participants (Q15) Continued:

16. I know it is hard but I would love to see more options offered for classes and sports. And We would love more opportunities to do things in the community that are family friendly but also think about people with disabilities
17. Trails and lap swim opportunities are the biggest priorities/opportunities I see. It seems that Parks and Rec is already very attentive to youth and senior citizens.
18. If Moscow is planning on making any additions to the parks, a splash park is next! We love how've many parks there's are in this town to choose from and we visit different one a each week. Could also use another indoor park. Especially since the Eastside Market took out a huge portion of theirs.
19. Full sheet ice in building
20. I have found the dog training classes to be VERY helpful, not only to my dog and I but in building community relationships with other dog owners.
21. The more community activities the less youth becoming unruly juvenile delinquents.
22. develop the already established parks. consider a new way to get them developed with the land around it
23. programs at Eggan for youth and adults with disabilities
24. Pumpkin Derby with common hardware/wheel kits--ask Stafford County, Virginia parks and rec
25. More non-competitive youth sports
26. Lights for ball field!! And take better care of new fields
27. Kayaking roll class?
28. Ice Rink would be amazing for winter activities
29. "Neighborhood Parks" it depends. All kid/family centric, heavy on playground? No. Beautifully developed for walking, visual beauty, space, quiet? Yes.
30. Hockey and skating are huge in our community; it is so sad that our high school players are practicing in CHENEY, WA and we consistently lose good high school kids to CDA and Spokane. Consistently since the second high school season the rink was open. We don't need a world class facility, just enclosed regulation size sheet of ice with bleachers, heat and locker rooms please!!!
31. Dog poop!!!

Q16. From the following list, please check how often you use the City's pathway system, i.e., Paradise Path:



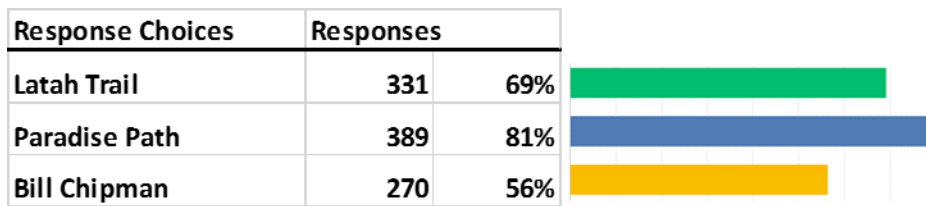
Additional comments from survey participants:

1. More than once a month, less than once a week
2. Several times each week
3. Would use more if wasn't so bumpy between Hordeman's pond and Mountainview Park
4. 3 times a week
5. 8-14 times per year
6. almost daily from May-October; less often during icy months
7. 2/month in the summer
8. More parking near the path would increase my usage
9. few times a week
10. three times a week
11. Coule times a week
12. Probably 6-10 times a year
13. 2-3 times per week
14. multiple times a week
15. hard to get to from the northern part of town
16. My grandsons use the pathway from Lena to MMS daily. It is falling apart. I use it a couple times a week. Need coordination with P&R/City Maintenance/MPD/MSD to develop the path, road crossings to Lena school/park
17. several times a week
18. Currently not using
19. 2-3 times a week
20. 1-2x per month as able and path is clear (and when it isn't so chilly!)
21. 2-3 per week
22. 2-3 times/day
23. Summer for biking into town
24. 3-4 times per week
25. More than once a month
26. 3-4 times a year

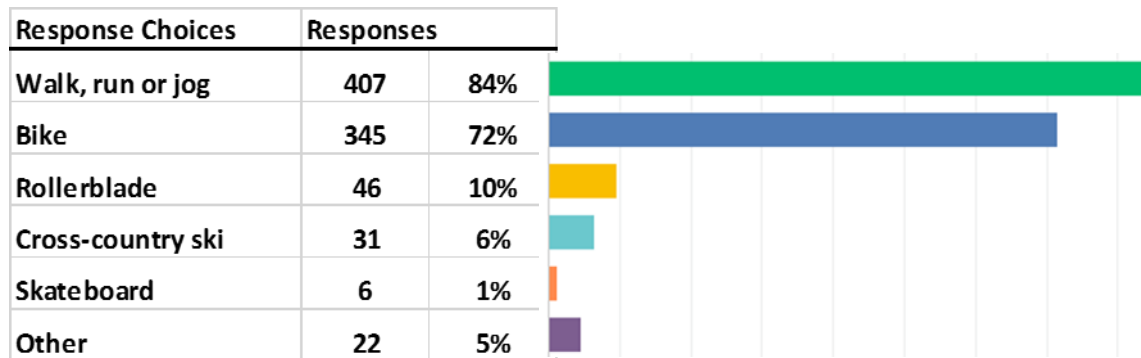
Additional comments from survey participants (Q15) Continued:

- 27. irregularly
- 28. B
- 29. A few times a year -- better linkage from the north end of town would be helpful.
Mountain View bike lane does not extend all the way to the path
- 30. More than once a year but less than once a month.
- 31. Two to ten times a month
- 32. 2-3x/week
- 33. 2/3 x/week
- 34. varies seasonally, more than once a month
- 35. Multiple times a week but not daily
- 36. 5 times a year
- 37. Four to six times a year
- 38. 2-3 times for running
- 39. More porta potties needed
- 40. 3 or 4 times a year
- 41. 2-4 times per week
- 42. 2-3 times per week

Q17. From the following list, please check what parts of the Pathway system you do use (select all that apply):



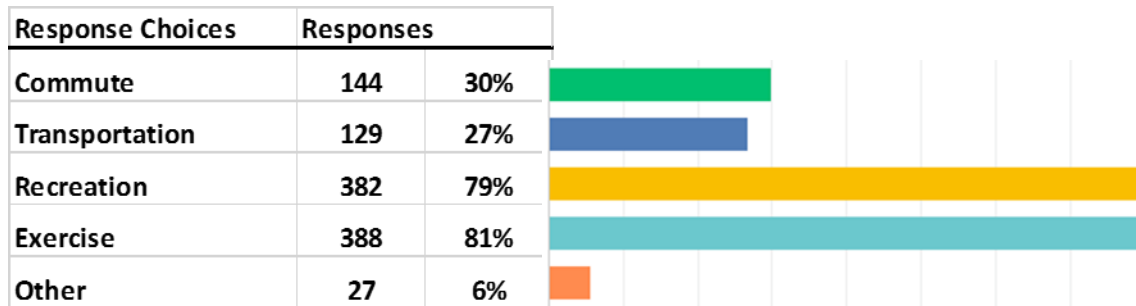
Q18. From the following list, please check how you utilize the pathway system (select all that apply):



Additional comments from survey participants:

1. Nature Observation
2. stroller and bike with trailer and bike
3. Walk dogs
4. walk dog
5. I would ski if it was groomed
6. Dog walking
7. Mostly to pick up my son from the West Park school.
8. Do not use
9. Photography
10. roller skate
11. My wife uses the pathways in the D street area, near Good Sam,
12. dog walk
13. walk my dog
14. dog walking
15. Stroller
16. Do not use any paths yet
17. Stroller
18. Roller skate
19. Dog walk.
20. walk dogs

Q19. From the following list, please check why you utilize the pathway system (select all that apply):



Additional comments from survey participants:

1. Fun with kids
2. Dog walk
3. walk dogs
4. Our city has no bike infrastructure that allows children to bike safely. We use the paths mainly to allow our children to ride their bikes.
5. i get to be outside!!! yay!
6. To take my cat on walks
7. Convenience
8. Relaxation
9. Pleasure; Pleasant way to walk from place to place without hassle of traffic and cars
10. and mainly from March-October, depending on weather
11. Socialization. Health and quality of life benefits for dog and us.
12. Do not use
13. Wildlife observation and birdwatching
14. I don't
15. recreation includes or use as separate use for Beauty, Bird-&-Critter watching, catch nearby art featues (Transit Ctr & others), experience sense of place.
16. Walk leashed dog (all dogs should be leashed; city needs to enforce leash law on paths)
17. IF you include the MMS-Lena path and you should it is heavily used day and night for school pathway, exercise dog walking
18. Kids often use pathway on class trips around town.
19. Walk dog
20. Kids ride into town
21. Dog walking
22. walk the dogs
23. walk the dog
24. Dog walking
25. Do not use yet
26. Dog walk.
27. Dog walking

Q20. From the following list, please indicate whether or not you feel safe using the pathway system. If you select "NO", please explain why.

Choices	Responses	
Yes	432	90%
No	50	10%

Additional comments from survey participants:

1. Some parts (my. View between Joseph st and white st) doesn't have sidewalk or enough space for pedestrians and cyclists
2. We live out on Juliene Way, and while it isn't to the extent that I will not use it for this reason, I do get nervous sometimes taking my toddlers out for a walk due to how out of the way it is, along with no cell service (for most carriers).
3. It isn't lighted and doesn't have emergency phones
4. Do not see many people on it and being from Spokane it reminds me of the centennial trail so a preconceived notion of crime and not being safe for women. Also having our house broken into while we were home has given me a hard time feeling safe in Moscow. :(
5. Paths are fine. Some bike lanes on city streets are a problem.
6. road crossing are dangerous and not well marked so cars don't slow or pay attention
7. I wish there was more lighting near the tunnels and bridges for evening commutes
8. Some sketchy people on the bill chipman route
9. There are often dead light bulbs on trail section through UI campus soccer fields and rec center- gets dark, shaded, a little frightening; also section from Pattys Kitchen to Crites- does it have lights? Last year I was biking to WSU when Chipman trail was being resurfaced, but didn't know ahead of time and had to bike on the highway shoulder all the way to Pullman- very scary! Wish the communication was better when trails are closed.
10. could be lit better as it gets darker earlier, maybe use solar lights?
11. I do feel safe during the day but I would encourage more lighting for evening walks. Maybe an emergency phone system. I use Herons Hideaway a lot and would love better night vision through there.
12. Generally yes, but there are areas that need better lighting and better upkeep so a person that is on the trail by themselves feels safe. They are able to see what is going on around them.
13. Only sometimes. Paradise Path and Latah trail have some secluded sections which make walking alone risky
14. In general, I feel safe on the pathway system. However, I do feel the city needs to have someone ride around ON A BIKE on the pathway to identify hazards that aren't obvious when in a utility vehicle. Cracks, potholes, bridge approaches, etc., could be better maintained. Otherwise, we're making great strides with our pathways!
15. Randomly forced into unfamiliar routes due to construction without signage.
16. Would like better lighting
17. The bikers going really fast on the University parts of the trail almost run over my children. Seriously, one almost hit my two year old.

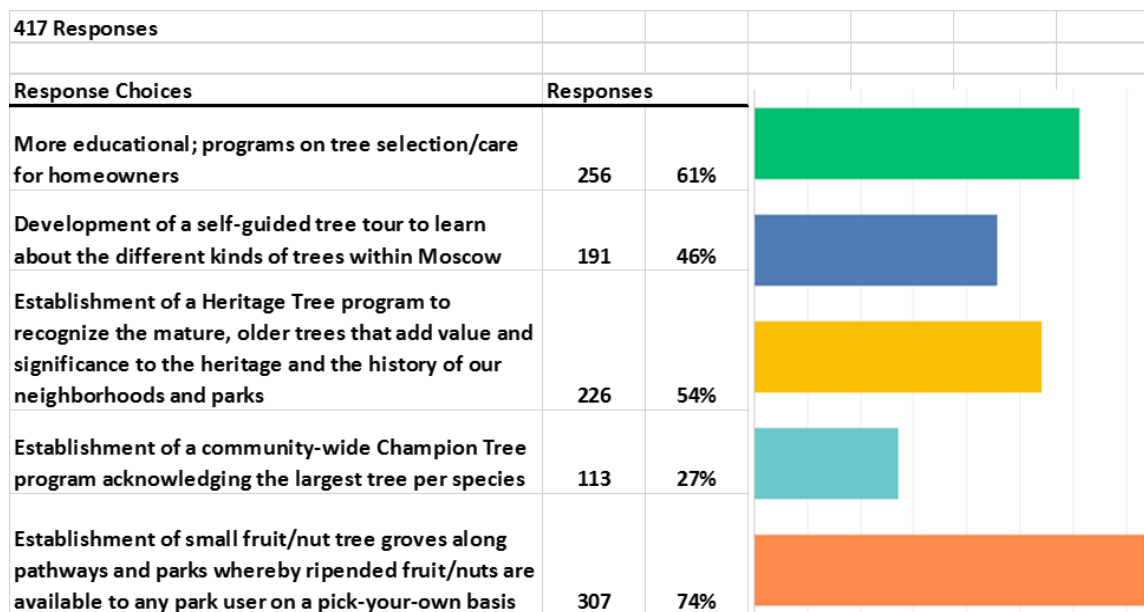
Additional comments from survey participants (Q20) Continued:

18. Berman pathway light mostly not working
19. I did feel safe, but since the large "Identity" apartments were built, it is very dark and towering next to the path. I feel uncomfortable riding my bike a night beside the apartments. Now I usually ride along the Troy highway to go home. But I did hear the city is creating an underground path to cross beneath the highway. That is awesome. :)
20. Off leash dogs when biking create a hazard
21. Too dangerous when covered with ice/snow
22. Daytime only
23. it is pretty dark
24. Yes, but condition and lack of development is not good, lighting, cameras, or security/help could be used.
25. Dark at night
26. At night there are areas without lights
27. No phone to use if need help no security
28. road crossings are often dangerous, unmarked and unregulated, with cars showing little respect or awareness. crossing the highway to get to the pathway is very dangerous. construction developers have abused the public trail leaving dangerous debris, dirt, and blocking with out warning.
29. Generally yes, but I don't use it by myself at night.
30. Women don't usually feel safe alone. With people is fine though.
31. It depends on the time of day. i would not use at night.
32. Certain sections are starting to feel unsafe like the new pathway along the Identity On the Main apartments
33. Not after daylight hours; needs lighting.
34. Better question would be what areas I feel safe or unsafe using the path. I feel safe overall, but I feel there are areas for improvement on lighting, re-paving, etc. such as the small portion of path north of 6th St on campus
35. Hwy 8 and mountain view to cross road
36. Lack of lighting
37. I wish the paths were lighted, though that is probably unreasonable.
38. To dark at night and early morning, feel safe during the day.
39. Being a black woman, I am always careful with my surrounding. I always go walking with my husband or member of my family. I don't feel safe alone
40. in some places it's way too dark
41. Not at early evening or night.
42. It is fine during the day, but It is too dark at night, needs more lights
43. Generally yes, have reservations about section behind Identity apartments now with limited visibility
44. Only use it mid-day due to safety
45. occasionally run into loose dogs while cycling; how to report them while out?
46. for the most part yes, but some sections between Troy and Moscow need to be resurfaced. Also, maybe a line down the middle to keep "wide loads" on their side. Wide loads meaning groups of people.

Additional comments from survey participants (Q20) Continued:

- 47. Unleashed dogs Heron's hideout
- 48. More lighting and brighter. Input emergency alert stations.
- 49. In general I feel very safe using pathway system but have noticed some deep cracks in pavement between path and bridge where a bike wheel could be damaged and/or cause bike accident.
- 50. Except for moose! ☹️
- 51. While peaceful, I've often been running and there's a guy sitting in a tree, or someone walking up out of a ditch, or being similarly weird and I'm alone, far from the main road
- 52. There could be more lights along the in-town portion to allow it to be open later, though.
- 53. Need better fog lines, signage about headphones, staying to the right, and vehicle right of way
- 54. it depends on time of day and what section of path. The west side of the path from campus out toward Pullman doesn't feel safe at night if you're traveling alone.
- 55. No lights

Q21. Moscow's community forest consists of all the trees within our city limits. This includes street trees, those in parks, along the pathways and even trees in our yards. From the following list please select the programs you would be interested in seeing established and/or improved upon (select all that apply):



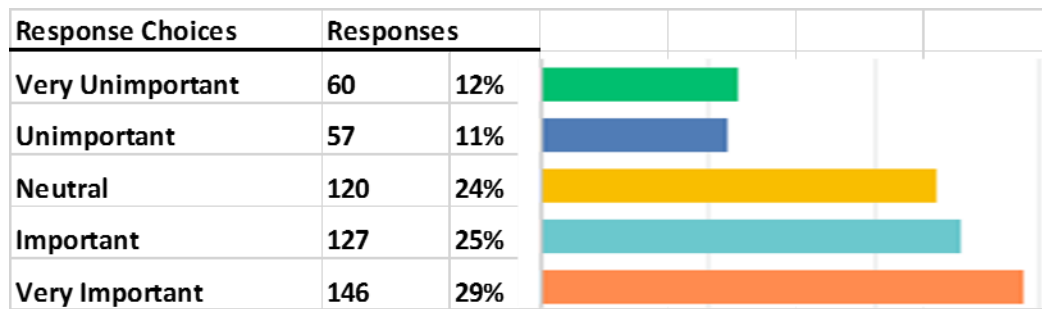
Additional comments from survey participants:

1. I think the city should plant trees along sidewalks for free in newly developed areas or otherwise people seem to not plant there and it looks bad. Like over by Rodeo drive area. Seems like rental owners not plant.
2. More trees in general
3. Need regulations, and enforcement of them, on which trees can be cut down. So often we see old (>75 yo) & healthy trees being cut down by landowners within city limits. There should be limits, a process, etc.
4. This is so cool! Yes!
5. Encourage citizens to water lawns around their trees; a simple drive around town reveals that many trees in Moscow are very water stressed (dry) during the summer months. If there is truly a water shortage...why are housing developments & Logos H.S. football field (artificial turf??) continuing to be approved. If trees are truly a priority in Moscow, this urban forest needs to be managed with some consideration for the stress it is being subjected to during the dry portions of our summer months.
6. Yes!!! Importance of trees in all ways
7. Policies, practices, and resources (including monetary ones) to assist in removal of diseased trees, lessen risks for contagion and hazards. Not all residents have the knowledge, time, or wherewithal to prune or remove dead, diseased, or damaged trees on their property or in the public right-of-way.
8. City government should stay out of tree programs.
9. We need shade and trees planted along the trail and at the city parks!! More shade I say, please plant more trees near the play structures. Good example for this is Frontier Anderson Park has almost no shade all day until about 4pm in the summer. The trees are not close enough to the equipment to cool it down

Additional comments from survey participants (Q21) Continued:

10. low cost trees for homeowners
11. Tree purchase program (free trees for property owners in areas where trees are needed.)
12. I LOVE TREES
13. I'm very much into trees & drawn to these programs. The value of trees cannot be understated.
14. Info re: good tree pruning (DIY or who to hire)
15. all of these are adorable!!!
16. I like trees along pathways but it increases maintenance
17. Neat ideas!
18. Fruit trees along pathways are going to cause issues with cleanliness and pests. I actually avoid sidewalks and paths that go under fruit trees because I've been stung too many times by the bees feeding on fallen fruit!
19. Overly large trees do not belong near buildings as they can be very hazardous.
20. Native plants! Utilize native trees and shrubs and provide education about them.
21. Love trees, always want to see more.
22. I don't feel qualified to say, but I do really enjoy the mature trees.
23. The last would be amazing! I would, however, consider planting them so many feet away from paths so there would be little to no clean up required, otherwise it would become very messy.
24. More shade trees in parking lots, ball fields, pathways and public areas. There are a lot of trees in town but most of them do not provide shade in places it is needed. A lot of elderly, disabled and people with certain diseases are at risk of serious health issues when in the hot summer sun and are forced to stay home because of this. More shade in public places would allow more to enjoy community events.
25. So many trees appear to be struggling due to lack of water. Plan for replacement with younger trees?
26. Better policing and education of tree placement and removal activities
27. Having fruit tree garden is an interesting idea!
28. Would rather see kids and youth be the focus -- not trees.
29. concern about fruit trees along pathways would be fallen fruit on the path - bees, mess, etc.
30. Love all these ideas!
31. Do nothing
32. I think pick your own fruit trees would be messy.
33. Help for homeowners in caring for large city trees and info on when to request trimming
34. Nuts/fruit will increase rodent traffic on trails and be a hazard during recreation. Establish the nut/fruit bearing trees away from public traffic. Those picking the harvest will also not interfere if located away from people traffic areas.
35. Not interested in paying tax dollars for any of these.
36. Editable trees
37. Not interested in paying tax dollars for any of these.
38. These would be great around the new ice rink especially!

Q22. How important is the reduction and/or elimination of pesticide use in City parks (select one):



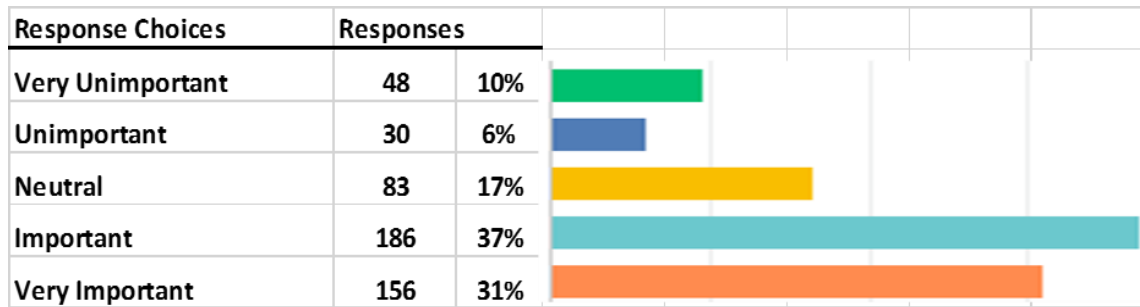
Additional comments from survey participants:

1. I can't stress this answer enough.
2. Appropriate and precise pesticide use is helpful, loss of habitat has a bigger impact on native species
3. VERY IMPORTANT. Use natural products or integrated pest management techniques.
4. I think it should be limited, but at times it may be necessary if it maintains the good health of the vegetation.
5. Let's include herbicide use in this survey/discussion. Last year, Park employees spraying weeds killed two of my shrubs (on the border of City maintained play-fields) by their liberal spraying application.
6. Moscow Sustainable Environment Commission is doing an excellent job of bringing scientific justification to the attention of policymakers and the public. Most of the emphasis seems to be on direct exposure. I'd like to see more information about indirect effects of pesticide exposure, including to pollinators (and food production and the economy) and fate and transport involving soil and water over time.
7. This is understandably a long-term process, but the goal must be to move toward zero harmful chemicals.
8. Pesticides are a part of agriculture and I am not worried about public use.
9. If children play there, don't use pesticides.
10. Extremely important to not put it into the environment & waterways; to prevent secondary contamination like it's on the dog so on you & the couch; stop hitting non-targeted species like pollinators & the good bugs; foster adaptive thinking vs. us-them kill it mind-sets.
11. Finding effective alternative solutions is important
12. I have multiple chemical sensitivities which means I cannot use parks for at least a week after spray of any type.
13. Very important if the fruit/nut program were to be established; dog/pet frequented areas are also of concern
14. ground water is an issue, we should protect what is left of it
15. Pesticides are an important tool that can be used safely and effectively. The option should not be eliminated.
16. Natural pesticides should only be used
17. chemicals cause cancer and we have enough in the farm fields around here.

