

Moscow City Council



Regular Meeting ~Agenda~

www.ci.moscow.id.us

Laurie M. Hopkins
City Clerk

208.883.7015

**Monday
June 6, 2022**

7:00 PM

**Council Chambers
206 E. Third St.**

The Moscow Mayor, City Council and Staff welcome you to tonight's meeting. This meeting is open to the public. We appreciate and encourage public participation. For regular agenda items, an opportunity for public comment is sometimes provided after the staff report. However, the formality of procedures varies with the purpose and subject of the agenda item; therefore, the Mayor may exercise discretion in deciding when to allow public comment during the course of the proceedings and limitations may be placed on the time allowed for comments. Citizens wishing to comment on business that is not on the agenda will be provided the opportunity to do so during the public comment item on the agenda. If you plan to address the Council, you will find a list of "Tips for Addressing the Council" in the door pocket outside the City Council Chambers. Please note that Moscow City Council meetings are televised, videotaped and/or recorded. Links to view the City Council meeting live can be found on the City website, YouTube, Facebook and Spectrum Cable 1301. Thank you for your interest in City government.

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council May 16, 2022 Minutes - Laurie M. Hopkins

B. Approval of Liquor License and Request for Waiver for Neat - Laurie M. Hopkins

On May 18, 2022, AA&T Moscow LLC, dba Neat applied for a new liquor license including beer, wine and restaurant certification. Moscow City Code Title 9, Section 7-3 requires approval from the City Council prior to the City Clerk issuing a license to sell liquor. Inspections, background checks, State license and County license are pending. Idaho Code 23-913 prohibits the retail sale of alcohol within 300 feet of a public school, church, or any other place of worship except with the approval of the governing body of the municipality. The proposed location for the liquor license is within 300 feet of NSA North Campus building (previously CJ's) which due to church services taking place every Sunday, is being considered a place of worship. Neat is asking the City Council to approve a waiver from the City to obtain a liquor, beer and wine license. Both New Saint Andrews and Kings Cross Church have been invited to attend the Committee meeting. This was reviewed by the Public Works/Finance Committee on May 23, 2022 and recommended for approval.

ACTION: 1. Approve a waiver allowing alcohol within 300 feet of a place of worship; 2. Approve the alcohol license and restaurant certification for Neat conditioned upon the passing of inspections, background checks and approval of licenses from the State and County.

C. Transportation Alternatives Program South Main Pedestrian Underpass Updated State/Local Agreement - Nate Suhr / Alisa Anderson

In 2018, the City and the Moscow Urban Renewal Agency (MURA) jointly funded a study to assess the feasibility of the construction of a pedestrian underpass on South Main/U.S. 95 just south of the

US Hwy. 95/S.H. 8 intersection. In February of 2020, the City applied for a Transportation Alternatives Program (TAP) grant administered by the Idaho Transportation Department (ITD). On March 18, 2020, ITD announced the City received a notification of award to receive federal funding of \$499,644 for the project. The grant application and Resolution were reviewed at Public Works/Finance Committee on March 28 and on April 1, 2022, the City received communication from ITD to increase the federal funding up to \$994,612 for the project. The project is scheduled to be designed in 2022 and construction during the summer of 2023. The original award has been amended to increase the grant from \$500,000 to \$1 million. This item was reviewed by the Public Works/Finance Committee on May 23, 2022 and recommended for approval.

ACTION: Approve the execution of the updated State/Local Agreement (Design and Construction) Project No. A022 (943) Key 22943 US-Highway 95 Pedestrian Underpass to accompany previously approved Resolution 2022-08.

D. Leading Idaho Local Bridge Program Grant Application - Nate Suhr / Alisa Anderson

SB 1359 authorized \$200 million in one-time funding for the repair or replacement of bridges greater than 20' in length. Bridges must be in poor condition or be posted for load weight limits to qualify. The goal of the program is to replace 1/3 of local bridges in poor or posted conditions. The only qualifying bridge in the City of Moscow is the Sand Road Bridge over the South Fork of the Palouse River. This 51' long bridge is posted with a load restriction and recommended for replacement due to its decreased load capacity. The Leading Idaho Local Bridge Grant has no maximum request amount and no local match requirement. The Local Highway Technical Assistance Committee (LHTAC) will be managing the program with support from local staff and the design firms will be contracting directly with LHTAC, reducing the City of Moscow's required management time. Based on preliminary estimates and recently submitted prices, the bridge is estimated not to exceed the cost of \$1.8 million. This was reviewed by the Public Works/Finance Committee on May 23, 2022 and recommended for approval.

ACTION: Authorize staff to prepare for the Mayor's signature and submittal a funding request for the Leading Idaho Local Bridge Grant Program for replacement of the Sand Road Bridge not to exceed \$1,800,000 to include a Memorandum of Understanding; and corresponding Resolution.

E. Andrew Becker Memorial Public Artwork - Megan Cherry

The family of Andrew Becker has donated funds to support the installation of a permanent public art piece at the Intermodal Transit Center Sculpture Garden. In January 2022, City Council voted to approve a contract with J. Casey Doyle to create two designs to be considered for the Becker Memorial at the ITC Sculpture Garden. Doyle's designs have been reviewed by the donor, whose recommendation was presented to the MAC during the Commission's regular meeting on Tuesday, May 10. The MAC echoes the donor's recommendation for the design with the working title of "Ribbon Clouds." If approved by City Council, staff will complete an artwork commission agreement approved by City Council in January 2022. The project timeline indicates installation of the artwork at the Intermodal Transit Center Sculpture Garden in October 2022. This was reviewed by the Public Works/Finance Committee on May 23, 2022 and recommended for approval.

ACTION: Approve "Ribbon Clouds" design by J. Casey Doyle.

REGULAR AGENDA

2. Staff Recognition Report - Bill Belknap

3. Mayors Appointments (ACTION ITEM)

4. Public Comment and Mayor's Response Period (limit 15 minutes)

5. Cornhole for a Cause Alcohol Use request in East City Park (ACTION ITEM) - Amanda Argona

Story Real Estate is sponsoring Cornhole for a Cause on Saturday, July 2, from 3 to 7 pm in East City Park. This event features food trucks, one licensed beer/wine vendor, free games open to the public, as well as a registered cornhole tournament in support of a non-profit. Following standard operating procedures for events with alcohol within a City Park, Story Real Estate is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the aforementioned date and time. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

PROPOSED ACTIONS: Approve the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Cornhole for a Cause for the duration of the event; or take other action deemed appropriate.

6. PUBLIC HEARING: 536 S Mountain View Road Proposed Rezone (ACTION ITEM) - Mike Ray

The City of Moscow is requesting to rezone an approximately 1.7-acre area located at 536 S Mountain View Road. The parcel is currently zoned Agriculture/Forestry (AF) which the applicant is proposing to rezone to the Moderate Density Single Family Residential (R-2) Zone. The Planning and Zoning Commission conducted a public hearing on April 13, 2022 and recommended approval of the rezone request with no conditions.

PROPOSED ACTIONS: Conduct the public hearing and upon consideration of any testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

6. American Rescue Plan Act (ARPA) Small Business and Non-Profit COVID-19 Recovery Grant Program (ACTION ITEM) - ARPA Review Committee

The ARPA Review Committee will present to City Council four (4) small business grant requests of \$15,000 each for a total of \$60,000 and fourteen (14) non-profit applications. The total of all non-profit requests is \$846,320 with eight (8) of the requests over \$25,000 ranging from \$40,000 to \$200,000 each. Information on each grant request and the supporting documentation is attached to this report. The Committee will seek action on one additional small business application for an organization that has closed since applying for funding.

PROPOSED ACTIONS: The ARPA Review Committee is recommending approval of four (4) small business grant requests of \$15,000 each for a total of \$60,000 and denial of one (1) application due to the recent closure of the business; or take other action deemed appropriate.

PROPOSED ACTIONS: The ARPA Review Committee has determined fourteen (14) non-profit applications are eligible for funding under the program requirements and are being recommended for approval of the amount requested, not to exceed \$25,000; or take other action deemed appropriate .

PROPOSED ACTIONS: The ARPA Review Committee is recommending City Council close the grant program to accept no new applications at 4:00 PM on August 12, 2022, and to advertise this deadline in various media forms to the public; or take other action deemed appropriate.

REPORTS

City Council

Mayor

Staff

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.

Moscow City Council



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

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208.883.7015

Monday, May 16, 2022

7:00 PM

**Council Chambers
206 E. Third St.**

The meeting was called to order at 7:00 p.m.

PRESENT: Sandra Kelly, Maureen Laflin, Hailey Lewis, Julia Parker, Gina Taruscio, Anne Zabala

ABSENT: Mayor Art Bettge

STAFF: Bill Belknap, Mia Bautista, Cody Riddle, Jen Pfiffner, David Schott, Brian Nickerson, Tim Davis, Tyler Palmer, Laurie M. Hopkins

PLEDGE OF ALLEGIANCE

Council Member Parker led the Pledge of Allegiance.