Additional comments from survey participants (Q22) Continued:

18. My family has a child who is immuno compromised and pesticides are not good for him at all especially when he is crawling and moving around the grass and parks
19. Please, PLEASE stop pesticide use in our parks! This is so very important for our children's health.
20. Eliminate pesticides please!!!!
21. It's the bees and the kids.
22. It is sometimes needed so depends on situation
23. I would rather pesticides be used than have weedy parks.
24. I don't love herbicides but I also want to make sure our parks don't harbor noxious weeds. More spot treatment and less full field treatment. Recognize the negative plants and don't spray those.
25. Necessary evil.
26. I think there needs to be more done to get rid of the mosquito breeding grounds!
27. should have been done years ago
28. There are great alternative management tools available to reach a reduced pesticide goal.
29. Very very very very (you get the picture) important
30. Please make every attempt to stop using these known carcinogens!!! (not to mention bee-killers...)
31. balance needed
32. we have dogs; concerned about the collapse of colonies, such as bees
33. Reprogram this question. It is currently check all that apply.
34. I'm sick (literally....as are my children) from the non-stop use of poison!!!
35. Please continue to expand the amount of areas that receive harmful chemicals. Please use wood chips at our playgrounds and not a rubber or plastic product.
36. Please get rid of pesky bugs at all costs.
37. I'm concerned about the number of diseased trees already in Moscow. Some areas you can feel the sap mist under them from bugs. It's a problem keeping car windshields clean.
38. I would like them to post when they use chemicals at Mountain View so I can keep my dog off it.
39. Reduction of unnecessary pesticides, yes. Reasonable, well-managed pesticide use is OK.

Q23. How important is switching to solar or other alternative power sources to run City parks and facilities where feasible (select one):



Additional comments from survey participants:

1. Great idea!
2. VERY IMPORTANT
3. Only if it's a long term financial benefit.
4. Takes a life time to finally cover the cost of putting them in place.
5. That would be awesome!!! Is there funding for that?
6. Walk the talk; it's only going to become increasing crucial to use alternative energy sources for costs & availability; the very NATURE of parks stresses natural resources including solar usage.
7. cost sensitive
8. As much as possible depending on overall costs
9. My husband is in the electrical industry. This area is not ideal for use of solar
10. That would be really cool idea. My question is what kind of savings to implementation cost do we see?
11. saves money and good for the planet
12. It makes sense when possible
13. You never get cost savings out of it
14. including heating of pool water
15. The city should lead by example to make alternative energy sources more visible
16. solar/wind combo?
17. That would be awesome!
18. Solar power doesn't seem like a great option for Moscow given the climate. If there was evidence that it would pay off financially, maybe.
19. Power here is cheap and provided mostly by hydroelectric sources. Solar energy is not worth the cost. Savings would not be significant
20. plus "Dark Sky" lighting policies
21. The parks use such little power that solar would be inefficient as far as cost and maintenance

Q24. Water conservation is important here on the Palouse. To save on water consumption, would you be supportive of allowing some less used parks, or areas of parks, to go brown in the dry months (select one)?

503 Responses					
Answer Choices	Responses				
Yes	415	83%			
No	88	18%			

Additional comments from survey participants:

1. Saving water should be a high priority.
2. Many of the parks are too wet!! Would love dryer parks.
3. Replace the grass on the athletic fields with artificial turf!
4. Too many times I've seen parks flooded. Doesn't seem right.
5. the parks are OVER watered right now--there are muddy puddles all summer long, very poor use of our limited water resources
6. Although this is a great idea in theory, dry grass is bad for pets walking on it, kids playing on it, etc.
7. What about water from the WRRF, like UI uses? AKA, a purple pipe system.
8. keep one park green
9. VERY IMPORTANT. "Brown is the new Green". Grey water recycling, rain harvesting - and community classes to teach those types of techniques.
10. I think all the parks should have a little bit of green lawn, but it definitely doesn't need to be all of it. Having some communal green space available makes it easier for individuals to shrink/eliminate their own lawns.
11. Just reduce water usage but keep them healthy, just dormant
12. City parks are an important resource for families who don't have yards and families who reduce water usage by reducing their own water consumption during summer and either eliminate their own lawns or allow them to brown during summer.
13. Need to consider the trees moisture needs.
14. But with mindful application. There are many parks that are used comparatively little to others. Say the Mountain View Park which is huge is barely used compared to Olyear. Therefore, Olyear should be kept green while Mountain View could be kept green for a field or two.
15. Can also do mown paths and let some grass go to seed and full seasons character, save mowing (energy, gas, noise when trying to enjoy parks)
16. The City could set a better example. Expanses of soft-bladed varieties of turf grass in City parks have been kept emerald green over the past few years, even as many of us strive to conserve water and create Wisescapes.
17. I see far too much water used on parks in the summer.
18. Moscow floods its parks with way too much water.
19. I think there's a lot of room in-between these two options. How about the city stop irrigating the parks in the heat of the day, for starters?

Additional comments from survey participants (Q24) Continued:

20. Green grass is important to me, HOWEVER there are some parks that seem chronically overwatered. East City Park is often MUDDY for example, and excessive watering makes the grass squishy and wet. How about just water less???
21. Green grass in August is a sign of wastefulness.
22. I think educational signage would be good in any parks that are allowed to go brown. But I'm VERY supportive of this water conservation!
23. Maybe: certainly less green. Important to take into account the ecology of the whole park, like trees (not just grass) & critters & microorganisms. Use more native & Wisescape planting in edging & bunches & some activity areas.
24. Dead grass is ugly.
25. Can we use untreated water, like the U of I?
26. Areas where people actually play should be watered for safety's sake (i.e. ground does not become rock hard)
27. My biggest concern is that they stay well maintained and turned back on in a timely manner.
28. Not sure which parks are used less often
29. It shouldn't be all or nothing. How about cut back, but don't cut out watering altogether?
30. Except for East City - I do love that green space in the middle of town
31. As long as areas where sports are played (e.g. soccer/lacrosse fields) are not too spikey when you fall on them.
32. I am torn. I brown my own yard, but like to go to beautiful green parks in the summer.
33. Definitely. I would like the non-used portions of the new ball field on Joseph not to be watered & the sprinklers adjusted so that water isn't wasted running on the adjacent sidewalks/path.
34. Why not implement water collection for irrigation
35. and plant more trees for shade
36. YES for ALL the park!! Half the parks are literally MUD! It's insanely wasteful and makes recreation worse. My kids are playing in puddles in East city and Hordeman Pond in the middle of summer from over watering. Irrigation water regularly runs into the street on my morning bike ride. irrigation of the parks need to be MUCH better regulated and controlled, the parks NEED to set a good example of conservation, current water OVER use is disgraceful.
37. Many of our park students can be watered less.
38. The parks should conserve just like they ask households to conserve.
39. Yes, yes, and yes again!
40. Actually, the green areas of most city parks are currently over watered.
41. The city should be working on a long term surface water storage/pipeline solution.
42. But it may require weed control
43. Love this idea!
44. If not being used

Additional comments from survey participants (Q24) Continued:

45. This would look terrible. I would prefer the transformation of some parks into low water usage zones. The difficulty here is that further up the survey asked about adding parks. If we are already having a difficult time watering the parks we have, adding more would not be logical.
46. Letting things go brown increase health risks for those with respiratory illness, every one actually, increases bug breeding grounds increases heat in the area and is just plain ugly. I would love to see places with timed sprinkler systems, like the university stop wasting water. Sprinkler systems should only run at night and run long enough to wet the soul not saturate it and run off into streets and sidewalks. The biggest loss of water resources is due to these systems.
47. there are now drought tolerant turf alternatives suitable
48. Grass types could be changed to cope with drought... i.e. buffalo grass
49. Water quality should be a high priority
50. Great idea
51. Absolutely!!!
52. Be a leader in smart water usage
53. only in draught years
54. Parks would be ugly and uninviting
55. Seems perfectly reasonable.
56. not too brown, but they don't need to look like golf courses
57. I've seen parks being watered in the middle of the day though. Consider watering at night for a shorter time.
58. just fix the sprinklers that over water (Vista park and Mtnview Park)
59. My yard is brown. But it is nice having green grass to play on. So... yes, to less used parks, but keep some green
60. ABSOLUTELY
61. Maybe try xeriscaping in areas to retain beauty but not just let it look neglected.
62. Homes should go brown and new homes should only be allowed wisescape. We all should sacrifice our home green space and use the green spaces at our parks. Green home lawns is for mostly aesthetics and is therefore less important. Irrigation is 60% of our water use. Let's ensure we use it efficiently. One way to do that is to only water our community parks. Plumb in grey water if possible for this.
63. Just smarter times for watering. There is room for improvement
64. I would rather have my kids play on green grass then crunch on brown dead grass
65. It would be nice to have sections of parks that are grass for small children to be able to play in.
66. I think it's a better use of water to keep parks green so people are less likely to overwater their own yard as an alternative to a brown park.
67. Depends on what is considered less used
68. All of them!

Q25. To save on water consumption, would you be supportive of transforming more park turf to low water usage zones, such as Xeriscape?

488 Responses			
Answer Choices	Responses		
Yes	415	85%	
No	73	15%	

Additional comments from survey participants:

1. I don't mind brown grass, but I still want it to be grass.
2. As long as it doesn't cost too much as other things are more important.
3. As long as there was plenty of room for running and playing in grass.
4. With limitations as noted above.
5. As long as function remains the same (no sharp ground cover, etc)
6. ABSOLUTELY! This is a no-brainer. Xeriscape has been widely practiced in the western and SW USA for decades, can look beautiful, and is smart! ALL city properties should be xeriscape, including school grounds aside from sports fields.
7. Not sure what this is
8. Native Palouse species.
9. Depends on the park. I am more in favor of exploring low water use turf grasses.
10. Absolutely. I have done this with my home.
11. Kids need places to run and play in our parks. Unless you're transforming a neighborhood park into an Arboretum, I don't see how xeriscape would work in an active park...
12. Particularly areas around big trees at east city park that just end up as a muddy mess anyways! In general I like more grass...no one will picnic or play in the middle of wood chips.
13. Xeriscaping is even prettier than manicured lawns.
14. Also said yes in question 24 for this. Absolutely, do use xeriscaping! Attracts small wildlife like quail & songbirds; educational op on natural world; engenders; saves water! diversity
15. Neutral, depending on accessibility and level of "visual unkemptness"
16. IF xeriscape doesn't interfere with use (e.g. occupies area where one could sit on the grass to read or have a picnic).
17. Would need more information.
18. Not sure - would need to see the City's plan. It is nice to have a green space, but maybe the City could reduce the watering schedule
19. Maybe, depending on where and which parks.
20. Some, but people need grass areas for activity
21. Use native plants!
22. It really depends on which parks and where.....
23. Where it makes sense.
24. Again reduce the waste caused by timed sprinkler systems!
25. Conserving Moscow's aquafer as the city grows is of vital importance for sustaina-

Additional comments from survey participants (Q25) Continued:

- 26. large open spaces are important to children
- 27. Again, absolutely!
- 28. Reduce maintenance costs over the long term, sustainable landscapes are important
- 29. But this could go too far. Turf for play in parks is more important than turf in unused front yards...
- 30. I don't know what Xeriscape is.
- 31. Useless for recreation. There's rain here for much of the year.
- 32. I'm not sure ... a lot of factors to consider.
- 33. Natural....poison free YES. No idea what xeriscape is though
- 34. Parks with grass, allow citizens to Xeriscape individually.
- 35. GROSS!
- 36. For current use, people use all of the available grassy spaces for activities.
- 37. It's ok if the grass gets brown during the summer, but I would rather have green areas in the spring than rockscapes all year.
- 38. Yes where it would be just bushes, etc, otherwise. But NO if it means reducing open space for running and walking dogs. I'd rather see brown turf.
- 39. As long as it doesn't compromise play space, I don't mind

Public Comment #1

Letter dtd 3/22/19

Dear Friends of Moscow Parks & Rec:

Thank you for your work on the *City of Moscow Parks and Recreation Master Plan Update 2019*, and for considering public input on that document, so that it remains dynamic and current, to reflect the changing wants and needs of the population, and realities involving matters like water conservation, herbicide/pesticide use, and stormwater management. Parks facilities, open space, recreational programming, community connectivity, social equity, and ecosystem resources are all worthy of our attention. I appreciate that the draft document is so inclusive!

As invited, I offer the following comments:

Sect. 1.7 (p. 8) Age & Gender. This section seems to assume a static state, or at least a smooth trajectory. It seems worthwhile to speculate on shifting demographics, relative to the boom of Boomers, Moscow's attraction of active retirees and aging parents, decline in university enrollment, the prospect of an influx of climate refugees, any of whom may shift Moscow's long-held youthful median age.

Sect. 2.2 (p. 11). I appreciate that the Tree Commission and Pathways Commission are specifically called-out in this document. Each is distinct, with co-equal advisory authority, but integral and complementary to Parks & Rec objectives.

Section 3.2.1 Park Development (p. 14) Actionable Item 1.

☐ First, the wording about meeting the needs of underserved areas could be misinterpreted (intentionally or otherwise) to mean new subdivisions, rather than low-income or transient neighborhoods that have been waiting.

☐ I'm not convinced that the first bullet point about setting a goal to accomplish "initial development" of at least one park property a year, using Hamilton funds, is do-able any more. That fund is effectively depleted with other Council objectives, and competing opportunities can arise that are too good or too urgent to pass up. Even if the goal is simply aspirational, it seems arbitrary. You might rephrase it.

☐ I appreciate the last bullet point in this section, and that it mentions mature adults and Boomers (like me), but am wonder whether creating "theme" parks is the way to go. I'm partial to providing proximity to multi-generational attractions (in tandem or parallel), when practicable.

Section 3.2.2 Environment (p. 16) Actionable Item 2.

☐ Please incorporate ideas about chemical uses in addition to pesticides, including herbicides (Witness the City's recent acquisition of the pressurized steam unit to ablate weeds.), pool chemicals, parks facilities chemicals for cleaning, VOC-emitting building materials and finishes (See the City's *Sustainable Purchasing Guidelines* and/or inquire about updating *Guidelines*: <https://www.ci.moscow.id.us/DocumentCenter/View/211/Sustainable-Purchasing-Guidelines-PDF?bidId=>), etc.

☐ Ice-melt chemical application might vary, depending on site sensitivity, topographic hazards, vulnerability of users (particularly children and dogs), delicacy of vegetation, damage to surfaces or equipment, etc. Conceivably, beet-based product might be best on some City properties, while more dilute solutions of MgCl might be best for others, and certain locations, like cross-country ski track through parks, might be better off with posting "not maintained in winter," etc.

This would also be a good place to incorporate objectives called out in the City's NPDES Phase II Permit and justification for a new stormwater utility. Parkland and other open spaces can be great assets in that regard!

☐ Maps showing relative locations of parkland Wisescapes for pollinators, parks elements in green infrastructure, connectivity of wetlands and seasonal flows of surface water, and similar environmentally-oriented efforts could inform development of future ones.

☐ Resources for collection/disposal of dog waste. Signage posting requirements for same.

Sect. 3.2.3 Water Conservation (p. 17) Actionable Item 3.

☐ Acknowledge public pressure to maintain some emerald-green turf, and include pros/cons, purpose-specific applications, the prospect of governmental intervention (local or state) to curtail water use and how parks will be designed for resiliency in those cases.

☐ In addition to xeriscapes/Wisescapes, mention judicious applications of drought-tolerant turf-seed blends, tree selection, moisture-retaining soil supplements, and specialized irrigation systems.

☐ List PBAC, UI Extension, and Latah County, among other educational resources.

Sect. 3.2.4 Accessibility (p. 18) Actionable Item 4.

☐ This section could be more fully fleshed-out. Accessibility includes amenities within parks (play equipment, drinking fountains, restroom facilities, wheelchair-accessible picnic tables), proximity of (sufficiently wide, barrier-free, ADA-compliant) pathways and other non-motorized transportation infrastructure, disability parking spaces, access to public transit, accommodation for visual/hearing/mobility impairments particularly in interior spaces, programmatic offerings, etc.

☐ I appreciate that you mentioned collaboration with "local professional accessibility specialty organizations" (such as Disability Action Center, UI Center for Disability Access, etc.)

Section 3.2.5 (p. 19) Alternative/renewable energy resources and savings.

☐ Consider modernizing terminology. "Alternative" only applies because "renewable energy" technology is not yet the norm! Could also specify "alternatives to fossil fuels."

Actionable Item 8 (p. 21) RE: covered playground.

☐ Consider purchase and adaptive re-use of defunct commercial or ag buildings, etc. among options for such space.

☐ Consider availability of shared use with school district properties for that purpose.

☐ Consider awning/pitch-out/lean-to extension/s to existing City facilities.

☐ Solicit input from private-sector play spaces, including the tots' play area at Eastside, the various bouncy/trampoline for-profit businesses, daycare operations, etc.

☐ "Covered" and "indoor" need not be either/or choices. Both could serve useful purposes.

Sect. 3.2.9 (p. 22-23) Pathways, Greenways, and Linear Connections. ACTIONABLE ITEM 9: A comprehensive network of paths and linear parks connecting all parts of the community.

- ☐ I am a vocal advocate for such connectivity, and strongly agree with the value of your objectives in this section.
- ☐ Gain support from area realtors, to move these efforts forward for mutually beneficial outcomes. Developers are gradually becoming aware of advantages too.
- ☐ Does the Pathways Commission recommend at least mentioning the development, extension, and success of the regional network of trails? (Work by Pullman Civic Trust and allies, to link the River Walk to a new Colfax-Albion-Pullman CAP Trail would be advantageous to Moscow too, as would extension of the Latah Trail. Education, compromise, mitigation, and public engagement are part of resolving conflicts.)
- ☐ You mention agencies as resources for technical assistance and funding. Might you also mention the value to the City of supporting educational and tech assistance organizations like Smart Growth, advocacy groups like the Idaho Walk-Bike Alliance, and maintenance funding agreements the City enjoys with partners like the Latah Trail Foundation/Latah County and the Chipman Trail?
- ☐ Ensure that linear parks and pathways, like other parks around town, have dog bowls and water bottle-refilling aspects at drinking fountains along the way.

3.2.10 Cultural Enhancement. ACTIONABLE ITEM 10: Broaden development of the community's cultural infrastructure and its integration into park sites and recreational programs.

- ☐ Add reference to prospect of permanent installations.
- ☐ Acknowledge that the Latah Trail also has artful interpretive signs and plans additional artistic elements, consistent with its Concept Plan. (You only mention the Paradise Path and Chipman Trail in that context.)
- ☐ Participate in mapping artful elements around town for self-guided walking tours, like Garden City has done.
- ☐ Elaborate on idea that artistic elements can be integrated into functional pieces, like benches, luminaires, and other street furnishings, and like the City has done with tree wells, manhole covers, utility box wraps, bus shelters, etc.

3.2.11 Convenience and Accessibility of Public Parks, Recreational Areas, and Public Open Spaces (p. 25) Actionable Item 11.

- ☐ Draft advises, "Amend the City's leash ordinance to allow off-leash time periods in suitable existing parks other than the Dog Park." I'm good with that, but please acknowledge that the City has two dog parks so far.
- ☐ I'm wondering whether this would be the appropriate section to delve into retrofitting existing parks to mitigate untoward effects of adjacent development, increases in traffic, or installation of a multi-modal bridge, proximal to East City Park.

Sect. 3.2.13 Effective Management, Administration, and Partnerships. Actionable Item 13 (p. 27) Maximize the efficient use of resources to develop and maintain a first-class system of parks, public spaces, and recreational facilities and improvements.

□ Draft says, “The collaborative efforts between Pullman and Moscow in the development of the Chipman Trail are a highly visible and successful example of what can be accomplished.” This is true, however that project was controversial, largely driven by one determined person (Nancy Mack), more than either city, or their universities. The project would have taken much longer, were it not for a sizeable private donation. (Incidentally, the maintenance agreement includes Moscow, Pullman, Whitman County, UI, and WSU.) The Latah Trail should also be mentioned here as a visible, successful example of collaboration.

Finally, in **Section 4.2** that defines **Park Classification** and open spaces, please consider inserting more references to parks as wildlife habitat and corridors, trees as assets, and advantages to elements of stormwater management (related to NPDES Phase II permit compliance) like flood prevention/mitigation, reduced sedimentation, soil filtration for water quality (e.g. TMDLs in S. Fork of the Palouse River, about which neighboring WA-DOE says, “The **river** has low dissolved oxygen, high temperatures and bacteria counts, lingering concentrations of toxic chemicals from historically used pesticides, and PCBs.”

Thank you again for this opportunity to comment.

Public Comment #2

Letter dtd 3/22/19

Thank you for the opportunity to comment on the Parks and Recreation Master Plan. I have a few comments and thoughts.

Reviewing the written comments in the various section of the plan and survey results, a new ice rink is mentioned numerous times. It would be great for Parks and Rec to work with the Palouse Ice Rink Board of Directors to enhance their ability to make it a new ice rink happen in Moscow. This winter time activity is buzzing with patrons for 6 months every year. The rink has been here for 18 years, the City Council and Mayor have endorsement it with the \$1 million Hamilton commitment. Can Parks and Rec endorse it and help make this winter time recreation a reality?

Recreation in Moscow and local region should not be viewed as just on city property (city parks, HERC, etc). The Park and Recreation staff should be supporting the well-being of the citizens, exercise, comradery, and enjoyment. Measures of successful programming should be focus on happiness, quality of life in Moscow. How should Park and Rec lead the efforts to improve the quality of life in Moscow through exercise?

A few other ideas come to mind . . .

This winter we had 6 continuous weeks of great snow, yet there was no access to cross country skiing in town. The parks, golf course, bike paths are all great places to ski, maybe make dedicated ski lanes on the bike paths when possible. It is only for short window, but it would show your responsiveness to outdoor recreation. Could you work with local farmers and allow for skiing on their fields for this short window?

Improving biking lanes from North to South in Moscow; the Troy highway underpass is a great step forward.

How should Moscow Park and Recreation work with other such as Palouse Empire Gymnastics, Karate and Taekwondo, the Woman’s Roller Derby group, road bike rides (Fondo on the Palouse), Moscow Area Mountain Bike Association, Elks Golf Course, workout gyms, Moscow Yoga Center, etc? Should the Park and Recreation help advertise for these entities? Someone new to town has to spend a lot of efforts to find these private and public opportunities. It should be easy to access all recreation and exercise opportunities in Moscow.

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

Dwight Curtis, Parks & Recreation Director

ADDITIONAL PRESENTER(S)

Representative from the Event

OTHER RESOURCES

AGENDA ITEM TITLE

Beer Garden Request for Corn Hole Extravaganza (ACTION ITEM) -Dwight Curtis

DESCRIPTION

A local business, Tapped, is requesting approval to have a beer garden at their new community event, the Moscow Annual Corn Hole Extravaganza. The event is open to the public and is scheduled to take place on June 22, 2019 (see attached letter and event map from Tapped).

The event involves a corn hole tournament, other games, food trucks and music. All revenue from the tournament will be donated to Palouse Cares Network.

The beer garden is small, similar to the Renaissance Fair event's beer garden, with security by Moscow Police officers, time paid for by Tapped. The Police Chief has reviewed the request, as well as safety requirements addressed in the agreement, and had no issue with this request.