PROCLAMATION

EMS Week Proclamation

Acting Mayor Kelly read the proclamation and presented it to Chief Nickerson and Dan Carscallen.

Memorial Day Proclamation

Acting Mayor Kelly read the proclamation.

CONSENT AGENDA

1. All Consent Items (ACTION ITEM)

A. Approval of Moscow City Council May 2, 2022 Minutes - Laurie M. Hopkins

B. Disbursement Report for April 2022 - Sarah Banks

Staff presented the April 2022 Accounts Payable Report to Public Works / Finance Committee on May 9, 2022. The Committee received the report and approved the disbursements as presented.

ACTION: Accept the Disbursements Report for the month of April 2022.

C. Well House No. 6 Rebid Award - Bob Buvel

The City published an advertisement for bids on April 16, 2022 and April 23, 2022 for the Well House No. 6 Rebid project. The project included the reconstruction of Well House No. 6, electrical improvements, and the coordination of the installation of a new generator. The Engineer's Estimate for the project was \$462,000.00 for base bid and \$206,118.00 for Add Alternate No. 1. Bid opening for the project took place on May 3rd, 2022, at which two (2) bids were received. The bids received were in the amount of \$724,512 for the base bid and \$200,000.00 for Add Alternate Number 1 submitted by Razz Construction, Inc. A second bid of \$636,915 for the base bid and \$197,000.00 for Add Alternate Number 1 submitted by TML Construction Inc. The lowest responsive bid was TML Construction Inc. A bid analysis performed by Welch Comer is included in the Council packet. This was reviewed by the Public Works/Finance Committee on May 9, 2022 and recommended for approval.

ACTION: Accept the low bid from TML Construction, Inc., award the contract for both the base bid and

bid Alternate Number 1 in the amount of \$833,915.00, and authorize staff approval of construction change orders in an amount not to exceed 10% of the contract amount.

D. Rendezvous in the Park Beer and Wine Garden Request - David Schott

Rendezvous in Moscow, Inc. is requesting City Council approve a Resolution allowing them to have a beer garden provided by a licensed vendor in East City Park for Rendezvous in the Park 2022 between the hours of 3:00 p.m. and 10:00 p.m. local time from July 13, 2022, through July 17, 2022. The event is open to the public, and there have been no issues related to this request since the first beer and wine garden was approved. The location of the beer garden has changed this year. The beer and wine garden in 2022 will be on the east side of East City Park. Security will be provided by Allied Universal Security Services again this year. The Chief of Police has reviewed the request and the safety requirements addressed in the Resolution and had no issue with the request. This was reviewed by the Administrative Committee on May 9, 2022 and recommended for approval.

ACTION: Approve the Resolution authorizing the beer and wine garden request for Rendezvous in the Park 2022.

E. Idaho Commission on the Arts ARPA Grant - Megan Cherry

The Idaho Commission on the Arts (ICA) announced an American Rescue Plan Act (ARPA): Relief for Arts Nonprofits grant opportunity on April 22, 2022, with a deadline of May 9, 2022. This opportunity is for a one-time, non-matching grant available to arts organizations throughout Idaho. Grant funding for this program originates from federal ARPA funds, with award amounts based upon a formula similar to the ICA's annual Public Programs in the Arts grant. Staff anticipates up to \$8000 in funds awarded through this program. If received, the revenue would offset existing full-time personnel costs. Due to the short time between the announcement and the deadline for applications, the Arts Department submitted an application on behalf of the City of Moscow Arts Department on May 4, 2022, and is seeking ratification of that application. This was reviewed by the Public Works/Finance Committee on May 9, 2022 and recommended for approval.

ACTION: Approve ratification of the ICA ARPA grant funds application made May 4, 2022.

F. Camp Moscowanna Alcohol Use Request in Entertainment District - Amanda Argona

The Moscow Chamber of Commerce + Visitor Center is hosting Camp Moscowanna on Saturday, June 4th, from 4 pm to 8 pm on Main Street between 3rd and 6th Streets. This summer camp-themed event is designed to evoke the nostalgia of family-friendly gatherings and features: corn-hole, a children's fishing hole, sing-a-long log, relay race, scavenger hunt, live music, up to ten local food vendors, and up to nine beer/wine vendors. The event has been reviewed and approved by staff as of April 13, 2022. Following standard operating procedures for events with alcohol that are within the Entertainment District boundaries, Camp Moscowanna is requesting a temporary suspension of the open container law by resolution. Per Moscow City Code, Section 10-1-12, a draft resolution has been prepared for the Council's consideration. This was reviewed by the Administrative Committee on May 9, 2022 and recommended for approval.