STAFF RECOMMENDATION

No recommendation.

PROPOSED ACTIONS

PROPOSED ACTIONS: Review Beer Garden Request by Tapped for the Moscow Annual Corn Hole Extravaganza event to be held on June 22, 2019 in East City Park and recommend approval; or recommend denial of the request, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Corn Hole Letter 5-20-19
2. Moscow Annual Corn Hole Extravaganza 2019 Beer-Wine Resolution 5-28-19;mv(clean)
3. HOLD HARMLESS Moscow Annual Corn Hole Extravaganza 2019;mv(clean)

Brandon Allen

May 18th, 2019

To: Dr. Dwight Curtis

Moscow Annual Corn Hole Extravaganza

The City of Moscow is showcased best through its longstanding commitment to building community. Whether it be our nationally recognized Farmer's Market or the countless non-profit organizations that fill the gaps for those in need, Moscow is truly an incubator for strongly rooted community residence to thrive. The first Moscow Annual Corn Hole Extravaganza is an event aimed at providing yet another family friendly event where Moscow residents are able to come together and enjoy a summer day in fellowship. It is our request to have resolution passed allowing Beer and Wine to be served at this event.

The event will be taking place on June 22nd in East City Park where there will be a Corn Hole Tournament and other festivities for families to enjoy. Offerings include: Corn Hole, Spike Ball, Volley Ball, Face Painting, a Bounce House, Food Trucks, Frisbees, Live Music, and a handful of other events. The event itself is going to act as a fundraiser for a local non-profit organization where all proceeds from the tournament will be directed. Additionally, Moscow Building Supply will be hosting a youth educational event, prior to the tournament, where youth will be invited to learn how to construct Corn Hole boards and the importance of skill and safety when practicing woodworking. Specific details pertaining to the event are as follows:

* Sponsors: Summit Funding Inc., Story Real Estate, Jon Kimberling with Farmer's Insurance, Moscow Building Supply, Tapped, Mad Greek, Hahn Rental, Latah County Title Company.

* Alcohol Sponser: Tapped including insurance requirement where City of Moscow is listed as additional insured.

* Fencing will be provided to ensure closure of designated Beer/Wine garden

* Corn Hole Tournament entry fee: \$50 per team (two people per team)

* Free admittance for non-competitors

* Estimated number of participants: 200

* Two food trucks will be on site

* Trash will be collected and Recycling available

* Hours of event: 10:00 am - 6:00 pm

* Beer Garden Hours: 12:00 pm - 6:00 pm on June 22nd ONLY

* Map of event lay out provided below

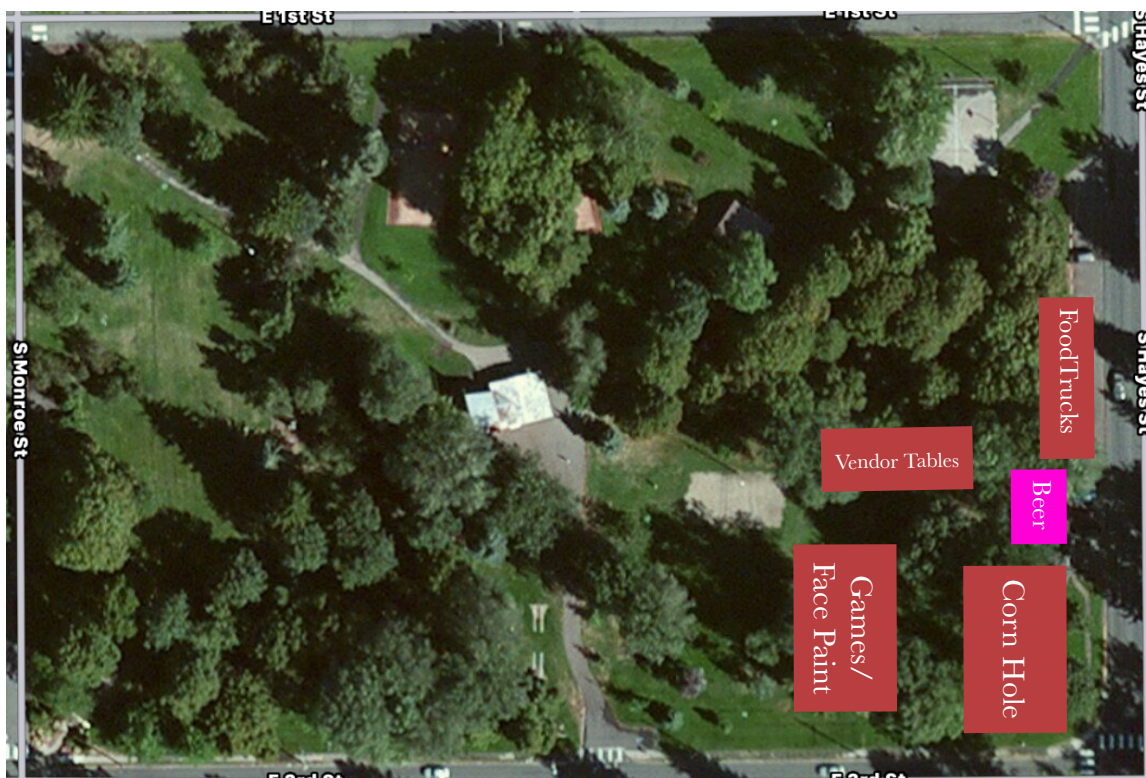
* 100% of all revenue will be donated to Palouse Care Network (with exception to food trucks and alcohol who will be donating portion of revenue to PCN

* Private Security will be provided unless otherwise directed from Moscow City Police.

* Gate Keeper's will be provided by Tapped to ensure Beer/Wine Garden is only accessed by those 21 years of age and older, and also to ensure alcohol is consumed only within designated area.

* Catering Permit to be requested from City of Moscow Clerk

* Map of event: **Please note, all locations can change at City's request



RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY OF MOSCOW, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ALLOW FOR THE TEMPORARY VENDING OF BEER AND/OR WINE IN EAST CITY PARK UNDER SPECIFIC REGULATIONS AND UNDER CERTAIN LIMITED CONDITIONS PURSUANT TO MOSCOW CITY CODE 5-13-4.B.; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

WHEREAS, Moscow City Code 5-13-4.B. prohibits the possession of alcoholic beverages while present in a public park in the City of Moscow, Idaho (hereinafter “City” or “the City”) except in accordance with specific regulations adopted by Council by Resolution; and

WHEREAS, East City Park in Moscow is a City park as defined at Moscow City Code 5-13-3.D. (hereinafter “the Park”); and

WHEREAS, Moscow Annual Corn Hole Extravaganza (hereinafter “the Permitted Event(s)”) is an event or series of events sponsored by Tapped (hereinafter “the Event Sponsor”), intended to promote family and community fellowship; and

WHEREAS, Council wishes to allow for the vending and responsible consumption of beer and/or wine under certain conditions, contained herein and during limited hours during the Permitted Event(s); and

WHEREAS, the Event Sponsor has paid the fee associated with the consideration of this Resolution; and

WHEREAS, Council wishes to prohibit the sale and/or consumption of liquor during the Permitted Event(s); and

WHEREAS, Council believes the regulations contained herein are appropriate; and

WHEREAS, Council believes that the specific regulations contained herein balance health and safety concerns of citizens, with the desire to promote responsible use of beer and wine; and

WHEREAS, nothing contained in this Resolution is intended to waive other laws and regulations applicable to the sale and consumption of alcohol within City limits; and

WHEREAS, nothing contained within this Resolution is intended to endorse or support any particular belief, philosophy, or political position of the Event Sponsor or of the Permitted Event(s), and/or its affiliates, associations, contributors, supporters, participants, etc.;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow, Idaho as follows:

SPECIFIC REGULATIONS ON THE SALE AND/OR CONSUMPTION OF BEER AND/OR WINE DURING MOSCOW ANNUAL CORN HOLE EXTRAVAGANZA, 2019:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (and not liquor), pursuant to these specific regulations and is not intended to amend or expand the Moscow City Code or any other applicable law or regulation beyond the scope of the particulars of this Resolution or beyond the hours of the Permitted Event(s). Other than as specifically provided herein, park, sanitary, health, litter, police, fire, sidewalk café, alcohol vending, and other laws and regulations shall be unaffected by this Resolution. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event(s) held on the 22nd day of June 2019 from 10:00 a.m. to 6:00 p.m. local time.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer and wine, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the licensed vendor has current, paid up, off-premise alcoholic beverage liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits.
2. No less than ten (10) days prior to the Permitted Event(s) herein described, the Event Sponsor shall deliver to the City Clerk one (1) copy of written proof that the Permitted Event(s) has obtained current, paid up, general liability insurance or special event insurance in an amount not less than One Million Dollars (\$1,000,000) combined single limits. Such general liability insurance or special event insurance policy shall be primary to any other insurance related to these events and to that of any potential party subject to a claim related to the Permitted Event(s).
3. City shall be named as an additional insured on the insurance policy of the licensed vendor.
4. No less than ten (10) days prior to the Permitted Event(s), the Event Sponsor shall deliver to the City Clerk the signed original of the agreement, attached as Exhibit "A", with City to defend, hold harmless and indemnify City of Moscow, Idaho, its agents, servants, employees, officers and contractors from any and all claims, causes of action or damages which may arise from the Event Sponsor use of the Park premises.
5. The Moscow Police Chief or designee is hereby empowered to order the immediate cessation of all activities allowed under this Resolution at any time he/she reasonably determines that it is in the best interest of City to do so. There shall be no appeal from a determination by the Moscow Police Chief or his/her designee to terminate all or part of the Permitted Event(s).
6. The Permitted Event(s) is required to have 2 City of Moscow Police Officers at the Beer Garden area at a rate of \$65 per hour per officer for the duration of the beer service. The Event(s) Sponsor is required to pay the City of Moscow Police Department upon receipt of invoice the week following Permitted Event(s).

Vendor:

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event(s);
2. All alcoholic beverages shall be sold only by a licensed vendor;
3. Every licensed vendor shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a catering permit;
4. The name, address, telephone number, alcohol license permit number of every licensed vendor, and proof of insurance covering the vendor's activities (as required herein) shall be provided to the City Clerk no less than ten (10) days prior to the Permitted Event(s) at which such licensed vendor shall sell alcoholic beverages;
5. The City shall play no role in determining which vendor shall be selected to sell beer and/or wine beverages in the Park during the Permitted Event(s); described herein

6. The vendor shall provide at least two (2) persons to check proper identification for those who shall be sold beer and/or wine during the Permitted Event(s). These persons shall be clearly identified and shall be stationed at the entrance to the designated sales and consumption area and no less than ten feet (10') from any sales or dispensing counter;

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event(s) at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the City Clerk three (3) copies of a site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine garden within the Park; (b) the barricade, sales and/or dispensing area, consumption area, entry and exit points; (c) identification checking station; and (d) food sales and service areas. Said site design and any subsequent alterations shall be approved in writing by Moscow City Parks and Recreation Director or his/her designee, and by the Moscow Chief of Police prior to the Permitted Event(s).
2. All beer and/or wine sales and consumption shall take place within the area designated by the Event Sponsor and as shown on the site map required by this Resolution;
3. The designated sales and service area(s) shall be physically separated from the rest of the Park by a barricade which is no less than four feet (4') tall and which is constructed so no person can pass under, over, or through it except at established entry and exit points located, as shown, on the site map required by this Resolution. All sales, dispensing, service, and consumption shall take place inside the approved barricade;
4. All food sales and service shall be located outside the approved barricade and have a space of no less than ten feet (10') between the approved barricade and food sales or service area;
5. No person shall be allowed to purchase, consume or possess alcohol other than within the area designated for beer and/or wine sales and consumption as shown on the map required by this Resolution;
6. There shall be no more than one (1) entrance and one (1) exit to each area designated for beer and/or wine consumption, as shown on the map required by this Resolution;
7. All beer and/or wine shall be dispensed in and consumed from its original container. Such container shall be a readily identifiable container not more than sixteen ounces (16 oz.) in size which shall not bear a logo for a non-alcoholic beverage;
8. Every occupant within the area(s) designated for beer and/or wine consumption shall provide identification to law enforcement officers or City employees who request it.
9. No person under twenty one (21) years of age shall be present in the area(s) designated for beer and wine sales or consumption at any time beer and/or wine is being served.
10. A sign shall be prominently posted at or near the entrance and exit to each area designated for beer/wine sales or consumption stating that entrance by persons under twenty one (21) years of age is prohibited.
11. Beer and wine shall be sold only within the designated areas at the Park only between the hours of 12:00 p.m. and 6:00 p.m. local time on the 22nd day of June, 2019, local time.
12. Beer and wine shall be consumed only within the designated area at the Park only between the hours of 12:00 p.m. and 6:00 p.m. local time on the 22nd day of June, 2019, local time, during the Permitted Event(s);
13. No person shall carry or consume an alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event(s) and consumed within the approved consumption area. Consumption of alcohol within the Park and outside of the approved consumption area shall be considered a violation of the City's open container ordinance.

Failure To Comply:

Failure to comply with this Resolution shall expose any such person to all relevant civil and criminal consequences and may result in denial of subsequent applications for alcohol permits in public parks for a period of no less than five (5) years.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Signature of Authorized Representative:

I, _____, as the authorized representative of the Event Sponsor have read, understood, and agree to fulfill all of the conditions and obligations set forth in this Resolution.

Signature

Date

ACKNOWLEDGMENT

STATE OF IDAHO)
) ss.
COUNTY OF LATAH)

On this _____ day of _____, 2019, before me, a Notary Public in and for said State, appeared Joel Cohen, known to me to be the person named above and acknowledged that she executed the foregoing document as the duly authorized representative for the MOSCOW ANNUAL CORN HOLE EXTRAVAGANZA.

Notary Public for the State of Idaho
Residing at _____
My commission expires _____

Attachment: Hold Harmless Agreement

**Moscow Annual Corn Hole Extravaganza, 2019
Beer Garden Map**



AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY
BETWEEN CITY OF MOSCOW, IDAHO AND
TAPPED
FOR THE MOSCOW ANNUAL CORN HOLE EXTRAVAGANZA

THIS AGREEMENT TO DEFEND, TO HOLD HARMLESS AND TO INDEMNIFY, between City of Moscow, Idaho (hereinafter "CITY") and the sponsor of the event, Tapped (hereinafter "TAPPED"), is made and entered into this _____ day of _____, 2019.

WHEREAS, Resolution No. 2019-_____ of the City of Moscow, Idaho passed and approved on the _____ day of _____, 2019 provides, in part, for the person(s) and or group holding the approved event to enter into an agreement with CITY to defend, hold harmless and indemnify CITY, its agents, servants, employees, officers and contractors from any and all claims, causes of action, or damages which may arise from the sponsor's use of CITY Park premises for the approved event; and

WHEREAS, this Agreement meets such requirement;

NOW, THEREFORE, CITY and TAPPED agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

TAPPED, through its duly and specifically authorized agents, hereby releases CITY and agrees, contracts and covenants not to bring suit and agrees to defend, hold harmless, and indemnify CITY, its officers, employees, agents and representatives from any and all claims, costs, judgments, awards, or liability to any person, including claims by TAPPED's own agents, officers, employees and representatives to which TAPPED might otherwise be immune, arising from the Moscow Annual Corn Hole Extravaganza event scheduled to occur June 22, 2019, permitted under the terms of Resolution No. 2019-_____, except for claims based upon the sole negligent, intentional acts of CITY.

TAPPED expressly agrees that this indemnity provision extends to any and all claims for injury, sickness, or death of any person, including officers, employees, agents and representatives arising out of, related to, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by TAPPED or its officers, employees, agents and representatives including, but not limited to, the caterer and/or vendor of alcohol during the Moscow Annual Corn Hole Extravaganza event.

Inspection, review and/or acceptance by CITY of any activity performed by or during Moscow Annual Corn Hole Extravaganza or any activity or non-activity by CITY police officers or other officers, employees, agents or representatives of CITY shall not be grounds for avoidance of any of the covenants of defense, indemnification or hold harmless by TAPPED on behalf of CITY contained in this Agreement.

TAPPED agrees that she/he (i) has read the foregoing Agreement, understands it, and agrees with its contents and conditions; (ii) has had an opportunity to speak with legal counsel prior to signing this Agreement; and (iii) understands that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person, can void or alter the terms of this Agreement.

I, Joel Cohen, Owner, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct.

SIGNED this ____ day of _____, 2019.

TAPPED

CITY OF MOSCOW, IDAHO

Joel Cohen, Owner

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Airport Grant – Runway Realignment (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

DESCRIPTION

Tony Bean, Executive Director of the Pullman-Moscow Regional Airport (PMRA) is seeking authorization from the City, as a sponsor of PMRA to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration (FAA) Airport Improvement Program for the purpose of completing Phase 4 of the Runway Realignment Project (grant offer AIP 3-53-0051-051). The amount of the grant is \$46,000,000 with a local match of \$3,735,200.00 from multiple sources, which includes a possible Washington State Department of Transportation (WSDOT) Aviation Division state grant. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached Resolution has been prepared for that purpose. The Resolution also authorizes the execution of related assurances and certifications.

The City of Pullman, as co-sponsor of PMRA, passed a similar resolution at its City Council meeting on May 14, 2019.

STAFF RECOMMENDATION

Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (grant offer AIP 3-53-0051-051) and adopt the attached resolution.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program (grant offer AIP 3-53-0051-051) and adopt the attached resolution, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FAA Runway AIP Grant Application
2. DOT FAA

PreauthorizingAcceptanceGrantMonies;Airport;AirportImprovementRelocationRunway;mv

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

PUW

5a. Federal Entity Identifier:

AIP 3-53-0051-51-2019

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Cities of Pullman, WA and Moscow, ID c/o PMRA

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

91-6001269

*** c. Organizational DUNS:**

0972521670000

d. Address:

*** Street1:**

3200 Airport Complex N

Street2:

*** City:**

Pullman

County/Parish:

Whitman

*** State:**

WA: Washington

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

99143

e. Organizational Unit:

Department Name:

PMRA Airport Board

Division Name:

Administrative

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Anthony

Middle Name:

Wayne

*** Last Name:**

Bean

Suffix:

Title:

Executive Director

Organizational Affiliation:

*** Telephone Number:**

509-338-3223

Fax Number:

509-334-5217

*** Email:**

tony.bean@pullman-wa.gov

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Federal Aviation Administration, Northwest Mountain Region

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

* 12. Funding Opportunity Number:

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

Realign Runway 6/24 (Future Designation 5/23) Phases 10, 11 and 12

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:**

* a. Applicant

5th

* b. Program/Project

5th

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal

42,264,800.00

* b. Applicant

2,985,200.00

* c. State

750,000.00

* d. Local

* e. Other

* f. Program Income

* g. TOTAL

46,000,000.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**☐

a. This application was made available to the State under the Executive Order 12372 Process for review on

☐

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒

c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:

Mr.

* First Name:

Anthony

Middle Name:

Wayne

* Last Name:

Bean

Suffix:

* Title:

Executive Director

* Telephone Number:

509-338-3223

Fax Number:

509-334-5217

* Email:

tony.bean@pullman-wa.gov

* Signature of Authorized Representative:

* Date Signed:



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

INSTRUCTIONS FOR FORM 5100-100

PART I – Application for Federal Assistance

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

PART II – Project Approval Information

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

SECTION A. STATUTORY CONDITIONS

Item 1 – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

Item 2 – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

Item 3 – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

Item 4 – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

Item 5 – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

Item 6 – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

Limitations of use: Per policy, Sponsor's may only apply an approved ICR to allowable direct salary expenses that are reasonable and necessary to carry-out the project.

SECTION B. CERTIFICATION REGARDING LOBBYING

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any payment prohibited payment by 31 U.S.C. § 1352.

SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
 - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
 - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land** (49 U.S.C. § 47106(b)) –
 - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.
Example: "Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated __/__/__ originally filed with AIP Project ###."
 - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
 - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

PART III – Budget Information

SECTION A. GENERAL

1. Federal Domestic Assistance Catalog Number - Show the Federal Domestic Assistance Catalog Number from which the assistance is requested.

2. Functional or Other Breakout: Indicate "Airport Improvement Program". Prepare a separate set of Part III forms for other Federal program categories.

SECTION B. CALCULATION OF FEDERAL GRANT

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

Line 1 - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

Line 2 - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

Line 3 - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

Line 4 - Enter fees for architectural engineering basic services.

Line 5 - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

Line 6 - Enter fees for inspection, testing and monitoring of construction and related programs.

Line 7 - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

Line 8 - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

Line 9 - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

Line 10 - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

Line 11 - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

Line 12 - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

Line 13 - Enter miscellaneous amounts for items not specifically covered by previous categories.

Line 14 - Enter the sum of Lines 1-13.

Line 15 - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

Line 16 - Enter the difference between Line 14 and Line 15.

Line 17 - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

Line 18 - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

Line 19 - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

Line 20 - Indicate the amount of the Grantee's share (from Section D).

Line 21 - Indicate the amount of other shares (from Section D)

Line 22 - Indicate sum of Lines 19, 20 and 21.

SECTION C. EXCLUSIONS

Line 23 a-g - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

Line 24 a-g - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

Line 24h - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

Line 25a - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

Line 25b - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

Line 25c - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

Line 26 - Enter the totals of Lines 24h and 25c.

SECTION E. OTHER REMARKS

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

PART IV – Program Narrative

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

1. OBJECTIVES AND NEED FOR THIS ASSISTANCE

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

2. RESULTS OR BENEFITS EXPECTED

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

3. APPROACH

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

4. GEOGRAPHIC LOCATION

Identify location of the project. This will typically be the name of the airport.

5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

6. SPONSOR'S REPRESENTATIVE

Identify contact information of Sponsor's representative.

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	☒ Yes ☐ No
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	☒ Yes ☐ No ☐ N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	☐ Yes ☒ No ☐ N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	☐ Yes ☒ No ☐ N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	
☒ The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? ☒ Yes ☐ No	
☐ The project is included in another Federal Assistance program. Its CFDA number is below.	
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	
☐ Yes ☒ No ☐ N/A	
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
☐ De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
☐ Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative 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 Sponsor, to any person for influencing or attempting to influence an officer or employee of an 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 Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Pullman, WA and Whitman County, WA have adopted comprehensive plans that protect from incompatible land use.

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

See Exhibit A Property Map dated 4/19 on file with FAA

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL

1. Federal Domestic Assistance Catalog Number: 20.106
2. Functional or Other Breakout: Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT

Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 100,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			1,000,000
5. Other Architectural engineering fees			
6. Project inspection fees			4,000,000
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			40,900,000
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 46,000,000
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 46,000,000
19. Federal Share requested of Line 18			42,264,800
20. Grantee share			2,985,200
21. Other shares			750,000
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 46,000,000

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	2,985,200
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	\$ 2,985,200
25. Other Shares	Amount
a. State	750,000
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	\$ 3,735,200

SECTION E – REMARKS (Attach sheets if additional space is required)

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 and 12

AIRPORT: Pullman-Moscow Regional Airport

1. Objective:

This project will fund a major Runway 6/24 (future designation 5/23) - taxiway realignment project to meet separation standards at Pullman-Moscow Regional Airport (PUW). The airport is currently at 200' separation between the runway and parallel taxiway, and needs 400'. In addition, the airport also needs a longer and wider runway. The realigned runway will be extended 400 feet for a total length of 7,100 feet. The runway is being realigned in lieu of reconstruction. The work included under this application is anticipated to include Phases 10 through 12 of 12 phases.