ACTION: Approve the resolution allowing for the temporary suspension of the open container law within the event footprint of Camp Moscowanna for the duration of the event.

Lewis moved to approve the consent agenda with the removal of Item D. Laflin seconded. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Parker moved and Zabala seconded to approve Item D. Roll Call Vote: Ayes: Four (4). Nays: None. Abstentions: One (Lewis). Motion carried.

REGULAR AGENDA

2. Staff Recognition Report - Bill Belknap

None offered.

3. Mayors Appointments (ACTION ITEM)

Acting Mayor Kelly presented to the City Council for consideration the appointments of Josh Larson to the Farmers Market Commission; Ron Meeuf to the Historic Preservation Commission; and Kristin Haltinner to the Human Rights Commission. Laflin moved and Lewis seconded approval of the appointments. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

4. Public Comment and Mayor's Response Period (limit 15 minutes)

Matt Williamson (Moscow) spoke on justifications of punishment for criminals and how they are not for the mentally ill. He feels the criminal justice system needs to be reviewed.

Shannon Gray (Mountain View Road) spoke on the Oxford house. She is not against the house itself but feels the real issue is the location within 1000 feet of a school, which is a drug free zone, and the zoning being R-1.

5. Palouse Knowledge Corridor Presentation – Rich French

Rich French, PKC, said the PKC has a new name One Palouse. He spoke on the entities involved with One Palouse and the resource gaps in the area. The organization is working through a strategic plan that will develop an entrepreneurial pipeline to help startups and creating a campaign to focus on resolving issues. Idaho representative is missing and he would like to see participation in One Palouse as a board member or stakeholder.

6. Moscow Volunteer Fire Department ISO Rating Report – Brian Nickerson

Nickerson reminded the Council the ISO review process for the department was updated and the Department actually received a better rating. There are no Class 1 departments in Idaho and Moscow is one of two departments in Idaho with a Class 2 rating. Lewiston and Pullman ratings are Class 3. Nickerson went through the rating categories; how many credits were received in each; and how the rating could be improved. The gentleman that did the rating was impressed with the department.

7. Sanitation Rate Study Executive Summary Report (ACTION ITEM) - Tim Davis

The Sanitation Department procured the consulting services of FCS Group to conduct a rate study update on July 12, 2021. Rate studies are conducted by utilities periodically to assure that the costs of services are in alignment with the revenue needs of the utility, and that those costs are allocated in as equitable of manner as possible among the utility customer classes. A critical component to this rate study process was the assembling of a Citizen Rate Committee (CRC). The CRC provided a diverse perspective that represents the Moscow Community in evaluating and advising on the City's Sanitation rate structure. The rate study used the methodology and policies established in the 2012 and 2016 rate studies to inform this update. Much like previous Sanitation rate studies, the collection system and solid waste processing facility (SWPF) were evaluated independent of each other. Much of the Sanitation Department costs are driven by contractual obligations for solid waste and recycling collection with Inland North Waste, SWPF operations with Inland North Waste and long-haul transport and disposal of municipal solid waste with Finley Buttes Landfill, a subsidiary of Waste Connections. The City of Moscow also has individual disposal contracts with Latah County and the cities of Bovill, Deary, Genesee, Juliaetta, Kendrick, Potlatch and Troy, which expire September 30, 2023. This rate study update establishes a disposal cost schedule for future years and will assist with negotiations and renewal of these disposal contracts. This was reviewed by the Public Works/Finance Committee on May 9, 2022 and recommended for approval.

PROPOSED ACTIONS: Approve the Sanitation Rate Study Update as presented; or take other action deemed appropriate.

Palmer introduced the item as written above. Davis explained the rate study objectives are to achieve equitable rates among the utility customer classes and avoid significant rate changes to provide rate stability over time. Both objectives were achieved. The study evaluation has two different categories: the collection system and the solid waste processing. The collections system was found to need a 2.25% fee increase for FY2026-FY2032. Discussions with the CRC resulted with a phased approach for the increase beginning in FY2023. The increase was reduced to 1% for FY2023 through FY2025, then a 1.5% increase from FY2026 through FY2032 thus reducing the impact to the rate payors. Also indicated by the study was the need to increase the solid waste processing system. Increases would be 1.5% from FY2024 through FY2031 and 1.75% through FY2032. The sanitation fund is healthy and based on findings, the rate payers will see stability in the sanitation services for the next ten years.

The cost of service analysis, which is the cost of solid waste to customer classes in proportion to demands, found that dumpster rates were over the cost of service, commercial cart rates were over cost of service by, and residential rates were under the cost of service by. To align customer class rates with actual costs to provide services, rate adjustments would begin FY2023 and phase in through a five-year period. Sanitation has not increased rates over the last three years. The new programs implemented since the previous rate study include roll cart solid waste collection and single-stream recycling. Now that there is a history on these new programs, staff can see how the contractual obligations related to these services truly reflect the services.

Matthew Hobson, project manager on the utility rate study, provided an overview on the utility and common objectives for user rates.

Palmer reiterated staff has been looking at actual costs to the city. In addition, but not related to the study, the CRC discussed multifamily recycling rates. The multi-family recycling program but is not tied to the rate study. The multi-family recycling program needs some updates as it is technically accessible but not practically accessible. Staff is working on putting together a work group to provide recommendations on the multi-family recycling program so that it is more accessible. The CRC recommended increases to the multi-family recycling program but staff is proposing no increases until the program can be reviewed. Accumulation in Sanitation Capital is on hold because projects have not come to fruition and there needs to be clarity in the needs of the programs.

Zabala confirmed approving the rate study update does not set fees, only provide a guide for the next budget rates. Palmer added it is a financial tool so the City doesn't fall behind on rates so the impact is spread over a number of years.

Taruscio liked the idea of a working group for multifamily recycling and hopes within the process that recycling is considered as a whole with solid numbers. Palmer he can have the Environmental Services Group do a comparison between green gas cost versus City cost. Taruscio added she wants to make decisions that are correct and not just to do something. She also asked staff to keep Council up to date on process through routine reports.

Parker appreciated the thorough review for future budgeting processes and moved to approve the sanitation rate study. Laflin seconded.

Lewis was concerned about citizen complaint phone calls and how to communicate the need for the increase to the public. Palmer responded there will be clear and positive information sent out via social media and press releases. Lewis was also concerned about cost of service versus using reserves. Palmer responded that because the multi-family recycling program will be suspended, some of the reserves will be used. With no construction planned for FY2023, there is time and room for fluctuation and prioritization of the multifamily issues first.

Dan Schoenberg (Palouse Properties, Moscow) calculated the cost escalation in terms of rent per unit per month

is \$20 due to charges for mechanical dumpsters or cost of service that cannot be rendered. He would like a committee to look at a comprehensive study of the sanitation program. He feels multifamily units are paying twice, for service they can't use and the solid waste dumpster. He feels there is a need to look at the system as a whole as there is a relationship between all the programs. Palmer said the sanitation plan was created in 2018, and if a working group sees conditions that they feel need to change, the group can make recommendations to Council. Lewis requested the group include a University of Idaho representative and a discussion regarding pilot recycling program on campus.

Stevie Steelie Johnson (Inland North Waste (INW), Rural Moscow), said when she started at INW many recyclables were being thrown in the garbage. She read the goals of the CRC and doesn't believe the CRC considered all the information available to forecast the decisions such as the \$30,000 loss to INW each month. She feels the recycling center has had no forward movement because the City doesn't have incentive due to the recycling center being heavily subsidized by INW and multifamily units. Johnson commented on Exhibit A, Citizen Rate Committee Questions saying INW was never asked for information in regards to question 7; in regards to questions 9 and 10, she responded INW is locked into contracts with the City with no negotiations until full contract has been met; in regards to questions 11, INW purchased property for the construction of a new recycling processing building which is now paused and funds reallocated.

Roll Call Vote: Ayes: Three (Parker, Laflin, Lewis). Nays: Two (Zabala, Taruscio). Abstentions: None. Motion carried.

8. Bird Rides License Agreement for Shared Mobility (ACTION ITEM) - Cody Riddle

Staff will present a proposed one-year license agreement between the City and Bird Rides for the operation of shared-use scooters within the City. The agreement will allow deployment of up to 200 devices (scooters) for shared use under the provisions of Title 11, Chapter 2 of Moscow City Code, amended earlier in 2022.

PROPOSED ACTIONS: Approval of the license agreement with Bird Rides, or provide staff further direction.