2. Benefits Anticipated:

The runway realignment will allow the airfield to meet FAA design standards for aircraft the Airport is seeing more frequently. Widening and lengthening the runway and taxiway, and providing the associated lighting, NAVAIDS, utilities, etc., will create an airport ready to meet the growing demands of the communities surrounding it.

3. Approach: (See approved Scope of Work in Final Application)

The construction portion of this project will have a bid opening in mid-May 2019, with construction beginning in June 2019. Land acquisition will consist of construction easements during the work on storm crossings for Airport Road. Design of the overall project will be ongoing throughout the grant cycle.

4. Geographic Location:

The Airport is located in part of Sections 34, 35, and 36 in T15N R45E, WM Pullman, Whitman County, WA

5. If Applicable, Provide Additional Information:

Grants are anticipated to breakdown as Grant 051 - Phase 10 is for phase 2 of the Category I Instrument Landing System, for construction, Grant 052 - Phase 11 is for phase 1 of runway construction and final utility relocation, and Grant 053 - Phase 12 is for phase 2 of runway construction.

6. Sponsor's Representative: (include address & telephone number)

Anthony Bean, Executive Director
Pullman-Moscow Regional Airport
3200 Airport Complex North Pullman, WA 99163 509-338-3223

CIP DATA SHEET

AIRPORT	Pullman-Moscow Regional Airport	LOCID	PUW	LOCAL PRIORITY	1
PROJECT DESCRIPTION	Runway Realignment Project Phases 10,11, and 12			PLANNED YEAR TO CONSTRUCT	2019-2020

SKETCH:

JUSTIFICATION: This project will fund a major Runway 6/24 (future designation 5/23)-taxiway realignment project to meet separation standards at Pullman-Moscow Regional Airport (PUW). The airport is currently at 200' separation between the runway and parallel taxiway, and needs 400'. In addition, the airport also needs a longer and wider runway. The realigned runway will be extended 400 feet for a total length of 7,100 feet. The runway is being realigned in lieu of reconstruction.

COST ESTIMATE:

ADMINISTRATION:	\$ 100,000	1. Construction	\$40,900,000	4	\$
ENGINEERING:	\$ 1,000,000	2	\$	5	\$
INSPECTION:	\$4,000,000	3	\$	TOTAL:	\$46,000,000

Federal (%) \$ 42,264,800

State \$ 750000

Local (%) \$ 2,985,200

SPONSOR VERIFICATION:	Date (see instruction sheet or attached comments for more information)
For each and every project as applicable	5/24/17 -Date of approved ALP with project shown
	12/11/14 -Date of environmental determination (ROD, FONSI, CatEx)
	NA -Date of land acquisition or signed purchase agreement
	NA -Date of pavement maintenance program
	NA -Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE:

DATE:

PRINTED NAME: Anthony Bean

TITLE: Executive Director

PHONE NUMBER: 509-338-3223

EMAIL: tony.bean@pullman-wa.gov

FAA USE ONLY

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

INSTRUCTIONS FOR COMPLETING
CAPITAL IMPROVEMENT PLAN DATA SHEET

A Capital Improvement Plan (CIP) Data Sheet must be submitted for each major work item that is requesting Federal assistance over the next 5 years. Submittal of this information is necessary to effectively administer the Airport Improvement Program.

HEADER INFORMATION - Include the name of the airport, the LOCID, the local priority of the requested work, the project description and the desired Federal fiscal year (October 1st to September 30th) that you desire the project.

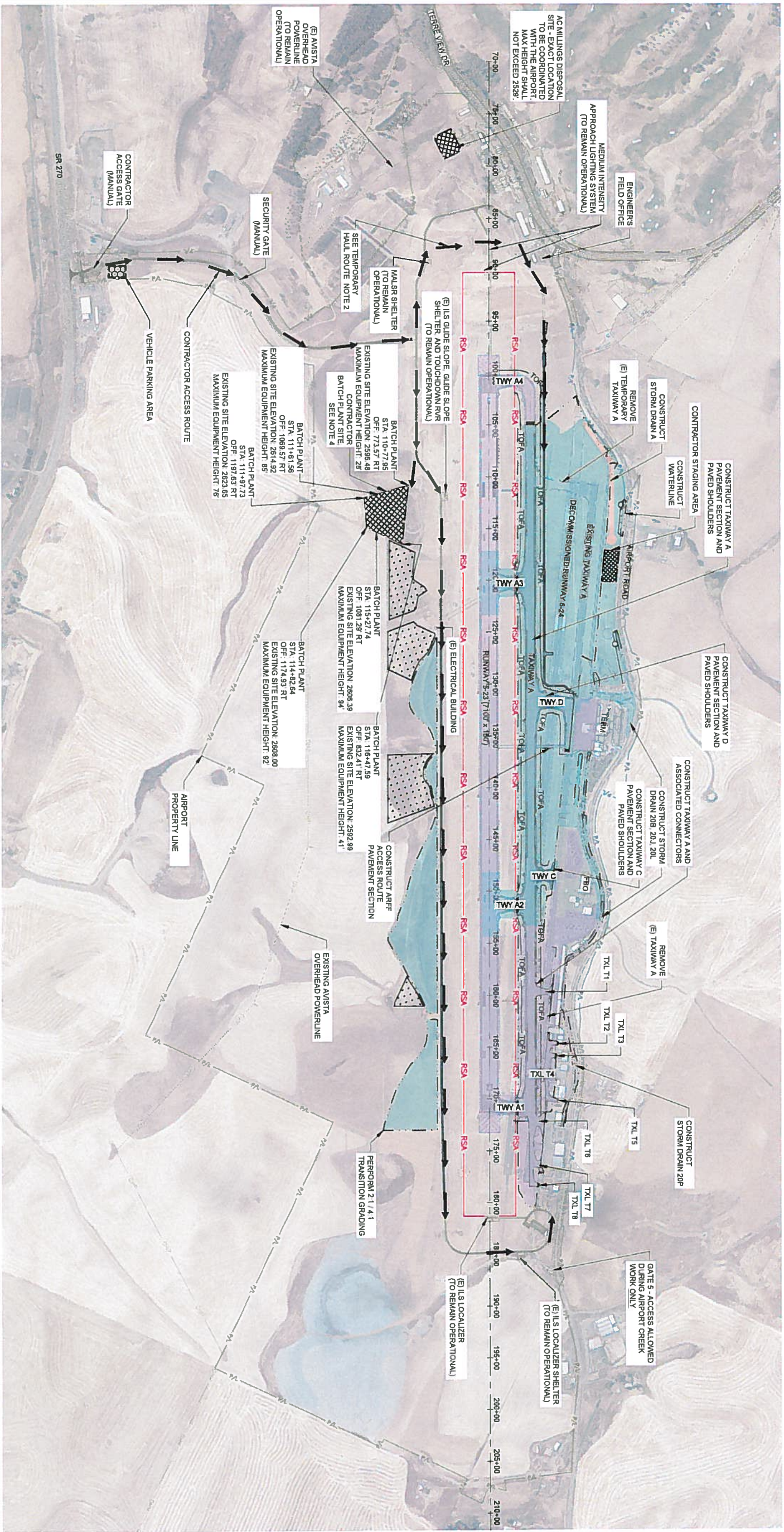
SKETCH - Color-coded sketch that depicts and identifies the scope of the proposed project. An aerial photo can be used as long as it shows the proposed project information.

JUSTIFICATION - Answers the questions of what it is, why is it needed and what is the benefit. This is a very important part of your Capital Improvement Plan. The information is required to accurately determine the eligibility of your project and its priority for funding. Projects without adequate justification cannot be added to the CIP. To help you prepare solid justification we have compiled the following list of suggestions, which you can use to support your assessment of the need for this project. Be sure to list all reasons and needs for your project and include a detailed description of existing conditions. Use extra pages if needed.

- For pavement rehabilitation include the age of the pavement, distresses, Pavement Condition Index (PCI) Rating (may be able to obtain this info from ODA), or any other factor that would affect pavement life. Include type of pavement (apron, runway) and dimensions (linear feet and width or square footage). Also include what you have done to maintain the pavement over its lifetime and the date of the last major rehabilitation (i.e. overlays, sealcoats, etc.)
- New taxiways/taxilanes – what will this taxiway/taxilane serve? Does it serve a hangar area? Is it a parallel taxiway? What width are you proposing? If you propose a width that is wider than FAA standards, indicate how that additional pavement will be funded.
- For Apron Expansion indicate the current size of the apron and what you plan to add. Indicate why you need more apron space and how the apron area will be used (tie down area, etc).
- For fencing projects – indicate the height of the fence and lineal footage. Also, explain why the fence is needed (i.e. deer fencing, security, etc)
- Land acquisition explain what the land is needed for – approach protection? Development such as a new hangar area? Also include if it is fee or easement. Include parcel numbers and acreage of those parcels. Please state if residences or businesses will be acquired.
- For Arrival/Departure Building, provide what type of facility you currently have and what you plan to build (square footage, types of rooms)

COST ESTIMATE - The estimate of total cost including the Federal, State and Local shares. For first year projects, attach a detailed cost estimate showing unit costs; aggregate in square yards (S.Y.), concrete paving in square yards (S.Y.) and asphaltic paving in tons. Separate the costs for land acquired in fee and land acquired in easement. Note if the project is dependent on other sources of funding (i.e. other agency grants)

SPONSOR VERIFICATION - The verification that the project is properly planned and is ready to "go" within the first year of the CIP for applicable projects. Except for equipment acquisition, proposed development and land acquisition must be shown on an approved ALP, have cleared environmental processing, and the land already acquired or have a signed purchase agreement. These requirements must be completed before a project can be considered for upcoming year funding. For the 2nd and 3rd years of the CIP program, the sponsor should be working towards satisfying these requirements. Date each item verifying that all project requirements are satisfied (check marks are not acceptable).



LEGEND:	
	BID SCHEDULE 1 (APPROXIMATE LIMITS)
	BID SCHEDULE 2 (APPROXIMATE LIMITS)
	BID SCHEDULE 3 (APPROXIMATE LIMITS)
	STAGING AREA AND BATCH PLANT SITE
	EXISTING TOPSOIL PILES
	CONTRACTOR ACCESS ROUTE

STAGING AREA AND OPTIONAL BATCH PLANT SITE

1. THE SIZE OF THE STAGING AREA AND BATCH PLANT SITE MAY BE ADJUSTED BASED ON THE CONTRACTOR'S NEED. HOWEVER, ANY ADJUSTMENTS WILL REQUIRE AIRPORT APPROVAL AND AN FAA 7460-1 AIRSPACE EVALUATION AND DETERMINATION PRIOR TO USE, AS DESCRIBED IN THE CSPP. A 7460-1 DETERMINATION MAY TAKE UP TO 45 DAYS FOR FAA REVIEW.
2. EXISTING SITE ELEVATION (EXISTING GROUND) AND MAXIMUM EQUIPMENT HEIGHT ALLOWED HAVE BEEN PROVIDED. ELEVATIONS MAY BE CALCULATED BY INTERPOLATION. SITE GRADING MAY BE PERFORMED AT THE CONTRACTOR'S DISCRETION.
3. MATERIAL COMPOSITION OF THE SITE AND ACCESS IS AT THE DISCRETION OF THE CONTRACTOR. ANY ACCESS TO THE SITE CONSTRUCTED BY THE CONTRACTOR MUST BE WITHIN THE AIRPORT PROPERTY LINE.
4. AT THE CONCLUSION OF THE 2020 AIRFIELD IMPROVEMENTS PROJECT, THE STAGING AREA AND BATCH PLANT SITE SHALL BE REMOVED AND RESTORED TO ORIGINAL CONDITION.
5. ALL ELEMENTS RELATED TO THE STAGING AREA AND BATCH PLANT SITE, INCLUDING CONSTRUCTION, MAINTENANCE, EROSION CONTROL, ACCESS, REMOVAL, SITE RESTORATION, OR OTHER ITEMS WILL NOT BE PAID FOR SEPARATELY.
6. A PERMIT IS NOT REQUIRED FROM THE CITY OF PULLMAN FOR THE TEMPORARY BATCH PLANT. THE TEMPORARY BATCH PLANT SITE IS LOCATED WITHIN AIRPORT PROPERTY AND IS COVERED BY THE NOISE OBUNDANCE VARIANCE THAT HAS BEEN PROCURED FOR THE 2020 AIRFIELD IMPROVEMENTS.

TEMPORARY HAUL ROUTE NOTES:

1. CONTRACTOR SHALL SUBMIT A PLAN FOR CONSTRUCTING THE TEMPORARY HAUL ROUTE TO THE PPR FOR REVIEW AND APPROVAL 21 CALENDAR DAYS IN ADVANCE OF THE SCHEDULED TEMPORARY HAUL ROUTE CONSTRUCTION. CONTRACTOR SHALL PROVIDE HORIZONTAL AND VERTICAL ALIGNMENTS, HAUL ROUTE WIDTH, CROSS SECTION COMPOSITION, TEMPORARY DRAINAGE CONVEYANCE AND STORM WATER TREATMENT, GEOTECHNICAL STABILITY, SLOPE PROTECTION, AND PROTECTION METHODS FOR UNDERGROUND UTILITIES AND PAM EQUIPMENT AS PART OF THE TEMPORARY HAUL ROUTE PLAN.
2. THE TEMPORARY HAUL ROUTE SHALL CROSS THE MAJORS ALIGNMENT BETWEEN RHY 5-23 STATION 86+70 AND 87+25.
3. THE CONTRACTOR'S EQUIPMENT SHALL NOT EXTEND ABOVE ELEVATION 2554.76 WITHIN 100' EACH SIDE OF RUNWAY 5-23 CENTERLINE ALIGNMENT.
4. ALL CONSTRUCTION TRAFFIC SHALL UTILIZE THE CONSTRUCTION ACCESS ROUTE FROM RR 920. CONSTRUCTION TRAFFIC IS NOT ALLOWED ON TREME VIEW DR OR AIRPORT ROAD UNLESS OTHERWISE APPROVED BY THE CITY.

NOTE:



1. WORK ELEMENTS DEPICTED ON THIS SHEET ARE NOT INTENDED TO BE ALL INCLUSIVE.
2. THE IDENTIFIED STAGING AREA, BATCH PLANT SITE, VEHICLE PARKING AREA, TEMPORARY HAUL ROUTES, AND MILLINGS DISPOSAL AREA ARE AVAILABLE FOR USE BY THE CONTRACTOR. THE CONTRACTOR MUST PROVIDE A WORK PLAN SUBMITTAL FOR ANY ALTERNATIVE LOCATIONS FOR REVIEW AND APPROVAL BY THE ENGINEER.

STANDARD DOT TITLE VI ASSURANCES

Cities of Pullman, WA and Moscow, ID c/o Pullman-Moscow Regional Airport (hereinafter referred to as the Sponsor) hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d *et seq.*) and all requirements imposed by 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") to the end that no person in the United States shall, on the ground 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 will immediately take any measures necessary to effectuate this agreement. Without limiting the above general assurance, the Sponsor agrees concerning this grant that:

1. Each "program" and "facility" (as defined in Section 21.23(a) and 21.23(b)) will be conducted or operated in compliance with all requirements of the Regulations.
2. It will insert the clauses of Attachment 1 of this assurance in every contract subject to the Act and the Regulations.
3. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
4. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. It will include the appropriate clauses set forth in Attachment 2 of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Sponsor with other parties:
 - (a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this project; and
 - (b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.
6. This assurance obligates the Sponsor for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Sponsor or any transferee for the longer of the following periods:
 - (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - (b) the period during which the Sponsor retains ownership or possession of the property.

7. It will provide for such methods of administration for the program as are found by the Secretary of transportation of the official to whom he delegates specific authority to give reasonable guarantees that it, other sponsors, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the act, the Regulations, and this assurance.

STANDARD DOT TITLE VI ASSURANCES (Continued)

8. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the Sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

DATED _____

**Cities of Pullman, WA and Moscow, ID c/o
Pullman-Moscow Regional Airport Board
(Sponsor)**

(Signature of Authorized Official)

CONTRACTOR CONTRACTUAL REQUIREMENTS

ATTACHMENT 1

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. the contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or lease of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contract is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

CLAUSES FOR DEEDS, LICENSES, LEASES, PERMITS OR SIMILAR INSTRUMENTS

ATTACHMENT 2

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of Assurances 5(a) and 5(b).

1. The (grantee, licensee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.
2. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

**REQUIRED STATEMENTS
AIRPORT IMPROVEMENT PROGRAM PROJECTS**

AIRPORT: Pullman-Moscow Regional Airport

LOCATION: 3200 Airport Complex North Pullman, WA 99163

AIP PROJECT NO.: 3-53-0051-051-2019

STATEMENTS APPLICABLE TO THIS PROJECT Realign Runway 6/24 (Future Designation 5/23) Phases 10,11,& 12

- ☒ a. **INTEREST OF NEIGHBORING COMMUNITIES:** In formulating this project, consideration has been given to the interest of communities that are near (Exact name of airport)_____.
- ☒ b. **THE DEVELOPMENT PROPOSED IN THIS PROJECT** will not require the use of publicly owned land from a public park, recreation area, wildlife and fowl refuge, or a historical site under Federal, State, or Local jurisdiction.
- ☒ c. **FBO COORDINATION:** The airport development proposed in this project has been coordinated with the Fixed Base Operator(s) utilizing (Exact name of airport) _____, and they have been informed regarding the scope and nature of this project.
- ☒ d. **THE PROPOSED PROJECT IS CONSISTENT** with existing approved plans for the area surrounding the airport.

The above statements have been duly considered and are applicable to this project. (Provide comment for any statement not checked).

BY: _____ **DATE:** _____

TITLE: Executive Director, Pullman-Moscow Regional Airport

SPONSORING AGENCY: Cities of Pullman, WA and Moscow, ID c/o Pullman-Moscow Regional Airport

NOTE: Where opposition is stated to an airport development project, whether expressly or by proposed revision, the following specific information concerning the opposition to the project must be furnished.

- a. Identification of the Federal, state, or local governmental agency, or the person or persons opposing the project;
- b. The nature and basis of opposition;
- c. Sponsor's plan to accommodate or otherwise satisfy the opposition;
- d. Whether an opportunity for a hearing was afforded, and if a hearing was held, an analysis of the facts developed at the hearing as they relate to the social, economic, and environmental aspects of the proposed project and its consistency with the goals and objectives of such urban planning as has been carried out by the community.
- e. If the opponents proposed any alternatives, what these alternatives were and the reason for nonacceptance;
- f. Sponsor's plans, if any, to minimize any adverse effects of the project;
- g. Benefits to be gained by the proposed development; and
- h. Any other pertinent information which would be of assistance in determining whether to proceed with the project.

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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 of Lobby Activities", 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 subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed _____ Date _____
Sponsor's Authorized Representative

Title _____
Executive Director, Pullman-Moscow Regional Airport



ASSURANCES

Airport Sponsors

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act – 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1 2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

Executive Orders

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

Specific Assurances

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

Footnotes to Assurance C.1.

- ¹ These laws do not apply to airport planning sponsors.
- ² These laws do not apply to private sponsors.
- ³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.
- ⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or

to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
 - d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
 - e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
 - f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
 - g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
 - h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
 - i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
 - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing
 - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and

roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated _____ (the latest approved version as of this grant offer) and included in this grant, and in accordance

with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



FAA Airports

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 2/20/2018

View the most current versions of these ACs and any associated changes at:

http://www.faa.gov/airports/resources/advisory_circulars_and

http://www.faa.gov/regulations_policies/advisory_circulars/

NUMBER	TITLE
70/7460-1L Change 1	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1 - 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1 - 2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel

NUMBER	TITLE
150/5210-19A	Driver's Enhanced Vision System (DEVs)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26, Changes 1 - 2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements or Changes
150/5300-13A, Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design
150/5320-6F	Airport Pavement Design and Evaluation

NUMBER	TITLE
150/5320-12C, Changes 1 - 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43H	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures

NUMBER	TITLE
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10G	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design
150/5395-1A	Seaplane Bases

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 1/29/2018

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17, Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering and Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman- Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 /9Future Designation 5/23) Phases 10,11, & 12

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
☒ Yes ☐ No ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
☒ Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
☒ Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
☒ Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
☒ Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
☒ Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
☒ Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
☒ Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
☒ Yes ☐ No ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this day of , .

Name of Sponsor: Cities of Pullman, WA Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman- Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11,12

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).
☒ Yes ☐ No ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).
☒ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
☒ Yes ☐ No ☐ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☐ Yes ☐ No ☒ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☒ Yes ☐ No ☐ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/oPMRA Board

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Board

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 & 12

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

☒ Yes ☐ No ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- ☒ Yes ☐ No ☐ N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- ☒ Yes ☐ No ☐ N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- ☒ Yes ☐ No ☐ N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- ☒ Yes ☐ No ☐ N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.
- ☒ Yes ☐ No ☐ N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- ☒ Yes ☐ No ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

☒ Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

☒ Yes ☐ No ☐ N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

☒ Yes ☐ No ☐ N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

☒ Yes ☐ No ☐ N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

☒ Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID - c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 & 12

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgment and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
☒ Yes ☐ No ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
 - a. Technical standards (Advisory Circular (AC) 150/5370-12);
 - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
 - c. Construction safety and phasing plan measures (AC 150/5370-2).☒ Yes ☐ No ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
☒ Yes ☐ No ☐ N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
 - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
 - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- ☒ Yes ☐ No ☐ N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
☒ Yes ☐ No ☐ N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
 - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
 - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
 - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- ☒ Yes ☐ No ☐ N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
 - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
 - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- ☒ Yes ☐ No ☐ N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☐ Yes ☐ No ☒ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this _____ day of _____, _____.

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 &12

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Pullman-Moscow Regional Airport

Address: 3200 Airport Complex North, Pullman, WA 99163

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 & 12

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
☒ Yes ☐ No ☐ N/A
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
☒ Yes ☐ No ☐ N/A
3. If property for airport development is or will be leased, the following conditions have been met:
 - a. The term is for 20 years or the useful life of the project;
 - b. The lessor is a public agency; and
 - c. The lease contains no provisions that prevent full compliance with the grant agreement.☒ Yes ☐ No ☐ N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
- ☒ Yes ☐ No ☐ N/A
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
- ☒ Yes ☐ No ☐ N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
- a. The right of flight;
 - b. The right of ingress and egress to remove obstructions; and
 - c. The right to restrict the establishment of future obstructions.
- ☒ Yes ☐ No ☐ N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
 - b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
- ☒ Yes ☐ No ☐ N/A
8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
- ☒ Yes ☐ No ☐ N/A
9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
- ☒ Yes ☐ No ☐ N/A
10. Effort was or will be made to acquire each property through the following negotiation procedures:
- a. No coercive action to induce agreement; and
 - b. Supporting documents for settlements included in the project files.
- ☒ Yes ☐ No ☐ N/A

11. If a negotiated settlement is not reached, the following procedures were or will be used:
- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
 - b. Supporting documents for awards included in the project files.