Riddle provided a background on the City Code updates in February 2022 and the licensing agreement. The Central Business Zoning District, including Friendship Square and during Farmers Market hours, is not a dismount area and cannot be ridden on the sidewalks. There is a provision for impounding devices and the Police Department will enforce. The agreement is for one year so if the scooters prove to be problematic, the agreement can be changed. The fee schedule includes a license fee for Vendors. Scooters can be parked in the furniture of the sidewalk and are limited to 15 mph.

Michael Covato, Bird, said 25-35 will be deployed on the street then increase from there. The company hopes by 2023 they will have the technology for geofencing for sidewalks.

Parker felt providing access to sustainable transportation (non-car) fits with the strategic plan and climate action plan. She has some mixed feelings but with the one year contract and/or if Bird fails to meet the expectations in the agreement, the program can be cancelled.

Zabala found notes from 2018 that a study showed users are low income, young professionals and is in support of the program.

Lewis said she is concerned about 200 scooters but appreciates it is a phased approach. She is concerned about users not knowing where to park and where they can end a ride.

Covato said they do outreach and partner with local businesses for education. Bird uses locally based individuals that can react quickly to requests and placing bikes back into the specific locations. There are also incentives for good riding behavior, being a veteran, etc. and helmets are encouraged. The license agreement has availability

for geo fencing for specific events with a 48-hour notice. After logging into the app, the geofencing is shown and custom notifications can also be included in the app.

Laflin moved to approve the license agreement with Bird Rides. Zabala seconded.

Kelly is also grateful it is a one-year contract but is concerned about how it will affect disabled citizens and children on sidewalks. She hopes there is a plan to keep everyone safe and pedestrians not being pushed off sidewalk.

Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

REPORTS

City Council

Moscow Arts Commission – Laflin concerned about artwalk every month but increased the number of hosting locations. May 19 and June 16 is the annual Artwalk.

Moscow Tree Commission – Taruscio talking developing heritage tree program; draft management plan for Harvest Park.

Moscow Volunteer Fire Department – Zabala said the Department adopted the incentive program.

Farmers Market Commission – Lewis said the Commission was prepping for the first Farmers Market.

Other events were reported on.

Mayor

No report.

Staff

No report.

ADJOURN TO EXECUTIVE SESSION PER IDAHO CODE 74-206 (1)(F) - THE MEETING WILL NOT RECONVENE.

Lewis moved, Taruscio seconded to adjourn to executive session per Idaho Code 74-206 (1)(F) at 9:18 p.m. Roll Call Vote: Ayes: Unanimous. Nays: None. Abstentions: None. Motion carried.

Sandra Kelly, Acting Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

**CITY OF MOSCOW
MINUTES OF CITY COUNCIL EXECUTIVE SESSION
May 16, 2022**

Present: Acting Mayor Sandra Kelly, Maureen Laflin, Hailey Lewis, Julia Parker, Gina Taruscio, Anne Zabala

Absent: Mayor Art Bettge

Also Present: Bill Belknap, City Supervisor; Mia Bautista, City Attorney,

The executive session was called to order at 9:23 p.m.

Item discussed pursuant to I.C. 74-206(1)(F)

The executive session was adjourned at 9:32 p.m.

CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Approval of Liquor License and Request for Waiver for Neat - Laurie M. Hopkins

RESPONSIBLE STAFF

Laurie Hopkins, City Clerk

REVIEWED BY

This was reviewed by the Public Works/Finance Committee on May 23, 2022 and recommended for approval.

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

On May 18, 2022, AA&T Moscow LLC, dba Neat applied for a new liquor license including beer, wine and restaurant certification. Moscow City Code Title 9, Section 7-3 requires approval from the City Council prior to the City Clerk issuing a license to sell liquor. Inspections and background checks are pending. The State of Idaho license is pending due to the location of the proposed business being within 300 feet of a place of worship. The Latah County license application is not reviewed until a State of Idaho license is granted.

Idaho Code 23-913 prohibits the retail sale of alcohol within 300 feet of a public school, church, or any other place of worship except with the approval of the governing body of the municipality. The proposed location for the liquor license is within 300 feet of the NSA North Campus building (previously CJ's) which is a private school. Christ Church holds church services in the building every Sunday. Because there are scheduled services every Sunday, the Alcohol Beverage Control, through Idaho State Police, is considering the building as a place of worship. Neat is asking the City Council to approve a waiver from the City to obtain a liquor, beer and wine license.

STAFF RECOMMENDATION

1. Approve a waiver allowing alcohol within 300 feet of a place of worship; 2. Approve the alcohol license and restaurant certification for Neat conditioned upon the passing of inspections, background checks and approval of licenses from the State and County.

PROPOSED ACTIONS

ACTION: 1. Approve a waiver allowing alcohol within 300 feet of a place of worship; 2. Approve the alcohol license and restaurant certification for Neat conditioned upon the passing of inspections, background checks and approval of licenses from the State and County.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Application-Neat_104 S Main St #104 council_Redacted

CITY OF MOSCOW
LIQUOR LICENSE
NEW APPLICATION



LICENSE EXPIRES EVERY JANUARY 31ST

Date: 5/17/2022

LICENSE TYPE AND FEES

☐ Transfer of existing license

☒ Newly issued license

State license #: _____

Type of License	Amount	Total
☒ Liquor (includes cost of wine)(must also have a retail beer license)	\$562.50	
☐ Beer – retail sale for off-premise consumption	\$50.00	
☒ Beer – by the drink for on premise consumption	\$200.00	
☒ Wine – by the drink AND retail sale on/off premise	\$200.00	Included
☒ Inspection fee – new location (may be waived if a building permit is required for construction/remodel)	\$125.00	
☐ Inspection fee – same location (may be waived if a building permit is required for construction/remodel)	\$30.00	
☐ Restaurant Certification	\$0.00	
TOTAL		887.50

BUSINESS INFORMATION

Business name (DBA) Neat Phone # 2087904219
Business street address 104 S. Main St #104
Business mailing address 104 S. Main St #104
Type of business Bar
Business dates of operation Expected 7/1/2022 Hours of operation Mon-Sat 11am - 7pm
Business contact person Andy Severson Phone # 2087904219
Business email neatmoscow@gmail.com

APPLICANT INFORMATION

Applicant is a ☒ Sole proprietor ☐ Partnership ☐ Corporation

If a corporation, partnership or association, also provide information on Attachment A.

Applicant Name (print - last, first, middle) Morrisette, Alyssa

List any and all previous names _____

Title Owner Date of birth 01/05/1973

Mailing Address 15424 SE 9th St, Bellevue, WA 98007

Idaho resident ☐ Yes ☒ No Length of Idaho residency _____

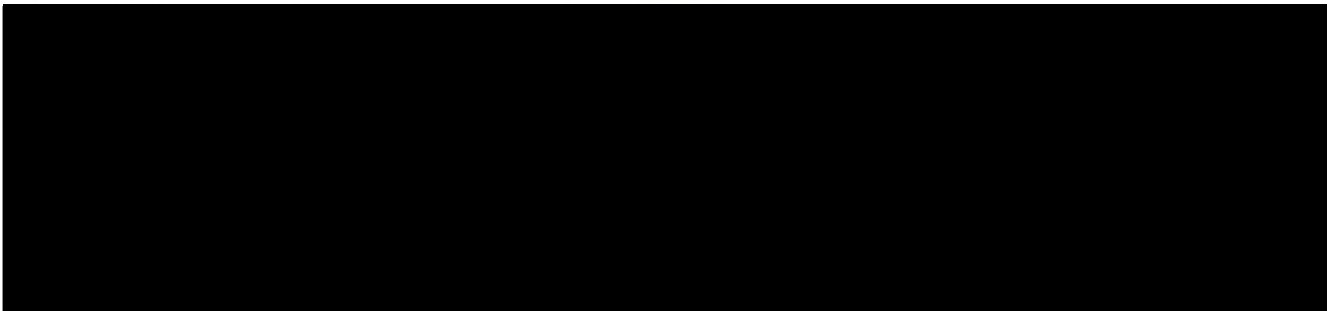
Contact email alyssa.morrisette@gmail.com Phone 208-301-4500

- ☐ Yes ☒ No Has Applicant or anyone listed on **Attachment A** ever had an alcohol license suspended, denied or revoked? (if yes, attach explanation);
- ☐ Yes ☒ No Has Applicant or anyone listed on **Attachment A** ever been convicted of any felony, any alcohol-related misdemeanor or facing any pending criminal charges? (if yes, attach explanation);
- ☐ Yes ☒ No Has Applicant or anyone listed on **Attachment A** ever held any interest in any other business licensed for the sale of alcoholic beverages? (if yes, attach explanation);
- ☐ Yes ☒ No Does anyone have any financial interest in the Applicant's business not previously listed on **Attachment A**, including silent partners, private financial loans, etc.? (if yes, list below, attach additional sheet if necessary);

Name _____ Phone: _____
Address _____ Ownership interest _____

LIQUOR LICENSE INFORMATION

Type of Liquor License ☐ Leased ☒ New



If license is leased:

Monthly Rental: \$ _____ Expiration Lease Date: _____

Does lease or rental agreement include furniture and fixtures: [] YES [] NO

Attach a copy of the liquor license lease.