☒ Yes ☐ No ☐ N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was or will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

☒ Yes ☐ No ☐ N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were or will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Cities of Pullman, WA & Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Designated Official Representative: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Certification and Disclosure Regarding Potential Conflicts of Interest

Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-051-2019

Description of Work: Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 & 12

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor: Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

TITLE VI PRE-AWARD SPONSOR CHECKLIST

Airport/Sponsor: Cities of Pullman, WA & Moscow, ID, c/o Pullman-Moscow Regional Airport

AIP #: 3-53-0051-051-2019

Project Description(s): Realign Runway 6/24 (Future Designation 5/23) Phases 10,11 & 12

- 1) Please describe any of the following IF they apply to your project: Title VI issues raised at public hearing(s) and the conclusions made; EIS data concerning the race, color, or national origin of the affected community; steps taken or proposed to guard against unnecessary impact on persons on the basis of race, color or national origin.
☒ None
- 2) Please list any airport related Title VI lawsuits or complaints filed in the preceding year against the sponsor. Include a summary of the findings.
☒ None (If "None", continue with questions 3 and 4).
- 3) Please list any current applications for federal funding (other than FAA) of airport related projects which exceed the amount for this grant.
☒ None
- 4) Please list any airport related Title VI compliance review(s) received by the sponsor in the preceding two years. Include who conducted the review and any findings of noncompliance.
☒ None

To be completed by the Civil Rights Staff

Review completed and approved: _____
Signature

Date: _____

This checklist is only required for projects that involve one of the following: Environmental Assessment or Impact Statement (EIS); airport or runway relocation; major runway extension; relocation of any structure of person; or impact to access or preservation of any burial ceremonial or other sacred or historical structures or lands of any indigenous or ethnic population.

Return to: FAA, Civil Rights, Northwest Mountain Region; 1601 Lind Ave. SW; Renton, WA 98057-3356. FAX: (425) 227-1009 Phone (425) 227-2009

RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT MONIES FOR MULTIPLE PULLMAN-MOSCOW REGIONAL AIRPORT PROJECTS SUPPORTING THE RELOCATION OF RUNWAY 6-24. PROVIDING THAT THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE, AND APPROVAL.

WHEREAS, Pullman-Moscow Regional Airport will be offered U.S. Department of Transportation Federal Aviation Administration Grant monies up to a maximum of \$46,000,000 to be used for projects supporting the Relocation of Runway 6-24; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow and attached hereto and marked as Exhibit "A"; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interests of the City of Moscow to preauthorize the acceptance of said grant monies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

That the Mayor is hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

That the Mayor is hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

That this Resolution shall become effective as of the ____ day of _____, 2019.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Approved as to Form:

Mia Vowels, City Attorney

EXHIBIT “A”

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Small Community Air Service Development Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

DESCRIPTION

It is desirable to apply for a grant from the U.S. Department of Transportation Small Community Air Service Development Program (SCASD) for the purpose of securing Revenue Guarantee Funds to support additional Air Service. The amount of the grant is up to \$1,000,000 with a local match of approximately \$300,000.00 from multiple sources public and private sources. The match pledges are being collected by the airport and both the Pullman and Moscow Chambers of Commerce from various public and private entities. To facilitate the SCASD grant, it is appropriate to request the City of Moscow act as an Interstate Municipal partner supporting the City of Pullman as the administrative sponsoring partner. The attached resolution has been prepared for that purpose.

STAFF RECOMMENDATION

Recommend City Council adopt the attached Resolution supporting the City of Pullman as the administrative sponsoring partner for the U.S. Department of Transportation Small Community Air Service Development Program Grant.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend City Council adopt the attached Resolution supporting the City of Pullman as the administrative sponsoring partner for the U.S. Department of Transportation Small Community Air Service Development Program Grant, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. SCASD materials
2. DOT FAA PreauthorizingAcceptanceGrantMonies;Airport;Attract Additional Air Service;mv



UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

Issued by the U.S. Department of Transportation
on the 6th day of May, 2019

In the Matter of Grant Applications

**SMALL COMMUNITY AIR SERVICE
DEVELOPMENT PROGRAM**

under 49 U.S.C. § 41743

Docket DOT-OST-2019-0071

**ORDER SOLICITING
SMALL COMMUNITY GRANT PROPOSALS**

By this order, the U.S. Department of Transportation (the Department or DOT) invites proposals from communities and/or consortia of communities interested in obtaining a federal grant under the Small Community Air Service Development Program ("Small Community Program" or "SCASDP") to address air service and airfare issues in their communities. As discussed below, the Department has \$12.5 million available for FY 2018 grant awards to carry out this program.

Applications of no more than 20 one-sided pages each (excluding the completed Application for Federal Domestic Assistance (SF424), Summary Information schedule, and any letters from the community or an air carrier showing support for the application), including all required information, must be submitted to www.grants.gov no later than 4:00 PM EDT on Monday, July 15, 2019. Applicants are strongly encouraged to submit applications in advance of the deadline. Please be aware that applicants must complete the grants.gov registration process before submitting an application, and that this process usually takes two to four weeks to complete.¹ The Department will not accept late-filed applications except under limited circumstances related to technical difficulties. Additional information on applying through grants.gov is in Appendix A, including a notice regarding late-filed applications.

¹ If an applicant experiences difficulties at any point during the registration or application process, it should contact the grants.gov support center by email (support@grants.gov) or by telephone (1-800-518-4726, available 24/7 except Federal holidays). See www.grants.gov/web/grants/support.html.

In accordance with the requirements of 2 CFR Part 200, this order is organized into the following sections:

- A. Program Description
 - B. Federal Award Information
 - C. Eligibility Information
 - 1. Eligible Applicants
 - 2. Cost Sharing or Matching
 - 3. Other
 - D. Application and Submission Information
 - 1. Address to Request Application Package
 - 2. Content and Form of Application Submission
 - 3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)
 - 4. Submission Dates and Times
 - 5. Funding Restrictions
 - 6. Other Submission Requirements
 - E. Application Review Information
 - 1. Criteria
 - a. Priority Selection Criteria
 - b. Secondary Selection Criteria
 - c. Additional Guidance
 - 2. Review and Selection Process
 - 3. Anticipated Announcement and Federal Award Dates
 - F. Federal Award Administration Information
 - 1. Federal Award Notices
 - 2. Administrative and National Policy Requirements
 - 3. Reporting
 - G. Federal Awarding Agency Contact
 - H. Other Information
 - 1. Air Service Development Zone Designation
 - 2. Submission of Confidential Commercial Information
- Appendix A – Additional Information on Applying Through www.grants.gov
- Appendix B – Summary Information
- Appendix C – Application Checklist
- Appendix D – Confidential Commercial Information

A. PROGRAM DESCRIPTION

The Small Community Program was established by the Wendell H. Ford Aviation Investment and Reform Act for the 21st Century (Pub. L. No. 106-181), reauthorized by the Vision 100-Century of Aviation Reauthorization Act (Pub. L. No. 108-176), and subsequently reauthorized by the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95) as amended, the Disaster Tax Relief and Airport and Airway Extension Act of 2017 (Pub. L. No. 115-63), and the FAA Reauthorization Act of 2018 (Pub. L. No. 115-254) (FAA 2018).² The program is

² FAA 2018 made a number of structural and technical changes to the program which apply to grants from FY 2018 forward and which are reflected in this Order.

designed to provide financial assistance to small communities in order to help them enhance their air service. The Department provides this assistance in the form of monetary grants that are disbursed on a reimbursable basis. Authorization for this program is codified at 49 U.S.C. § 41743.

The Small Community Program is authorized to receive appropriations under 49 U.S.C. § 41743(e)(2). Appropriations are provided for this program for award selection in FY 2018 pursuant to the Consolidated Appropriations Act, 2018 (Pub. L. No. 115-141).

49 U.S.C. § 41743(c) sets forth the “Criteria for Participation.” As detailed below, in implementing these statutory criteria the Department has determined that certain criteria will be considered as part of the Eligibility Review, and other criteria will be considered as part of the Technical Review. The Department’s application of these criteria has not changed, but more clarity is being provided at this time to assist applicants.

B. FEDERAL AWARD INFORMATION

No more than four communities or consortia of communities, or a combination thereof, from the same State may be selected to participate in the program in any fiscal year. No more than 40 communities or consortia of communities, or a combination thereof, may be selected to participate in the program in each year for which the funds are appropriated. Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new Federal awards.

Pursuant to the authorities described above, the Department has \$12.5 million available for FY 2018 grant awards to carry out this program. There is no other limitation on the amount of individual awards, and the amounts awarded will vary depending upon the features and merits of the selected proposals. In past years, the Department’s individual grant sizes have ranged from \$20,000 to nearly \$1.6 million. Funding amounts made available for reimbursement may be impacted by future limitations placed on the spending authority and appropriations enacted for the Department. OST may, at its discretion, issue partial funding awards up to the level authorized and provided that the above conditions are met. Additional information on the budget process may be found in OMB A-11: http://www.whitehouse.gov/omb/circulars_default/.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

The Department determines application eligibility as part of the Eligibility Review stage. Applicants and applications deemed ineligible at this stage will be disqualified. The Department will apply the criteria under Section C.1. as part of the Eligibility Review stage.

Hub Size: In order to satisfy the hub size requirement set forth in 49 U.S.C. § 41743(c)(1)(A), the airport serving the community or consortium may not be larger than a small hub airport, as determined using the FAA’s most recently published classification effective on the date that the community or consortium files an application.³

³ “Small hub airport” is defined in 49 USC §47102(23) as “a commercial service airport that has at least 0.05 percent but less than 0.25 percent of the passenger boardings.” *See also*

Same Project Limitation: Under 49 U.S.C. § 41743(c)(4)(B), a community or consortium may not receive a new grant to support the same project more than once in a ten-year period.⁴ In assessing whether a previous grantee's current application represents a new project, the Department will compare the goals and objectives of the previous grant, including the key components of the means by which those goals and objectives were to be achieved, to the current application. For example, if a community received an earlier grant to support a revenue guarantee for service to a particular destination or direction, a new application by that community for another revenue guarantee for service to the same destination or in the same direction would be subject to the ten-year restriction, even if the revenue guarantee were structured differently or the type of carrier were different. However, a new application by such a previous grantee for service to a new destination or direction using a revenue guarantee, or for general marketing and promotion (including advertising and public relations) of the airport and the various services it offers, is eligible at any time.⁵ The Department recognizes that not all revenue guarantees, marketing agreements, studies, or other activities are of the same nature, and that if a subsequent application incorporates different goals or significantly different components, it may be sufficiently different to constitute a new project under 49 U.S.C. § 41743(c).

In FAA 2018, Congress has authorized limited waivers of the Ten-Year Same Project Limitation. Under new § 41743(c)(4)(C), the Secretary may waive the limitation, and thus make additional grants to a community or consortium of communities to participate in support of the same project within a 10-year period, if she determines that communities “spent little or no money on [their] previous project or encountered industry or environmental challenges, due to circumstances that were reasonably beyond [their] control....” The Department will only consider waiver requests as part of complete and timely applications submitted in response to this Order. Communities seeking a waiver must include in their application a discussion of the facts and circumstances that the Secretary should consider in applying the statutory test to their request, e.g., a full history of the previous grant and a documented and well-supported description of any industry or environmental challenges encountered in the communities.

Concurrent Grant Limitation: A community or consortium may have only one SCASDP grant at any time. If a community or consortium applies for a subsequent SCASDP grant when its current grant has not yet expired, that community/consortium must notify the Department of its intent to terminate the current SCASDP grant, and if the community/consortium is selected for a new grant, such termination must take place prior to entering into the new grant agreement. In addition, for consortium member applicants, permission must be granted from both the grant sponsor and the Department to withdraw from the current SCASDP grant before that consortium member will be deemed eligible to receive a subsequent SCASDP grant.

http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/categories/. For FAA passenger enplanement information to use to determine an airport's eligibility as a small hub airport, see http://www.faa.gov/airports/planning_capacity/passenger_allcargo_stats/passenger/.

⁴ For the purpose of this provision, the ten-year period starts on the date that the initial grant agreement was executed. Further, this limitation applies for all project elements contained in a previous grant agreement's scope.

⁵ As noted in Section E.1.c (“Market Analysis”), target markets proposed by communities may be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

Private Entities: Private organizations may not be designated as the legal sponsor of a grant under the Small Community Program.

Airport Capital Improvement Projects: Airport capital improvement projects, including, but not limited to, runway expansions and enhancements, the construction of additional aircraft gates, and other airport terminal expansions and reconfigurations are ineligible for funding under the Small Community Program. Airports seeking funding for airport capital improvement projects may want to consult with their local FAA Regional Office to discuss potential eligibility for grants under the Airport Improvement Program.

Deadline: See Section D.4 (“Submission Dates and Times”).

Multiple Applications Prohibited: A community may file only one application for a grant, either individually or as part of a consortium.

Essential Air Service Communities: As was the case in FY 2017,⁶ small communities that currently receive subsidized air service under the Essential Air Service (“EAS”) or Alternate Essential Air Service (“AEAS”) program will not be considered for SCASDP funds. The EAS statute (49 U.S.C. § 41733(c)(E)) now includes a provision requiring that the Department consider whether an air carrier has included a marketing proposal in its proposal to provide subsidized EAS as part of the carrier selection criteria. In light of this and the scarcity of SCASDP funds, the Department will not consider awarding additional Federal support under SCASDP for the marketing of subsidized EAS air service.

2. Cost Sharing or Matching

Cost sharing or matching is not required for applications. However, applications that provide multiple levels of contributions (state, local, cash and in-kind contributions) will be viewed more favorably. See Section E.1.c (“Cost sharing and Local Contributions”).

3. Other

Communities Without Existing Air Service: Communities that do not currently have commercial air service are eligible for SCASDP funds.

Consortium Applications: Both individual communities and consortia of communities are eligible for SCASDP funds. An application from a consortium of communities must be one that seeks to facilitate the efforts of the communities working together toward one joint grant project, with one joint objective, including the establishment of one entity to ensure that the joint objective is accomplished.

Eligible Projects: The Department is authorized to award grants under 49 U.S.C. § 41743(d) to communities that seek to provide assistance to:

⁶ See Order 2017-10-7, Docket DOT-OST-2017-0155, at 5.

- A U.S. air carrier⁷ to subsidize service to and from an underserved airport for a period not to exceed 3 years;
- An underserved airport to obtain service to and from the underserved airport; and/or
- An underserved airport to implement such other measures as the Secretary, in consultation with such airport, considers appropriate to improve air service both in terms of the cost of such service to consumers and the availability of such service, including improving air service through marketing and promotion of air service and enhanced utilization of airport facilities.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Applications must be submitted electronically via www.grants.gov. This announcement lays out all application steps and includes all application forms or Internet addresses where such forms may be found.

2. Content and Form of Application Submission

Required Steps to Apply:

- Determine eligibility;
- Register with www.grants.gov (see Registration with www.grants.gov, below);
- Submit an Application for Federal Domestic Assistance (SF424);
- Submit a completed “Summary Information” schedule. This is your application cover sheet (see Appendix B);
- Submit a detailed application of up to one-sided 20 pages (excluding the completed SF424, Summary Information schedule, and any letters from the community or an air carrier showing support for the application) that meets all required criteria (see Appendix C);
- Attach any letters from the community or an air carrier showing support for the application to the proposal, which should be addressed to: Brooke Chapman, Associate Director, Small Community Air Service Development Program; and
- Provide separate submission of confidential material, if requested (see Appendix D).

An application consisting of more than 20 pages will be accepted by the Department, but the content in the additional pages past page 20 will not be evaluated or considered by the Department. The Department would prefer that applicants use one-inch margins and a font size not less than 12 point type and include page numbers.

Registration with www.grants.gov: Communities must be registered with www.grants.gov in order to submit an application for funds available under this program. For consortium applications, only the legal sponsor must be registered with www.grants.gov in order to submit

⁷ Only U.S. air carriers are eligible to receive assistance from communities under SCASDP. See 49 U.S.C. § 40102(a)(2). A particular U.S. carrier may hold authority to conduct operations as a certificated air carrier, a commuter air carrier, or an air taxi operator. Communities are encouraged to verify, at an early stage of any air carrier discussions, that the air carrier holds appropriate Department authority to conduct the proposed services. Communities may verify this authority by contacting the Department’s Air Carrier Fitness Division at (202) 366-9721.

its application for funds available under this program. *See* Appendix A for additional information on applying through www.grants.gov.

Contents of Application: There is no set format that must be used for applications. Each application should, to the maximum extent possible, address the selection criteria set forth in Section E.1. below, including a clear description of the air service needs/deficiencies and present plans/strategies that directly address those needs/deficiencies. At a minimum, however, each application must include the following information:

- A description of the community's air service needs or deficiencies, including information about: (1) major origin/destination markets that are not now served or are not served adequately; (2) fare levels that the community deems relevant to consideration of its application, including market analyses or studies demonstrating an understanding of local air service needs; (3) any air service developments within the past ten years that have adversely affected the community, including, but not limited to, termination of scheduled passenger service;⁸ and (4) any air service development efforts over the past three years and the results of those efforts (such as marketing and promotion (including advertising and public relations)).
- A strategic plan for meeting those needs under the Small Community Program, including the community's specific project goal(s) and detailed plan for attaining such goal(s). If the application is selected, DOT will work with the grantee to incorporate the relevant elements of the application's strategic plan into the grant agreement's project scope.⁹ Applicants should note that, once a grant agreement is signed, the agreement generally cannot be amended in a way that would alter the project scope. Applicants also are advised to obtain firm assurances from air carriers proposing to offer new air services if a grant is awarded. Strategic plans should:
 - for applications involving new or improved service, explain how the service will become self-sufficient;
 - fully and clearly outline the goals and objectives of the project; and
 - fully and clearly summarize the actual, specific steps (in bullet form, with a proposed timeline) that the community intends to take to bring about these goals and objectives.
- If relevant, a detailed description of the funding necessary for implementation of the proposed project (including federal and non-federal contributions).

⁸ For example, if a community has lost scheduled passenger air service, or other air service, or been otherwise adversely affected as a result of an airline merger, the applicant should describe the situation in detail and quantify, to the extent possible, its effects on the community.

⁹ If new service is proposed to or from a specific city or market served by multiple airports (such as New York, Chicago, Los Angeles, or Washington, D.C., for example), the applicant is encouraged to identify the airport(s) in that city or market the community would be targeting under its proposal in order to facilitate the drafting of the grant agreement's project scope. Communities should carefully select, within a specific city or market, those airports for which it proposes service, as proposing multiple airports in a city or market could impact the ability of a community to seek future grants involving those airports (*see* Section C.1.'s description of the Same Project Limitation).

- An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds within a ten-year period or why statutory provisions should be waived. *See* Section C.1 (“Same Project Limitation”).
- Designation of a legal sponsor responsible for administering the proposed project. The legal sponsor of the proposed project must be a government entity, such as a State, county, or municipality. The legal sponsor must be legally, financially, and otherwise able to execute the grant agreement and administer the grant, including having the authority to sign the grant agreement and to assume and carry out the certifications, representations, warranties, assurances, covenants and other obligations required under the grant agreement with the Department and to ensure compliance by the grant recipient with the grant agreement and grant assurances. If the applicant is a public-private partnership, a public government member of the organization must be identified as the community’s sponsor to receive project cost reimbursements. A community may designate only one government entity as the legal sponsor, even if it is applying as a consortium that consists of two or more local government entities. Private organizations may not be designated as the legal sponsor of a grant under the Small Community Program. The community has the responsibility to ensure that the legal sponsor and grant recipient of any funding has the legal authority under state and local laws to carry out all aspects of the grant, and the Department may require an opinion of the legal sponsor’s attorney as to its legal authority to act as a sponsor and to carry out its responsibilities under the grant agreement. The applicant should also provide the name of the signatory party for the legal sponsor.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each applicant is required to (i) be registered in SAM before submitting its application; (ii) provide a valid DUNS number in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by DOT. DOT will not make any award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DOT is ready to make an award, DOT may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant. For more information on DUNS and SAM requirements for this award, *see* Appendix A.

4. Submission Dates and Times

An application will not be complete and will be deemed ineligible for a grant award until and unless all required materials, including SF424, have been submitted through www.grants.gov and time-stamped by 4:00 PM EDT on Monday, July 15, 2019 (the “Application Deadline”). See Appendix A, “Timely Receipt Requirements and Proof of Timely Submission” and “Experiencing Unforeseen www.grants.gov Technical Issues” for more details.

Late Application Notice: Applicants who are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the information described in Appendix A.

5. Funding Restrictions

Expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed. For more information, see Section F.1. below.

6. Other Submission Requirements

Applicants must follow the steps outlined above and in Appendix A to submit applications electronically via www.grants.gov. Additional information about submission requirements and www.grants.gov requirements is detailed in Appendix A.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Applications meeting the Eligibility Review stage criteria, See Section C.1 (“Eligible Applicants”), are advanced to the Technical Review stage. SCASDP grants will be awarded based on the selection criteria outlined below. There are two categories of selection criteria at the Technical Review stage: Priority Selection Criteria and Secondary Selection Criteria. Applications that align well with one or more of the Priority Selection Criteria will be viewed more favorably than those that do not align with any Priority Selection Criteria. In conducting its Technical Review, the Department will concurrently examine the application’s alignment with both the Priority and Secondary Selection Criteria.

The Technical Review determines an application’s alignment with the following factors in 49 U.S.C. § 41743(c)(1) & (2):

- The applicant community or consortium has insufficient air carrier service or unreasonably high air fares; and
- The airport serving the community presents characteristics, such as geographic diversity or unique circumstances that demonstrate the need for, and feasibility of, grant assistance from the Small Community Program.

a. **Priority Selection Criteria**

49 U.S.C. § 41743(c)(5) directs the Department to give priority consideration to those communities or consortia whose applications align with the following criteria:

Air fares are higher than the national average air fares for all communities. The Department will compare the local community's air fares to the national average air fares for all similar markets. Communities with market air fares significantly higher than the national average air fares in similar markets will receive priority consideration. The Department calculates these fares using data from the Bureau of Transportation Statistics (BTS) Airline Origin and Destination Survey data. The Department evaluates all fares in all relevant markets that serve a SCASDP community and compares the SCASDP community fares to all fares in similar markets across the country. Each SCASDP applicant's air fares are computed as a percentage above or below the national averages. The report compares a community's air fares to the average for all other similar markets in the country that have similar density (passenger volume) and similar distance characteristics (market groupings). All calculations are based on 12-month ended periods to control for seasonal variation of fares.

The community or consortium will provide a portion of the cost of the activity from local sources other than airport revenue sources. The Department will consider whether a community or consortium proposes local funding for the proposed project. Applications providing proportionately higher levels of cash contributions from sources other than airport revenues will be viewed more favorably. Applications that provide multiple levels of contributions (state, local, cash and in-kind contributions) will also be viewed more favorably. *See* Section E.1.c ("Cost sharing and Local Contributions), for more information on the application of this selection criterion.

The community or consortium has established or will establish a public-private partnership to facilitate air carrier service to the public. The Department will consider a community's or consortium's commitment to facilitate air carrier service in the form of a public-private partnership. Applications that describe in detail how the partnership will actively participate in the implementation of the proposed project will be viewed more favorably.¹⁰

The assistance will be used to help restore scheduled passenger air service that has been terminated. The Department will consider factors including the length of time that has passed since the lost service was last operated, the circumstances of the cessation of service, the extent to which market circumstances have changed, and the reasonableness of the applicant's plan to restore service. Applications where changed circumstances would support the viability of replacement service, and for which the community has put forth a robust plan to obtain that service, will be viewed more favorably.

The assistance will provide material benefits to a broad segment of the traveling public, including businesses, educational institutions, and other enterprises, whose access to the national air transportation system is limited. The Department will consider whether the proposed project would provide, to a broad segment of the community's traveling public,

¹⁰ An air carrier may not be a participant in any public-private partnership that a community or consortium has established, or is working with, to seek a grant in this proceeding.

important benefits relevant to the community. Examples include service that would offer new or additional access to a connecting hub airport, service that would provide convenient travel times for both business and leisure travelers that would help obviate the need to drive long distances, and service that would offer lower fares.

The assistance will be used in a timely manner. The Department will consider whether a proposed project provides a well-defined strategic plan and reasonable timetable for use of the grant funds. In the Department's experience, reasonable timetables for use of grant funds generally include two years to complete studies, three years for marketing and promotion (including advertising and public relations) of the airport, community, carrier, or destination, and four years for projects that target a revenue guarantee, subsidy, or other financial incentives. Applicants should describe how their projects can be accomplished within this timetable, including whether the airport and proposed air service provider have the requisite authorities and certifications necessary to carry out the proposed projects. In addition, because of this emphasis placed on timely use of funds, applicants proposing new service should describe the airport and whether it can support the proposed service, including whether the airport holds, or intends to apply for, an airport operating certificate issued under 14 C.F.R. Part 139. Air service providers proposed for the new service must have met or be able to meet, in a reasonably short period of time, all Department requirements for air service certification, including safety and economic authorities.

Multiple communities cooperate to submit a regional or multistate application to consolidate air service into one regional airport. The Department will consider whether a proposed project involves a consortium effort to consolidate air service into one regional airport. This statutory priority criterion was added pursuant to Section 429 of the FAA Modernization and Reform Act of 2012 (Pub. L. No. 112-95).

b. Secondary Selection Criteria

While applications aligning with one or more Priority Selection Criteria will be viewed more favorably than those that do not, DOT's analysis of an application's alignment with all the stated selection criteria, taken together, will inform its Technical Review.¹¹

Innovation: The Department will consider whether an application proposes new and creative solutions to air transportation issues facing the community, including:

- the extent to which the applicant's proposed solution(s) to solving the problem(s) is new or innovative, including whether the proposed project utilizes or encourages intermodal or regional solutions to connect passengers to the community's air service (or, if the community cannot implement or sustain its own air services, to connect to a neighboring community's air service) *e.g.*, cost-effective inter/intra city passenger bus service, or marketing of intermodal surface transportation options also available to air travelers; and
- whether the proposed project, if successfully implemented, could serve as a working model for other communities.

¹¹ In some cases, information relating to Secondary Selection Criteria may support a determination of the extent that an application aligns with one or more Priority Selection Criterion, by demonstrating the depth or extent of the community's fulfillment of that Priority Selection Criterion.

Community Participation: The Department will consider whether an application has broad community participation, including:

- whether the proposed project has broad community support; and
- the community's demonstrated commitment to and participation in the proposed project.

Location: The Department will consider the location and characteristics of a community:

- the geographic location of each applicant, including the community's proximity to larger centers of air service and low-fare service alternatives;
- the population and business activity, as well as the relative size of each community; and
- whether the community's proximity to an existing or prior grant recipient could adversely affect either its proposal or the project undertaken by the other recipient.

Other Factors: The Department will also consider:

- whether the proposed project clearly addresses the applicant's stated problems;
- the community's existing level of air service and whether that service has been increasing or decreasing;
- whether the applicant has a plan to provide any necessary continued financial support for the proposed project after the requested grant award expires;
- the grant amount requested compared with the total funds available for all communities;
- the proposed federal grant amount requested compared with the local share offered;
- any letters of intent from airline planning departments or intermodal surface transportation providers on behalf of applications that specifically indicate intent to enlist new or expanded air service or surface transportation service in support of the air service in the community;
- whether the applicant has plans to continue with the proposed project if it is not self-sustaining after the grant award expires; and
- equitable and geographic distribution of available funds.

c. Additional Guidance

Market Analysis: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to conduct and reference in their applications an in-depth analysis of their target markets. Target markets can be destination specific (e.g., service to LAX), a geographic region (e.g., northwest mountain region) or directional (e.g., hub in the southeastern United States or a point north, south, east, or west of the applicant community).

Complementary Marketing Commitment: Applicants requesting funds for a revenue guarantee/subsidy/financial incentive are encouraged to designate in their applications a portion of the project funds (federal, local or in-kind) for the development and implementation of a marketing plan in support of the service sought.

Subsidies for a Carrier to Compete Against an Incumbent: The Department is reluctant to subsidize one carrier, but not others, in a competitive market. For this reason, a community that proposes to use the grant funds for service in a city-pair market that is already served by another air carrier must explain in detail why the existing service is insufficient or unsatisfactory, or provide other compelling information to support such a proposal.

Cost Sharing and Local Contributions: Applications must clearly identify the level of federal funding sought for the proposed project. Applications must also identify the community's cash

contributions to the proposed project, in-kind contributions from the airport, and in-kind contributions from the community. Non-federal funds will be applied proportionately to the entire scope of the project. Communities cannot use non-federal funds selectively to fund certain components of a project (*see* Section F.2. below on Payments for more information). Cash contributions from airport revenues must be identified separately from cash contributions from other community sources. Cash contributions from the state and/or local government should be separately identified and described as well.

Types of contributions: Contributions should represent a new financial commitment or new financial resources devoted to attracting new or improved service, or addressing specific high-fare or other service issues, such as improving patronage of existing service at the airport. For communities that propose to contribute to the grant project, that contribution can be in the following forms:

Cash from non-airport revenues: A cash contribution can include funds from the state, the county or local government, and/or from local businesses, or other private organizations in the community. Because private cash contributions are to be from local community sources, the Department will not consider as a part of these non-airport revenues any funds that a community might receive from an air carrier interested in providing service under that community's proposal. Moreover, contributions that are comprised of intangible non-cash items, such as the value of donated advertising, are considered in-kind contributions (*see* further discussion below).

Cash from airport revenues: This includes contributions from funds generated by airport operations. Airport revenues may not be used for subsidies (including revenue guarantees) to airlines, per 49 U.S.C. §§ 47107 and 47133. Applications that include local contributions based on airport revenues do not receive priority consideration for selection.

In-kind contributions from the airport: This can include such items as waivers of landing fees, ground handling fees, terminal rents, fuel fees, and/or vehicle parking fees.

In-kind contributions from the community: This can include such items as donated advertising from media outlets, catering services for inaugural events, or in-kind trading, such as advertising in exchange for free air travel. Travel banks and travel commitments/pledges are considered to be in-kind contributions.

Cash vs. in-kind contributions: Communities that include local contributions made in cash will be viewed more favorably.

Aviation Security: Communities proposing new or expanded air service under a SCASDP grant proposal are encouraged to contact the Transportation Security Administration (TSA) early in the process to ascertain what the security implications of such service would be with respect to the airport involved, and what measures that airport would need to take with the TSA to assure that the service would meet all applicable TSA requirements.

2. Evaluation and Selection Process¹²

Each application received in response to this solicitation will undergo an Eligibility Review based on the criteria outlined in Section C to determine whether that application conforms to basic eligibility standards. An application that does not satisfy all the Eligibility Review criteria will be disqualified. The Department will then conduct a Technical Review of all eligible applications based on the selection criteria outlined above in Section E.1. The Department will not assign specific numerical scores to projects based on the selection criteria. Rather, ratings of “highly recommended,” “recommended,” “acceptable,” or “not recommended” will be assigned to applications.

The Department reserves the right to award funds for a part of the project included in an application, if a part of the project is eligible and aligns well with the selection criteria specified in this Order. In addition, as part of its review of the Secondary Selection Criterion “Other Factors,” the Department will consider the geographical distribution of the applications to ensure consistency with the statutory requirement limiting awards to no more than four communities or consortia of communities, or a combination thereof, from the same state. The final selections will be limited to no more than 40 communities or consortia of communities, or a combination thereof.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Grant awards will be made as promptly as possible so that selected communities can complete the grant agreement process and implement their plans. Given the competitive nature of the grant process, the Department will not meet with applicants regarding their applications during the pendency of this proceeding.¹³ All non-confidential portions of each application, all correspondence and ex-parte communications, and all orders will be posted in the above-captioned docket on www.regulations.gov.

The Department will announce its grant selections in a Selection Order that will be posted in the above-captioned docket, served on all applicants and all parties served with this Solicitation Order, and posted on the Department’s SCASDP website <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

Grant Agreements: Communities awarded grants are required to execute a grant agreement with the Department before they begin to expend funds under the grant award. Applicants should not assume they have received a grant, nor should they obligate or expend local funds prior to receiving and fully executing a grant agreement with the Department. As noted above, expenditures made prior to the execution of a grant agreement, including costs associated with preparation of the grant application, will not be reimbursed.

¹²While the description of the Department’s review process is different from that in prior years’ orders soliciting SCASDP proposals, the actual process the Department will follow is the same as that used previously. The revised language in this Order is intended to more clearly describe the process and its alignment with 49 U.S.C. § 41743.

¹³ Once the Department has completed the selection process and has issued a final order in this Docket, however, Department staff is available to provide any applicant, at its request, with feedback on its application

2. Administrative and National Policy Requirements

Assurances: There are numerous assurances that grant recipients must sign and honor when federal funds are awarded. All communities receiving a grant will be required to accept and meet the obligations created by these assurances when they execute their grant agreements. Copies of assurances are available online at <http://www.dot.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>, (click on “SCASDP Grant Assurances”).

Payments: The Small Community Program is a reimbursable program; therefore, communities are required to make expenditures for project implementation under the program prior to seeking reimbursement from the Department. Eligible project implementation costs are reimbursable from grant funds only for services or property delivered during the grant term.¹⁴

Expenditures incurred by third parties are not directly reimbursable to such third parties under this program. The legal sponsor must have paid all costs associated with eligible invoices, including costs incurred by third parties, prior to seeking reimbursement from the Department. The sponsor may NOT seek reimbursement from the Department in any case where a third party has paid for such services instead of the sponsor.

Reimbursement rates are calculated as a percentage of the total federal funds requested divided by the federal funds plus the local cash contribution (which is not refundable). The percentage is determined by: $(\text{SCASDP Grant Amount}) \div (\text{SCASDP Grant Amount} + \text{Local Cash Contribution} + \text{State Cash Contribution, if applicable})$. For example, if a community requests \$500,000 in federal funding and provides \$100,000 in local contributions, the reimbursement rate would be 83.33 percent: $((500,000) / (500,000 + 100,000)) = 83.33$. Payments/expenditures in forms other than cash (e.g., in-kind) are not reimbursable.

¹⁴ In addition, communities should be aware that the Department will not reimburse a community for any advance, up-front payments or financial guarantees made to an air carrier or other party (for example, reimbursement will not be made for a lump-sum payment made to an air carrier on the date of an inaugural flight, when the payment exceeds the cost basis of that flight). The Department will only reimburse for services actually provided; for an air carrier, that would be under a per-flight or per-operating hour post-flight accounting.

3. Reporting

Unless otherwise noted, each grantee must submit semi-annual reports on the progress made during the previous period in implementing its grant project. In addition, each community will be required to submit a final report on its project to the Department, and 10 percent of the grant funds will not be reimbursed to the community until such a final report is received. Additional information on award administration for selected communities will be provided in the grant agreement.

G. FEDERAL AWARDING AGENCY CONTACT

For further information concerning the technical requirements set out in this Order, please contact Brooke Chapman at Brooke.Chapman@dot.gov or (202) 366-0577. A TDD is available for individuals who are deaf or hard of hearing at (202) 366-3993. The Department may post answers to questions and other important clarifications in the above-captioned docket on www.regulations.gov and on the program website at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>.

H. OTHER INFORMATION

1. Air Service Development Zone Designation

As part of the Small Community Program, the Department may also designate one grant recipient as an “Air Service Development Zone” (ASDZ).¹⁵ The purpose of the designation is to provide communities interested in attracting business to the area surrounding the airport and/or developing land-use options for the area to work with the Department on means to achieve those goals. The Department will assist the designated community in establishing contacts with and obtaining advice and assistance from appropriate government agencies, including the Department of Commerce and other offices within the Department of Transportation, and in identifying other pertinent resources that may aid the community in its efforts to attract businesses and to formulate land-use options. However, the community receiving this designation will be responsible for developing, implementing, and managing activities related to the air service development zone initiative. Only communities that are interested in these objectives and have a plan to accomplish them should apply for this designation. There are no additional funds associated with this designation, and applying for this designation will provide no special benefits or priority to the community applying for a SCASDP grant.

Grant applicants interested in selection for the Air Service Development Zone designation must include in their applications a separate section, titled, “Support for Air Service Development Zone Designation.” The community should provide as detailed a plan as possible, including what goals it expects to achieve from the air service development zone designation and the types of activities on which it would like to work with the Department in achieving those goals. The community should also indicate whether further local government approvals are required in order to implement the proposed activities.

¹⁵ See 49 U.S.C. § 41743(h).

2. Submission of Confidential Commercial Information

Applicants may provide certain proprietary business information relevant to their applicants on a confidential basis. For additional information, *see* Appendix D.

This Order is issued under authority delegated in 49 CFR § 1.25a(b).

ACCORDINGLY,

1. Applications for funding under the Small Community Air Service Development Program shall be submitted via www.grants.gov as an attachment to the SF424 by 4:00 PM EDT, Monday, July 15, 2019; and

2. This Order will be posted on www.grants.gov and on www.regulations.gov, and served on the United States Conference of Mayors, the National League of Cities, the National Governors Association, the National Association of State Aviation Officials, County Executives of America, the American Association of Airport Executives, and the Airports Council International-North America.

Issued in Washington, D.C. on May 6, 2019.

By:

JOEL SZABAT
Assistant Secretary
Aviation and International Affairs

(SEAL)

*An electronic version of this document is available
online at www.regulations.gov.*

ADDITIONAL INFORMATION ON APPLYING THROUGH WWW.GRANTS.GOV

Applications must be submitted electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. **To apply for funding through www.grants.gov, applicants must be properly registered.** The Grants.gov/Apply feature includes a simple, unified application process that makes it possible for applicants to apply for grants online. There are five “Get Registered” steps for an organization to complete at Grants.gov. Complete instructions on how to register and apply can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>. If applicants experience difficulties at any point during registration or application process, please call the www.grants.gov Customer Support Hotline at 1-800-518-4726, Monday–Friday from 7:00 AM to 9:00 PM EDT.

Registering with www.grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmation and a user password. It is highly recommended that applicants start the registration process as early as possible to prevent delays that may preclude submitting an application by the deadlines specified. Applications must be submitted and time-stamped not later than 4:00 PM EDT on Monday, July 15, 2019 (the Application Deadline), and, as set forth below, failure to complete the registration process before the Application Deadline is not a valid reason to permit late submissions.

In order to apply for SCASDP funding through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>, all applicants are required to complete the following:

1. **DUNS Requirement.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Dun and Bradstreet Data Universal Numbering System (DUNS) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. The DUNS number must be included in the data entry field labeled “Organizational DUNS” on the SF-424 form. Instructions for obtaining DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.
2. **System for Award Management.** In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with the federal System for Award Management (SAM). Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. All applicants must register with SAM in order to apply online. Failure to register with the SAM will result in your application being rejected by Grants.gov during the submissions process.

3. **Username and Password.** Acquire an Authorized Organization Representative (AOR) and a www.grants.gov username and password. Complete your AOR profile on www.grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.
4. After creating a profile on Grants.gov, the E-Biz Point of Contact (E-Biz POC) – a representative from your organization who is the contact listed for SAM – will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an applicant as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track an AOR status visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

Applicants are, therefore, encouraged to register early. The registration process can take up to four weeks to be completed. Thus, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines. You will be able to submit your application online any time after you have approved as an AOR.

5. **Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. The registration and account creation with Grants.gov with E-Biz POC approval establishes an Authorized Organization Representative (AOR). When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the Authorized Organization Representative (AOR);
6. Search for the Funding Opportunity on www.grants.gov. Please use the following identifying information when searching for the SCASDP funding opportunity on www.grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 20.930, titled Payments for Small Community Air Service Development.
7. Submit an application addressing all of the requirements outlined in this funding availability announcement. Within 24–48 hours after submitting your electronic application, you should receive an email validation message from www.grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. *You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.*

8. **Timely Receipt Requirements and Proof of Timely Submission.** Proof of timely submission is automatically recorded by Grants.gov. An electronic timestamp is generated within the system when the application is successfully received by Grants.gov. The applicant will receive an acknowledgement of receipt and a tracking number from Grants.gov with successful transmission of the application. Applicants should print this receipt and save it, as a proof of timely submission.
9. Grants.gov allows applicants to download the application package, instructions and forms that are incorporated in the instructions, and work offline. In addition to forms that are part of the application instructions, there will be a series of electronic forms that are provided utilizing Adobe Reader.
 - a. **Adobe Reader.** Adobe Reader is available for free to download from the Adobe Software Compatibility page:
<http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>. Adobe Reader allows applicants to read the electronic files in a form format so that they will look like any other Standard form. The Adobe Reader forms have content sensitive help. This engages the content sensitive help for each field you will need to complete on the form. The Adobe Reader forms can be downloaded and saved on your hard drive, network drive(s), or CDs.
 - b. NOTE: For the Adobe Reader, Grants.gov is compatible with versions 9 through 11, and with certain versions of Adobe Reader DC. Always refer to the Adobe Software Compatibility page for compatible versions for the operating system you are using. Please do not use lower versions of the Adobe Reader.
 - c. **Mandatory Fields in Adobe Forms.** In the Adobe Reader forms, you will note fields that will appear with a background color on the data fields to be completed. These fields are mandatory fields and they **must** be completed to successfully submit your application.

NOTE: When uploading attachments please use generally accepted formats such as .pdf, .doc, and .xls. While you may imbed picture files such as .jpg, .gif, .bmp, in your files, please do not save and submit the attachment in these formats. Additionally, the following formats will not be accepted: .com, .bat, .exe, .vbs, .cfg, .dat, .db, .dbf, .dll, .ini, .log, .ora, .sys, and .zip.

Experiencing Unforeseen www.grants.gov Technical Issues

Late Application Notice: Applicants who are unable to successfully submit their application package through grants.gov prior to the Application Deadline due to technical difficulties outside their control must submit an email to SCASDPgrants@dot.gov with the following information:

- The nature of the technical difficulties experienced in attempting to submit an application;
- A screenshot of the error;
- The Legal Sponsor's name; and
- The Grants.Gov tracking number (e.g. GRANT12345678).

DOT will consider late applications on a case-by-case basis and reserves the right to reject late applications that do not meet the conditions outlined in the Order Soliciting Small Community Grant Proposals. Late applications from applicants that do not provide DOT an email with the items specified above will not be considered.

If you experience unforeseen www.grants.gov technical issues beyond your control that prevent you from submitting your application by the Application Deadline, you must contact us at SCASDPgrants@dot.gov or Vince.Corsaro@dot.gov or (202) 366-1842 by **4:00 PM EDT July 16, 2019** (the first business day following the deadline) and request approval to submit your application after the deadline has passed. At that time, DOT staff will require you to provide your DUNS number and your www.grants.gov Help Desk tracking number(s). After DOT staff review all of the information submitted and contact the www.grants.gov Help Desk to validate the technical issues you reported, DOT staff will contact you to either approve or deny your request to submit a late application through www.grants.gov. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to complete the registration process before the deadline date; (2) failure to follow www.grants.gov instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the funding availability notice; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

**APPLICATION UNDER
SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM**

DOCKET DOT-OST-2019-0071

SUMMARY INFORMATION¹

All applicants must submit this Summary Information schedule, as the application coversheet, a completed standard form SF424 and the full application proposal on www.grants.gov.

For your preparation convenience, this Summary Information schedule is located at <https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>

A. PROVIDE THE LEGAL SPONSOR AND ITS DUN AND BRADSTREET (D&B) DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER, INCLUDING +4, EMPLOYEE IDENTIFICATION NUMBER (EIN) OR TAX ID.

Legal Sponsor Name:

Name of Signatory Party for Legal

Sponsor:

DUNS Number:

EIN/Tax ID:

B. LIST THE NAME OF THE COMMUNITY OR CONSORTIUM OF COMMUNITIES APPLYING:

1. _____
2. _____
3. _____
4. _____

C. PROVIDE THE FULL AIRPORT NAME AND 3-LETTER IATA AIRPORT CODE FOR THE APPLICANT(S) AIRPORT(S) (ONLY PROVIDE CODES FOR THE AIRPORT(S) THAT ARE ACTUALLY SEEKING SERVICE).

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
|----------|----------|

¹ Note that the Summary Information does not count against the 20-page limit of the SCASDP application.

3.

4.

IS THE AIRPORT SEEKING SERVICE NOT LARGER THAN A SMALL HUB AIRPORT UNDER FAA HUB CLASSIFICATIONS EFFECTIVE ON THE DATE OF SERVICE OF THE ATTACHED ORDER?

☐ YES ☐ NO

Does the airport seeking service hold an airport operating certificate issued by the Federal Aviation Administration under 14 CFR Part 139? (If "No", Please explain whether the airport intends to apply for a certificate or whether an application under Part 139 is pending.)

☐ YES ☐ NO

D. SHOW THE DRIVING DISTANCE FROM THE APPLICANT COMMUNITY TO THE NEAREST:

1. Large hub airport: _____

2. Medium hub airport: _____

3. Small hub airport: _____

4. Airport with jet service: _____

Note: Provide the airport name and distance, in miles, for each category.

E. LIST THE 2-DIGIT CONGRESSIONAL DISTRICT CODE APPLICABLE TO THE SPONSORING ORGANIZATION, AND IF A CONSORTIUM, TO EACH PARTICIPATING COMMUNITY.

1.

2.

3.

4.

F. APPLICANT INFORMATION: (CHECK ALL THAT APPLY)

- ☐ Not a Consortium ☐ Interstate Consortium ☐ Intrastate Consortium
☐ Community (or Consortium member) previously received a Small Community Air Service Development Program Grant

NOTE: A community that currently receives subsidized Essential Air Service funding, receives assistance under the Alternate Essential Air Service Pilot Program, or is a participant in, and has received a grant under, the Community Flexibility Pilot Program, is not eligible for SCASDP grant funds. See Section C.1. ("Essential Air Service Communities")

If previous recipient: Provide year of grant(s): _____; and, the text of the grant agreement section(s) setting forth the scope of the grant project:

G. PUBLIC/PRIVATE PARTNERSHIPS: (LIST ORGANIZATION NAMES)

PUBLIC	PRIVATE
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

H. PROJECT PROPOSAL:**1a. GRANT GOALS: (CHECK ALL THAT APPLY)**

- ☐ Launch New Carrier ☐ Secure Additional Service ☐ Upgrade Aircraft
☐ First Service ☐ New Route ☐ Service Restoration
☐ Regional Service ☐ Surface Transportation ☐ Professional Services²

² "Professional Services" involve a community contracting with a firm to produce a product such as a marketing plan, study, air carrier proposal, etc.

☐ **Other** (explain below)

1b. GRANT GOALS: (SYNOPSIS)

CONCISELY DESCRIBE THE SCOPE OF THE PROPOSED GRANT PROJECT. (FOR EXAMPLE, "REVENUE GUARANTEE TO RECRUIT, INITIATE, AND SUPPORT NEW DAILY SERVICE BETWEEN _____ AND _____;" OR "MARKETING PROGRAM TO SUPPORT EXISTING SERVICE BETWEEN _____ AND _____ BY _____ AIRLINES.")

1c. GRANT HISTORY:

DOES THIS APPLICATION SEEK TO REPEAT A PAST GRANT PROJECT OF THE COMMUNITY OR CONSORTIUM (FOR EXAMPLE, A SPECIFIC DESTINATION AIRPORT)?

☐ YES ☐ NO

IF THE ANSWER TO THE ABOVE QUESTION IS 'YES':

A: WHAT YEAR WAS THE FORMER GRANT AGREEMENT SIGNED? _____

B: HAVE 10 YEARS PASSED SINCE THE PREVIOUS GRANT AGREEMENT WAS SIGNED?

☐ YES ☐ NO

IF THE ANSWER TO 'B' ABOVE IS 'NO,' THE APPLICATION CAN BE CONSIDERED BY THE DEPARTMENT ONLY IF THE APPLICANT APPLIES FOR, AND RECEIVES, A FORMAL WAIVER OF THE TEN-YEAR SAME PROJECT LIMITATION (SEE SECTION C.1. "SAME PROJECT LIMITATION"). AN AFFECTED COMMUNITY OR CONSORTIUM THAT WISHES TO REQUEST SUCH A WAIVER MUST INCLUDE THAT REQUEST IN ITS GRANT APPLICATION. THE REQUEST FOR WAIVER SHOULD INCLUDE A) A STATEMENT THAT THE COMMUNITY OR CONSORTIUM IS REQUESTING A WAIVER OF THE LIMITATION IN ACCORDANCE WITH THE PROVISIONS OF 49 U.S.C. § 41743(C)(4)(C); AND B) INFORMATION AND EVIDENCE TO SUPPORT A FINDING THAT THE APPLICANT SPENT LITTLE OR NO MONEY ON ITS PREVIOUS PROJECT OR ENCOUNTERED

INDUSTRY OR ENVIRONMENTAL CHALLENGES, DUE TO CIRCUMSTANCES THAT WERE
REASONABLY BEYOND THE CONTROL OF THE COMMUNITY OR CONSORTIUM.

2. FINANCIAL TOOLS TO BE USED: (CHECK ALL THAT APPLY)

- ☐ **Marketing (including Advertising):** promotion of the air service to the public
 - ☐ **Start-up Cost Offset:** offsetting expenses to assist an air service provider in setting up a new station and starting new service (for example, ticket counter reconfiguration)
 - ☐ **Revenue Guarantee:** an agreement with an air service provider setting forth a minimum guaranteed profit margin, a portion of which is eligible for reimbursement by the community
 - ☐ **Recruitment of U.S. Air Carrier:** air service development activities to recruit new air service, including expenses for airport marketers to meet with air service providers to make the case for new air service
 - ☐ **Fee Waivers:** waiver of airport fees, such as landing fees, to encourage new air service; counted as in-kind contributions only
 - ☐ **Ground Handling Fee:** reimbursement of expenses for passenger, cabin, and ramp (below wing) services provided by third party ground handlers
 - ☐ **Travel Bank:** travel pledges, or deposited monetary funds, from participating parties for the purchase of air travel on a U.S. air carrier, with defined procedures for the subsequent use of the pledges or the deposited funds; counted as in-kind contributions only
 - ☐ **Other** (explain below)
-
-

I. EXISTING LANDING AIDS AT LOCAL AIRPORT:

- ☐ Full ILS
- ☐ Outer/Middle Marker
- ☐ Published Instrument Approach
- ☐ Localizer
- ☐ Other (specify)

J. PROJECT COST: DO NOT ENTER TEXT IN SHADED AREA

REMINDER: LOCAL CASH CONTRIBUTIONS MAY NOT BE PROVIDED BY AN AIR CARRIER (SEE "TYPES OF CONTRIBUTIONS FOR REFERENCE").

LINE	DESCRIPTION	SUB TOTAL	TOTAL AMOUNT
1	Federal amount requested		
2	State <u>cash</u> financial contribution		
	<i>Local cash financial contribution</i>		
	3a Airport <u>cash</u> funds		
	3b Non-airport <u>cash</u> funds		
3	Total local <u>cash</u> funds (<i>3a + 3b</i>)		
4	TOTAL CASH FUNDING (<i>1+2+3</i>)		
	<i>In-Kind contribution</i>		
	5a Airport <u>In-Kind</u> contribution**		
	5b Other <u>In-Kind</u> contribution**		
5	TOTAL IN-KIND CONTRIBUTION (<i>5a + 5b</i>)		
6	TOTAL PROJECT COST (<i>4+5</i>)		

K. IN-KIND CONTRIBUTIONS**

For funds in lines 5a (Airport In-Kind contribution) and 5b (Other In-Kind contribution), please describe the source(s) of fund(s) and the value (\$) of each.

L. Is This Application Subject To Review By an Affected State Under Executive Order 12372 Process?

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on (date) _____.
- ☐ b. Program is subject to E.O. 12372, but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

M. Is The Lead Applicant or Any Co-Applicants Delinquent On Any Federal Debt? (If "Yes", Provide Explanation)

- ☐ No ☐ Yes (explain)

APPLICATION CHECKLIST

INCLUDED?	ITEM
<i><u>For Immediate Action</u></i>	
	Determine Eligibility
	New Grants.gov users must register with www.grants.gov . Existing Grants.gov users <i>must verify existing www.grants.gov account has not expired and the Authorized Organization Representative (AOR) is current.</i>
<i><u>For Submission by 4:00 PM EDT on July 15, 2019</u></i>	
	Communities with active SCASDP grants: notify DOT/X50 of intent to terminate existing grant in order to be eligible for selection in FY 2018
	Complete Application for Federal Domestic Assistance (SF424) via www.grants.gov
	Summary Information schedule complete and used as cover sheet (<i>see Appendix B</i>)
	Application of up to 20 one-sided pages (excluding any letters from the community or an air carrier showing support for the application), to include:
	• A description of the community's air service needs or deficiencies.
	• The driving distance, in miles, to the nearest large, medium, and small hub airports, and airport with jet service.
	• A strategic plan for meeting those needs under the Small Community Program, including a concise synopsis of the scope of the proposed grant project.
	• For service to or from a specific city or market, such as New York, Chicago, Los Angeles, or Washington, D.C., for example), a list of the airports that the applicant considers part of the market.
	• A detailed description of the funding necessary for implementation of the community's project.
	• An explanation of how the proposed project differs from any previous projects for which the community received SCASDP funds (if applicable).
	• Designation of a legal sponsor responsible for administering the program.
	• A request for waiver of the Ten Year Same Project Limitation (if applicable) – <i>see Appendix B above.</i>
	• A motion for confidential treatment (if applicable) – <i>see Appendix D below.</i>

Confidential Commercial Information

Applicants will be able to provide certain confidential business information relevant to their proposals on a confidential basis. Under the Department's Freedom of Information Act regulations (49 C.F.R. § 7.17), such information is limited to commercial or financial information that, if disclosed, would either likely cause substantial harm to the competitive position of a business or enterprise or make it more difficult for the Federal Government to obtain similar information in the future.

Applicants seeking confidential treatment of a portion of their applications must segregate the confidential material in a sealed envelope marked "Confidential Submission of X (the applicant) in Docket DOT-OST-2019-0071" and include with that material a request in the form of a motion seeking confidential treatment of the material under 14 C.F.R. § 302.12 ("Rule 12") of the Department's regulations. The applicant should submit an original and two copies of its motion and an original and two copies of the confidential material in the sealed envelope.

The confidential material should not be included with the original of the applicant's proposal that is submitted via www.grants.gov. The applicant's original submission, however, should indicate clearly where the confidential material would have been inserted. If an applicant invokes Rule 12, the confidential portion of its filing will be treated as confidential pending a final determination. All confidential material must be received by **4:00 PM EDT, Monday, July 15, 2019**, and delivered to the U.S. Department of Transportation, Office of Aviation Analysis, 8th Floor, Room W86-307, 1200 New Jersey Ave. SE, Washington, DC 20590.

With the runway opening on October 10th the Airport is pursuing air service opportunities. Tony Bean, Executive Director of the Pullman-Moscow Regional Airport, will be applying for the 2019 U.S. DOT Small Community Air Service Development Program (SCASDP) grant. The SCASDP, a grant program designed to help small communities address air service and airfare issues, is managed by the Associate Director, Small Community Air Service Development, under the Office of Aviation Analysis (<https://www.transportation.gov/policy/aviation-policy/small-community-rural-air-service/SCASDP>).

The purpose of the grant is to attract and retain additional Commercial Air Service to our region. This effort is the reward of the huge investment that our Cities, Universities, States, Counties and Ports partnering with SEL and a very generous personal donation from Ed and Beatriz Schweitzer made to realign our runway to retain and grow our air service. Details of the application have yet to be released, however the release date will be in the next 30 – 60 days and they hope to provide a minimum of one month for applicants to submit proposals. It is anticipated that grant award announcements will be made September 2019 depending on the release date. In the meantime, please see the attached example from Wenatchee regarding how they constructed their match. The Pullman-Moscow Regional airport will need community support through marketing as well as financial support while leveraging the strong public private partnerships in our region.

Mead and Hunt is our Air Service Development consultant and is advising us on the best opportunities for additional hubs and carriers that match our need with connectivity to those hub airports. Our best opportunity is adding service to Denver. Denver accesses 39 additional 1 stop connections as well as additional frequencies with United or SkyWest Airlines that would enhance our current service options via Seattle greatly. The matching funds are on a reimbursable basis and would be requested when we receive service and start marketing that service. The airport is investing our marketing dollars for 2 years, roughly \$30,000 and both chambers are investing as well. We need your support and our goal is to raise around \$325,000 total. The grant request to the USDOT would be between \$750,000 to \$1,000,000 to secure a carrier to a new hub.

Thus, this is being sent to you to lay the foundation that further information will be provided when the grant is announced. On Tuesday, April 9th the Palouse Marketing Committee meeting is taking place at 8:30 am. Attached to this communication you will find a draft support letter framework for your business and suggestions on how additional service would help your business efforts. The letter needs to be addressed to the USDOT as shown but submitted to the airport to be included in the application package. There is also a draft donation form to participate in our successful grant application by providing marketing and /or revenue guarantee funds.

Please mail your original letter on letterhead if possible, to the airport at the following:

SCASD Application Support
Pullman Moscow Regional Airport
3200 Airport Complex N.
Pullman, WA 99163

Thank you so much for your tremendous support and great ideas, and for sharing this energy with your partners and affiliates. We have had an enormous response to our requests, and we are proud that we have the great support from our community and our business leaders. We hope to make your airport the best it can be – and to serve your needs for the highest quality of air service possible.

Company Letterhead

Date

Ms. Brooke Chapman
Associate Director, Small Community Air Service Development Program
US Department of Transportation
1200 New Jersey Ave SE
Washington DC 20590

RE: SCASDP grant application of the Pullman Moscow Regional Airport (PUW)
DOT Docket No. DOT-OST-2019-0071.

Dear Ms. Chapman:

We are proud to write this letter in of support of the grant application of the Pullman Moscow Regional Airport (PUW) for a Small Community Air Service Development Program grant.

Each individual support letter should be unique. The following are talking points to consider for the body of the letter:

- Indicate your support for the airport's grant application
- Tell us about your business and travel needs
- Why is the proposed service (nonstop Denver service) important to you and/or your business?
- Will nonstop Denver service add to the success of your business? Will it help recruit additional business/customers?
- Is existing service insufficient for your business needs?
- If you do not currently use the local airport, why not? Why will this plan change your travel habits?
- Do you have any specific links to the target nonstop service area?

Thank you for this opportunity and for your favorable consideration of our community's request for this grant.

Sincerely,

President /CEO/ Director etc.
Company

cc: Tony Bean, Executive Director, Pullman Moscow Regional Airport

AIR SERVICE INVESTMENT PLEDGE FORM

Name: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email Address: _____

Top Air Travel Destinations: _____

I/My company pledges \$ _____ towards direct service to Denver International Airport from Pullman Moscow Regional Airport.

May we publish your contribution? Yes ☐ No ☐

This statement of intent is non-binding. Pledges will be contacted to confirm their support once a carrier has made a commitment to serve Pullman Moscow Regional Airport.

Please return this pledge form to Tony Bean, Pullman Moscow Regional Airport.

Tony Bean, Executive Director
Pullman Moscow Regional Airport
3200 Airport Complex N.
Pullman, WA 99163
Tony.bean@pullman-wa.gov
Tel: 509-338-3223 ext.21
Fax: 509-334-5217

RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION SMALL COMMUNITY AIR SERVICE DEVELOPMENT PROGRAM GRANT MONIES, FOR EFFORTS TO ATTRACT ADDITIONAL AIR SERVICE TO THE REGION; PROVIDING THAT THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE, AND APPROVAL.

WHEREAS, Pullman-Moscow Regional Airport, via the City of Pullman, may be offered U.S. Department of Transportation Small Community Air Service Development Grant monies up to a maximum of \$1,000,000 to be used to attract additional Commercial Air Service; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow, and attached hereto and marked as Exhibit "A"; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interests of the City of Moscow to preauthorize the acceptance of the grant award to the City of Pullman as the Administrative Sponsor for additional air service.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

That the Mayor is hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

That the Mayor is hereby preauthorized and directed to support Air Service Development Efforts and act as an Interstate partner to the City of Pullman.

That the Mayor is hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

That this Resolution shall become effective as of the ____ day of _____, 2019.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Approved as to Form:

Mia Vowels, City Attorney

EXHIBIT “A”

COMMITTEE STAFF REPORT

DATE: Tuesday, May 28, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Airport Grant – FAA Equipment Grant (ACTION ITEM) – Tony Bean, Executive Director Pullman-Moscow Regional Airport

DESCRIPTION

It is desirable to apply for a grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program for the purpose of acquiring various pieces of airport equipment and fencing. The amount of the grant is \$2,400,000 with a local match of \$229,042.00 from Airport Revenues. To facilitate the FAA grant, it is appropriate to preauthorize its acceptance. The attached resolution has been prepared for that purpose. The resolution also authorizes the execution of related assurances and certifications.

STAFF RECOMMENDATION

Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program in the amount of \$2,400,000 with a local match of \$229,042 from airport revenues and adopt the attached Resolution.

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend City Council preauthorize the acceptance of an airport aid grant from the U.S. Department of Transportation Federal Aviation Administration Airport Improvement Program in the amount of \$2,400,000 with a local match of \$229,042 from airport revenues and adopt the attached Resolution, or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. FAA Equipment Grant Application
2. DOT FAA
PreauthorizingAcceptanceGrantMonies;Airport;AirportImprovementEquipmentFencing;mv

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

PUW

5a. Federal Entity Identifier:

AIP 3-53-0051-053-2019

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Cities of Pullman, WA and Moscow, ID c/o PMRA

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

91-6001269

*** c. Organizational DUNS:**

0972521670000

d. Address:

*** Street1:** 3200 Airport Complex N

Street2:

*** City:** Pullman

County/Parish: Whitman

*** State:** WA: Washington

Province:

*** Country:** USA: UNITED STATES

*** Zip / Postal Code:** 99163

e. Organizational Unit:

Department Name:

PMRA Airport Board

Division Name:

Administrative

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr. *** First Name:** Anthony

Middle Name: Wayne

*** Last Name:** Bean

Suffix:

Title: Executive Director

Organizational Affiliation:

*** Telephone Number:** 509-338-3223

Fax Number: 509-334-5217

*** Email:** tony.bean@pullman-wa.gov

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Federal Aviation Administration, Northwest Mountain Region

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

*** 12. Funding Opportunity Number:**

* Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	2,400,000.00
* b. Applicant	229,042.15
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	2,629,042.15

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

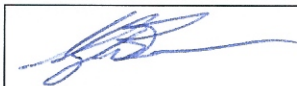
Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email:

* Signature of Authorized Representative:

* Date Signed:

Application for Federal Assistance (Development and Equipment Projects)

PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
Item 1. Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	☒ Yes ☐ No
Item 2. Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	☒ Yes ☐ No ☐ N/A
Item 3. Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	☐ Yes ☒ No ☐ N/A
Item 4. Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	☐ Yes ☒ No ☐ N/A
Item 5. Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes. ☐ The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? ☐ Yes ☒ No ☐ The project is included in another Federal Assistance program. Its CFDA number is below.	
Item 6. Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals? ☐ Yes ☒ No ☐ N/A If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply: ☐ De Minimis rate of 10% as permitted by 2 CFR § 200.414. ☐ Negotiated Rate equal to _____ % as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII). <i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

PART II - SECTION B

Certification Regarding Lobbying

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative 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 Sponsor, to any person for influencing or attempting to influence an officer or employee of an 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 Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

PART II – SECTION C

The Sponsor hereby represents and certifies as follows:

1. Compatible Land Use – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

Pullman, WA and Whitman County, WA have adopted comprehensive plans that protect from incompatible land use.

2. Defaults – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

3. Possible Disabilities – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

4. Consistency with Local Plans – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

5. Consideration of Local Interest – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

6. Consultation with Users – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

7. Public Hearings – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

8. Air and Water Quality Standards – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

PART II – SECTION C (Continued)

9. Exclusive Rights – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

10. Land – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

See Exhibit A Property Map dated 4/25/2018 on file with FAA

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

¹ State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL

1. Federal Domestic Assistance Catalog Number: 20.106
2. Functional or Other Breakout: Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT

Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 10,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			50,000
5. Other Architectural engineering fees			
6. Project inspection fees			50,000
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			519,042
12. Equipment			2,000,000
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			\$ 2,629,042
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			\$ 2,629,042
19. Federal Share requested of Line 18			2,400,000
20. Grantee share			229,042
21. Other shares			
22. TOTAL PROJECT (Lines 19, 20 & 21)			\$ 2,629,042

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	229,042
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	
25. Other Shares	Amount
a. State	0
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	\$ 229,042

SECTION E – REMARKS (Attach sheets if additional space is required)

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses and Fencing
AIRPORT: Pullman-Moscow Regional Airport
1. Objective: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Airfield Generator, and Fencing
2. Benefits Anticipated: Provides adequate snow removal fleet for the expanded airfield and replaces snow removal equipment. Closure crosses that have exceeded their usable life. Emergency Generator is to support the relocated runway 5-23. Fencing needed to provide airfield security.
3. Approach: (See approved Scope of Work in Final Application) Snow removal equipment will occur over 1 year starting in the summer of 2019.
4. Geographic Location: The Airport is located in part of Sections 34, 35, and 36 in T15N R45E, WM Pullman, Whitman County, WA
5. If Applicable, Provide Additional Information: The grant anticipated to be Grant 053.
6. Sponsor's Representative: (include address & telephone number) Anthony Bean, Executive Director Pullman-Moscow Regional Airport 3200 Airport Complex North Pullman, WA 99163 509-338-3223

CIP DATA SHEET

AIRPORT	Pullman-Moscow Regional Airport	LOCID	PUW	LOCAL PRIORITY	
PROJECT DESCRIPTION	Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing			PLANNED YEAR TO CONSTRUCT	2019-2020

JUSTIFICATION: Acquire snow removal equipment to replace existing equipment and provide for clearing of expanded airfield pavement and replace snow removal equipment. Closure crosses that have exceeded their usable life. Emergency Generator is for the relocated Runway 5/23. Fencing required to provide airfield security.

COST ESTIMATE:

ADMINISTRATION:	\$ 10,000	1. Construction	\$ 519,042	4	\$
ENGINEERING:	\$ 50,000	2	\$ 2,000,000	5	\$
INSPECTION:	\$ 50,000	3	\$	TOTAL: \$ 2,629,042	

Federal (%) \$ 2,400,000	State \$ 0	Local (%) \$ 229,042
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SPONSOR VERIFICATION: For each and every project as applicable

Date	(see instruction sheet or attached comments for more information)
5/24/17	-Date of approved ALP with project shown
12/11/14	-Date of environmental determination (ROD, FONSI, CatEx)
N/A	-Date of land acquisition or signed purchase agreement
N/A	-Date of pavement maintenance program
N/A	-Date of Benefit Cost Analysis (BCA) as required

SPONSOR'S SIGNATURE: 	DATE: 5-20-2019
PRINTED NAME: Anthony Bean	TITLE: Executive Director
PHONE NUMBER: 509-338-3223	EMAIL: tony.bean@pullman-wa.gov

FAA USE ONLY					
PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

Fencing Exhibit



STANDARD DOT TITLE VI ASSURANCES

Cities of Pullman, WA and Moscow, ID c/o Pullman-Moscow Regional Airport (hereinafter referred to as the Sponsor) hereby agrees that as a condition to receiving Federal financial assistance from the Department of Transportation (DOT), it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and all requirements imposed by 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") to the end that no person in the United States shall, on the ground 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 will immediately take any measures necessary to effectuate this agreement. Without limiting the above general assurance, the Sponsor agrees concerning this grant that:

1. Each "program" and "facility" (as defined in Section 21.23(a) and 21.23(b)) will be conducted or operated in compliance with all requirements of the Regulations.
2. It will insert the clauses of Attachment 1 of this assurance in every contract subject to the Act and the Regulations.
3. Where Federal financial assistance is received to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.
4. Where Federal financial assistance is in the form or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over, or under such property.
5. It will include the appropriate clauses set forth in Attachment 2 of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Sponsor with other parties:
 - (a) for the subsequent transfer of real property acquired or improved with Federal financial assistance under this project; and
 - (b) for the construction or use of or access to space on, over, or under real property acquired or improved with Federal financial assistance under this Project.
6. This assurance obligates the Sponsor for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Sponsor or any transferee for the longer of the following periods:
 - (a) the period during which the property is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - (b) the period during which the Sponsor retains ownership or possession of the property.
7. It will provide for such methods of administration for the program as are found by the Secretary of transportation of the official to whom he delegates specific authority to give reasonable guarantees that it, other sponsors, subgrantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the act, the Regulations, and this assurance.

STANDARD DOT TITLE VI ASSURANCES (Continued)

8. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance for this Project and is binding on its contractors, the Sponsor, subcontractors, transferees, successors in interest and other participants in the Project. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.

DATED

5-20-2019

**Cities of Pullman, WA and Moscow, ID c/o
Pullman-Moscow Regional Airport Board
(Sponsor)**



(Signature of Authorized Official)

CONTRACTOR CONTRACTUAL REQUIREMENTS

ATTACHMENT 1

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. Compliance with Regulations. The contractor shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination. The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. the contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or lease of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

4. Information and Reports. The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a contract is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the contractor under the contract until the contractor complies, and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

6. Incorporation of Provisions. The contractor shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Sponsor to enter into such litigation to protect the interests of the sponsor and, in addition, the contractor may request the United States to enter into such litigation to protect the interest of the United States.

CLAUSES FOR DEEDS, LICENSES, LEASES, PERMITS OR SIMILAR INSTRUMENTS

ATTACHMENT 2

The following clauses shall be included in deeds, licenses, leases, permits, or similar instruments entered into by the Sponsor pursuant to the provisions of Assurances 5(a) and 5(b).

1. The (grantee, licensee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a DOT program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.
2. The (grantee, licensee, lessee, permittee, etc., as appropriate) for himself, his heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add "as a covenant running with the land") that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, permittee, etc.) shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

**REQUIRED STATEMENTS
AIRPORT IMPROVEMENT PROGRAM PROJECTS**

AIRPORT: Pullman-Moscow Regional Airport

LOCATION: 3200 Airport Complex North Pullman, WA 99163

AIP PROJECT NO.: 3-53-0051-xxx-2019

STATEMENTS APPLICABLE TO THIS PROJECT

Acquire Snow Removal Equipment, Acquire Runway
Closure Crosses, Acquire and Install Emergency
Generator, and Fencing

- ☒ a. **INTEREST OF NEIGHBORING COMMUNITIES:** In formulating this project, consideration has been given to the interest of communities that are near Pullman Moscow Regional Airport.
- ☒ b. **THE DEVELOPMENT PROPOSED IN THIS PROJECT** will not require the use of publicly owned land from a public park, recreation area, wildlife and fowl refuge, or a historical site under Federal, State, or Local jurisdiction.
- ☒ c. **FBO COORDINATION:** The airport development proposed in this project has been coordinated with the Fixed Base Operator(s) utilizing Pullman Moscow Regional Airport and they have been informed regarding the scope and nature of this project.
- ☒ d. **THE PROPOSED PROJECT IS CONSISTENT** with existing approved plans for the area surrounding the airport.

The above statements have been duly considered and are applicable to this project. (Provide comment for any statement not checked).

BY: 

DATE: 5-20-2019

TITLE: Executive Director, Pullman-Moscow Regional Airport

SPONSORING AGENCY: Cities of Pullman, WA and Moscow, ID c/o Pullman-Moscow Regional Airport

NOTE: Where opposition is stated to an airport development project, whether expressly or by proposed revision, the following specific information concerning the opposition to the project must be furnished.

- a. Identification of the Federal, state, or local governmental agency, or the person or persons opposing the project;
- b. The nature and basis of opposition;
- c. Sponsor's plan to accommodate or otherwise satisfy the opposition;
- d. Whether an opportunity for a hearing was afforded, and if a hearing was held, an analysis of the facts developed at the hearing as they relate to the social, economic, and environmental aspects of the proposed project and its consistency with the goals and objectives of such urban planning as has been carried out by the community.
- e. If the opponents proposed any alternatives, what these alternatives were and the reason for nonacceptance;
- f. Sponsor's plans, if any, to minimize any adverse effects of the project;
- g. Benefits to be gained by the proposed development; and
- h. Any other pertinent information which would be of assistance in determining whether to proceed with the project.

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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 of Lobby Activities", 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 subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signed



Sponsor's Authorized Representative

Date

5-20-2019

Title

Executive Director, Pullman-Moscow Regional Airport



ASSURANCES

Airport Sponsors

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this grant agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

The terms, conditions and assurances of this grant agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

The preceding paragraph 1 also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. Airport Planning Undertaken by a Sponsor.

Unless otherwise specified in this grant agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 25, 30, 32, 33, and 34 in Section C apply to planning projects. The terms, conditions, and assurances of this grant agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements.

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance and use of Federal funds for this project including but not limited to the following:

Federal Legislation

- a. Title 49, U.S.C., subtitle VII, as amended.
- b. Davis-Bacon Act - 40 U.S.C. 276(a), et seq.¹
- c. Federal Fair Labor Standards Act - 29 U.S.C. 201, et seq.
- d. Hatch Act - 5 U.S.C. 1501, et seq.²
- e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Title 42 U.S.C. 4601, et seq.^{1,2}
- f. National Historic Preservation Act of 1966 - Section 106 - 16 U.S.C. 470(f).¹
- g. Archeological and Historic Preservation Act of 1974 - 16 U.S.C. 469 through 469c.¹
- h. Native Americans Grave Repatriation Act - 25 U.S.C. Section 3001, et seq.
- i. Clean Air Act, P.L. 90-148, as amended.
- j. Coastal Zone Management Act, P.L. 93-205, as amended.
- k. Flood Disaster Protection Act of 1973 - Section 102(a) - 42 U.S.C. 4012a.¹
- l. Title 49, U.S.C., Section 303, (formerly known as Section 4(f))
- m. Rehabilitation Act of 1973 - 29 U.S.C. 794.
- n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.), prohibits discrimination on the basis of disability).
- p. Age Discrimination Act of 1975 - 42 U.S.C. 6101, et seq.
- q. American Indian Religious Freedom Act, P.L. 95-341, as amended.
- r. Architectural Barriers Act of 1968 - 42 U.S.C. 4151, et seq.¹
- s. Power plant and Industrial Fuel Use Act of 1978 - Section 403- 2 U.S.C. 8373.¹
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. 327, et seq.¹
- u. Copeland Anti-kickback Act - 18 U.S.C. 874.1
- v. National Environmental Policy Act of 1969 - 42 U.S.C. 4321, et seq.¹
- w. Wild and Scenic Rivers Act, P.L. 90-542, as amended.
- x. Single Audit Act of 1984 - 31 U.S.C. 7501, et seq.²
- y. Drug-Free Workplace Act of 1988 - 41 U.S.C. 702 through 706.

- z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

Executive Orders

- a. Executive Order 11246 - Equal Employment Opportunity¹
- b. Executive Order 11990 - Protection of Wetlands
- c. Executive Order 11998 – Flood Plain Management
- d. Executive Order 12372 - Intergovernmental Review of Federal Programs
- e. Executive Order 12699 - Seismic Safety of Federal and Federally Assisted New Building Construction¹
- f. Executive Order 12898 - Environmental Justice

Federal Regulations

- a. 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).
- b. 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [OMB Circular A-87 Cost Principles Applicable to Grants and Contracts with State and Local Governments, and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations].^{4, 5, 6}
- c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment
- d. 14 CFR Part 13 - Investigative and Enforcement Procedures 14 CFR Part 16 - Rules of Practice For Federally Assisted Airport Enforcement Proceedings.
- e. 14 CFR Part 150 - Airport noise compatibility planning.
- f. 28 CFR Part 35- Discrimination on the Basis of Disability in State and Local Government Services.
- g. 28 CFR § 50.3 - U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964.
- h. 29 CFR Part 1 - Procedures for predetermination of wage rates.¹
- i. 29 CFR Part 3 - Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States.¹
- j. 29 CFR Part 5 - Labor standards provisions applicable to contracts covering federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act).¹
- k. 41 CFR Part 60 - Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements).¹
- l. 49 CFR Part 18 - Uniform administrative requirements for grants and cooperative agreements to state and local governments.³
- m. 49 CFR Part 20 - New restrictions on lobbying.
- n. 49 CFR Part 21 – Nondiscrimination in federally-assisted programs of the Department of Transportation - effectuation of Title VI of the Civil Rights Act of 1964.
- o. 49 CFR Part 23 - Participation by Disadvantage Business Enterprise in Airport Concessions.

- p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally Assisted Programs.^{1 2}
- q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Programs.
- r. 49 CFR Part 27 – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance.¹
- s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities conducted by the Department of Transportation.
- t. 49 CFR Part 30 - Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors.
- u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)
- v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).
- w. 49 CFR Part 41 - Seismic safety of Federal and federally assisted or regulated new building construction.

Specific Assurances

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this grant agreement.

Footnotes to Assurance C.1.

¹ These laws do not apply to airport planning sponsors.

² These laws do not apply to private sponsors.

³ 49 CFR Part 18 and 2 CFR Part 200 contain requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation and circular shall also be applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

⁴ On December 26, 2013 at 78 FR 78590, the Office of Management and Budget (OMB) issued the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR Part 200. 2 CFR Part 200 replaces and combines the former Uniform Administrative Requirements for Grants (OMB Circular A-102 and Circular A-110 or 2 CFR Part 215 or Circular) as well as the Cost Principles (Circulars A-21 or 2 CFR part 220; Circular A-87 or 2 CFR part 225; and A-122, 2 CFR part 230). Additionally it replaces Circular A-133 guidance on the Single Annual Audit. In accordance with 2 CFR section 200.110, the standards set forth in Part 200 which affect administration of Federal awards issued by Federal agencies become effective once implemented by Federal agencies or when any future amendment to this Part becomes final. Federal agencies, including the Department of Transportation, must implement the policies and procedures applicable to Federal awards by promulgating a regulation to be effective by December 26, 2014 unless different provisions are required by statute or approved by OMB.

⁵ Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

⁶ Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this grant agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this grant agreement which it will own or control.

4. Good Title.

- a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.
- b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

- a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this grant agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

- b. It will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this grant agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this grant agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this grant agreement.
- c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.
- d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.
- e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.
- f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to insure that the airport will be operated and maintained in accordance Title 49, United States Code, the regulations and the terms, conditions and assurances in this grant agreement and shall insure that such arrangement also requires compliance therewith.
- g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under section 44706 of Title 49, United States Code, and all the security equipment required by rule or regulation, and

has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

- a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this grant, the total cost of the project in connection with which this grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.
- b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of \$2,000 for work on any projects funded under this grant agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor, in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this grant agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in Section 47112 of Title 49, United States Code. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this grant agreement, and, upon approval of the Secretary, shall be incorporated into this grant agreement. Any modification to the approved plans,

specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this grant agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

- a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.
- b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.
- c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.
- d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.
- e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.
- f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.
- g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.
- h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

- a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal,

state and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for-

- 1) Operating the airport's aeronautical facilities whenever required;
 - 2) Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
 - 3) Promptly notifying airmen of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.
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- b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

- a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.
- b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or

to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to-

- 1) furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and
 - 2) charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
- c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.
- d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.
- e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.
- f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees [including, but not limited to maintenance, repair, and fueling] that it may choose to perform.
- g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.
- h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.
- i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

- a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and
- b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or

operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

- 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.
 - c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.

26. Reports and Inspections.

It will:

- a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;
- b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;
- c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this grant agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

- d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:
 - 1) all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and
 - 2) all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that –

- a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or
- b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein, or rights in buildings of the sponsor as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

- a. It will keep up to date at all times an airport layout plan of the airport showing
 - 1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;
 - 2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and

roads), including all proposed extensions and reductions of existing airport facilities;

- 3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and
 - 4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.
- b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any activity conducted with, or benefiting from, funds received from this grant.

- a. Using the definitions of activity, facility and program as found and defined in §§ 21.23 (b) and 21.23 (e) of 49 CFR § 21, the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by, or pursuant to these assurances.
- b. Applicability
 - 1) Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.
 - 2) Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

- 3) Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

- 1) So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
- 2) So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this grant agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

“The **(Name of Sponsor)**, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises and airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”

e. Required Contract Provisions.

- 1) It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the DOT, and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
- 2) It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
- 3) It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
- 4) It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin, creed, sex, age, or handicap as a

covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

- a) For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b) For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
- f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.
- g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

- a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order, (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund. If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.
- b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, (1) upon application to the Secretary, be reinvested or transferred to another

eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order: (1) reinvestment in an approved noise compatibility project, (2) reinvestment in an approved project that is eligible for grant funding under Section 47117(e) of title 49 United States Code, (3) reinvestment in an approved airport development project that is eligible for grant funding under Sections 47114, 47115, or 47117 of title 49 United States Code, (4) transferred to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport, and (5) paid to the Secretary for deposit in the Airport and Airway Trust Fund.

- c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.
- d. Disposition of such land under (a) (b) or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

It will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services with respect to the project in the same manner as a contract for architectural and engineering services is negotiated under Title IX of the Federal Property and Administrative Services Act of 1949 or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out the project in accordance with policies, standards, and specifications approved by the Secretary including but not limited to the advisory circulars listed in the Current FAA Advisory Circulars for AIP projects, dated _____ (the latest approved version as of this grant offer) and included in this grant, and in accordance

with applicable state policies, standards, and specifications approved by the Secretary.

35. Relocation and Real Property Acquisition.

- a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.
- b. It will provide a relocation assistance program offering the services described in Subpart C and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.
- c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its DBE and ACDBE programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1936 (31 U.S.C. 3801).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

- a. If the airport owner or operator of a medium or large hub airport (as defined in section 47102 of title 49, U.S.C.) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that-
 - 1) Describes the requests;
 - 2) Provides an explanation as to why the requests could not be accommodated; and
 - 3) Provides a time frame within which, if any, the airport will be able to accommodate the requests.
- b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



**FAA
Airports**

Current FAA Advisory Circulars Required for Use in AIP Funded and PFC Approved Projects

Updated: 2/20/2018

View the most current versions of these ACs and any associated changes at:
http://www.faa.gov/airports/resources/advisory_circulars and
http://www.faa.gov/regulations_policies/advisory_circulars/

NUMBER	TITLE
70/7460-1L Change 1	Obstruction Marking and Lighting
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B Changes 1 - 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13B	Development of State Standards for Nonprimary Airports
150/5200-28F	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30D Change 1	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C Changes 1 - 2	Airport Emergency Plan
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel

NUMBER	TITLE
150/5210-19A	Driver's Enhanced Vision System (DEVs)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23	Frangible Connections
150/5220-24	Foreign Object Debris Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26, Changes 1 - 2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5300-7B	FAA Policy on Facility Relocations Occasioned by Airport Improvements or Changes
150/5300-13A, Change 1	Airport Design
150/5300-14C	Design of Aircraft Deicing Facilities
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5320-5D	Airport Drainage Design
150/5320-6F	Airport Pavement Design and Evaluation

NUMBER	TITLE
150/5320-12C, Changes 1 - 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5C	Standardized Method of Reporting Airport Pavement Strength - PCN
150/5340-1L	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27E	Specification for Wind Cone Assemblies
150/5345-28G	Precision Approach Path Indicator (PAPI) Systems
150/5345-39D	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42H	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43H	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures

NUMBER	TITLE
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13 Change 1	Planning and Design Guidelines for Airport Terminal Facilities
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction
150/5370-10G	Standards for Specifying Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5390-2C	Heliport Design
150/5395-1A	Seaplane Bases

THE FOLLOWING ADDITIONAL APPLY TO AIP PROJECTS ONLY

Updated: 1/29/2018

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17, Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5300-15A	Use of Value Engineering for Engineering and Design of Airport Grant Projects
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness

Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman- Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
☒ Yes ☐ No ☐ N/A
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
☒ Yes ☐ No ☐ N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- ☒ Yes ☐ No ☐ N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- ☒ Yes ☐ No ☐ N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- ☒ Yes ☐ No ☐ N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- ☒ Yes ☐ No ☐ N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- ☒ Yes ☐ No ☐ N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- ☒ Yes ☐ No ☐ N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- ☒ Yes ☐ No ☐ N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- ☒ Yes ☐ No ☐ N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor has established or will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

☒ Yes ☐ No ☐ N/A

14. Sponsor is not using or will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this 20th day of May, 2019.

Name of Sponsor: Cities of Pullman, WA Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman- Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

☒ Yes ☐ No ☐ N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

☒ Yes ☐ No ☐ N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
☒ Yes ☐ No ☐ N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
☒ Yes ☐ No ☐ N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
☒ Yes ☐ No ☐ N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
☒ Yes ☐ No ☐ N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
☒ Yes ☐ No ☐ N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
☒ Yes ☐ No ☐ N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
☒ Yes ☐ No ☐ N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
☐ Yes ☐ No ☒ N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
☐ Yes ☐ No ☒ N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

☒ Yes ☐ No ☐ N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

☐ Yes ☐ No ☒ N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

☒ Yes ☐ No ☐ N/A

14. The project was or will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 20th day of May, 2019.

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/oPMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official:  _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Board

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

☒ Yes ☐ No ☐ N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
☒ Yes ☐ No ☐ N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
☒ Yes ☐ No ☐ N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- ☒ Yes ☐ No ☐ N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- ☒ Yes ☐ No ☐ N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.
- ☒ Yes ☐ No ☐ N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
☒ Yes ☐ No ☐ N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

☒ Yes ☐ No ☐ N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

☒ Yes ☐ No ☐ N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

☒ Yes ☐ No ☐ N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

☒ Yes ☐ No ☐ N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

☒ Yes ☐ No ☐ N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

☒ Yes ☐ No ☐ N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

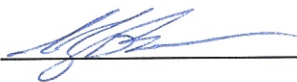
Executed on this 20th day of May, 2019.

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official:



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID - c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgment and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
☒ Yes ☐ No ☐ N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
 - a. Technical standards (Advisory Circular (AC) 150/5370-12);
 - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
 - c. Construction safety and phasing plan measures (AC 150/5370-2).☒ Yes ☐ No ☐ N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
☒ Yes ☐ No ☐ N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
☒ Yes ☐ No ☐ N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
 - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
 - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- ☒ Yes ☐ No ☐ N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
☒ Yes ☐ No ☐ N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
 - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
 - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
 - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- ☒ Yes ☐ No ☐ N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
 - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
 - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- ☒ Yes ☐ No ☐ N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
☒ Yes ☐ No ☐ N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

☐ Yes ☐ No ☒ N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

☒ Yes ☐ No ☐ N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

☒ Yes ☐ No ☐ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 20th day of May, 2017.

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official:



I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

☒ Yes ☐ No ☐ N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

☒ Yes ☐ No ☐ N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

☒ Yes ☐ No ☐ N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

☒ Yes ☐ No ☐ N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

☒ Yes ☐ No ☐ N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

☒ Yes ☐ No ☐ N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

☒ Yes ☐ No ☐ N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Pullman-Moscow Regional Airport

Address: 3200 Airport Complex North, Pullman, WA 99163

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 20th day of May, 2019.

Name of Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
☐ Yes ☐ No ☒ N/A
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
☐ Yes ☐ No ☒ N/A
3. If property for airport development is or will be leased, the following conditions have been met:
 - a. The term is for 20 years or the useful life of the project;
 - b. The lessor is a public agency; and
 - c. The lease contains no provisions that prevent full compliance with the grant agreement.☐ Yes ☐ No ☒ N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

☐ Yes ☐ No ☒ N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

☐ Yes ☐ No ☒ N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

☐ Yes ☐ No ☒ N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

☐ Yes ☐ No ☒ N/A

8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

☐ Yes ☐ No ☒ N/A

9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.

☐ Yes ☐ No ☒ N/A

10. Effort was or will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

☐ Yes ☐ No ☒ N/A

11. If a negotiated settlement is not reached, the following procedures were or will be used:

- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
- b. Supporting documents for awards included in the project files.

☐ Yes ☐ No ☒ N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program was or will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

☐ Yes ☐ No ☒ N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses were or will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

☐ Yes ☐ No ☒ N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this 20th day of May, 2019.

Name of Sponsor: Cities of Pullman, WA & Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Designated Official Representative: 

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor: Cities of Pullman, WA and Moscow, ID c/o PMRA Board

Airport: Pullman-Moscow Regional Airport

Project Number: 3-53-0051-053-2019

Description of Work: Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

☒ Yes ☐ No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

☒ Yes ☐ No

3. The sponsor or sub-recipient certifies that it has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

☒ Yes ☐ No

Attach documentation clarifying any above item marked with "no" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the foregoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this 20th day of May, 2019.

Name of Sponsor: Pullman, WA and Moscow, ID c/o PMRA Board

Name of Sponsor's Authorized Official: Anthony Bean

Title of Sponsor's Authorized Official: Executive Director

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

TITLE VI PRE-AWARD SPONSOR CHECKLIST

Airport/Sponsor: Cities of Pullman, WA & Moscow, ID, c/o Pullman-Moscow Regional Airport

AIP #: 3-53-0051-053-2019

Project Description(s): Acquire Snow Removal Equipment, Acquire Runway Closure Crosses, Acquire and Install Emergency Generator, and Fencing

1) Please describe any of the following IF they apply to your project: Title VI issues raised at public hearing(s) and the conclusions made; EIS data concerning the race, color, or national origin of the affected community; steps taken or proposed to guard against unnecessary impact on persons on the basis of race, color or national origin.

☒ None

2) Please list any airport related Title VI lawsuits or complaints filed in the preceding year against the sponsor. Include a summary of the findings.

☒ None (If "None", continue with questions 3 and 4).

3) Please list any current applications for federal funding (other than FAA) of airport related projects which exceed the amount for this grant.

☒ None

4) Please list any airport related Title VI compliance review(s) received by the sponsor in the preceding two years. Include who conducted the review and any findings of noncompliance.

☒ None

To be completed by the Civil Rights Staff

Review completed and approved: _____


Signature

Date: 5-20-2019

This checklist is only required for projects that involve one of the following: Environmental Assessment or Impact Statement (EIS); airport or runway relocation; major runway extension; relocation of any structure of person; or impact to access or preservation of any burial ceremonial or other sacred or historical structures or lands of any indigenous or ethnic population.

Return to: FAA, Civil Rights, Northwest Mountain Region; 1601 Lind Ave. SW; Renton, WA 98057-3356. FAX: (425) 227-1009 Phone (425) 227-2009

RESOLUTION NO. 2019 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PREAUTHORIZING THE ACCEPTANCE OF U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM GRANT MONIES FUNDING AIRPORT EQUIPMENT AND FENCING. PROVIDING THAT THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE, AND APPROVAL.

WHEREAS, Pullman-Moscow Regional Airport will be offered U.S. Department of Transportation Federal Aviation Administration Grant monies of up to a maximum of \$2,400,000 to be used for acquiring various pieces of airport equipment and fencing; and

WHEREAS, information about said grant monies and project elements is before the City Council of the City of Moscow and attached hereto and marked as Exhibit "A"; and

WHEREAS, the turnaround time between receipt and return of executed grant authorization documents will be very limited; and

WHEREAS, this Council believes it to be in the best interests of the City of Moscow to preauthorize the acceptance of said grant monies.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Moscow as follows:

That the Mayor is hereby preauthorized and directed to accept the U.S. Department of Transportation Federal Aviation Administration Grant monies.

That the Mayor is hereby preauthorized and directed to take such further action as may be appropriate in order to effect the purpose of this Resolution.

That this Resolution shall become effective as of the ____ day of _____, 2019.

PASSED AND APPROVED by the Mayor of the City of Moscow, Idaho, this ____ day of _____, 2019.

Bill Lambert, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

Approved as to Form:

Mia Vowels, City Attorney

EXHIBIT “A”