MANAGER INFORMATION (local manager in charge of selling alcohol)

Manager's name Andy Severson



PROPERTY INFORMATION

Premises are ☐ owned ☒ leased/rented

Building owner name Andrew Crapuchettes

Building owner address 107 E. 1st St, Moscow, ID 83843

Building owner contact email _____

Building owner home phone: _____ Building owner cell phone: _____

Premises are within 300 feet of a public school, church, or any other place of worship ☒ Yes ☐ No

If premises are owned / mortgaged, include the deed.

If premises are leased or rented, attach a copy of lease or other instrument indicating plainly thereon the clause, which constitutes owner's consent to the sale of alcohol on the premises.

PREMISES DIAGRAM / FLOOR PLAN

Attach a diagram (no architectural blue prints) showing the entire area proposed to be licensed to sell, serve, dispense or store alcoholic beverages. **See Attachment B for details and sample drawing.** If applying for a sidewalk café, include the café area as well. The diagram should be on paper no larger than 8.5" x 11" and include the following:

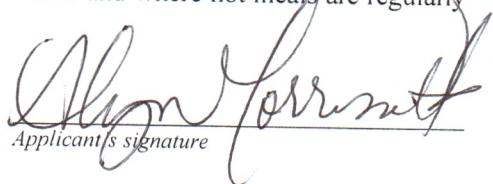
- 1) dimensions of the premises sought to be licensed, including the sidewalk café area if applicable;
- 2) location of every entrance and exit to and from the premises;
- 3) location of every wall and interior partition of the premises;
- 4) location of the bar or bars from which beer will be dispensed;
- 5) location of the kitchen and kitchen facilities, if any;
- 6) location of the area wherein food and/or meals, if any, will be served to the public;
- 7) location of the lavatories and washrooms;
- 8) seating arrangement including location of tables, chairs and stools in the areas where beer, food and meals, and each of them will be served;
- 9) dimensions of each such area and room within the licensed premises;
- 10) location and dimensions of the access to the premises from the public street(s) of the City;
- 11) location and dimensions of the fire lane(s), if any, adjacent to the premises;
- 12) location and dimensions of the parking area, if any, for patrons using the premises.

RESTAURANT CERTIFICATION

Do you have a restaurant endorsement on your Idaho State Police alcohol license? ☒ No ☐ Yes

If yes, please read the following paragraph and certify with your signature.
If no, proceed to next page.

I hereby swear (or affirm) that this application for the sale of beer for consumption on the above-stated premises, that such premises constitute and are operated as a restaurant as defined in Moscow City Code Title 9, Section 6-2, to-wit: Restaurant: any restaurant, café, hotel dining room, coffee shop, cafeteria, railroad dining car or other eating establishment having kitchen and cooking facilities for the preparation of food and where hot meals are regularly served to the public.

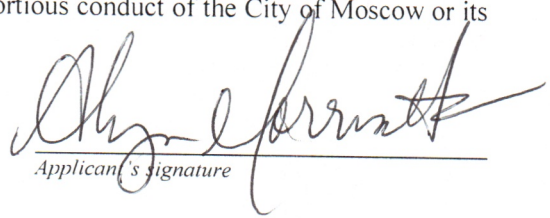

Applicant's signature

AFFIRMATIONS

- ☒ Yes ☐ No The applicant and/or anyone listed on **Attachment A** is the bona fide owner of the business which will be engaged in the sale of beer at retail and with respect to which such license is sought (*if no, attach explanation*);
- ☒ Yes ☐ No The applicant, and/or each person employed by an applicant whose duties include the serving or dispensing of beer, and/or anyone listed on **Attachment A** is not less than nineteen (19) years of age (*if no, attach explanation*);
- ☐ Yes ☒ No The condition and location of the proposed premises to sell beer at retail conforms to all laws and regulations of the State of Idaho and to the ordinances of the County of Latah, Idaho, and the City of Moscow applicable thereto relating to public health and safety and to the zoning ordinances of the City (*if no, attach explanation*);
- ☐ Yes ☒ No Is there is a stamp or permit outstanding and in force which has been issued to any person by the United States government for the premises for which license to sell beer at retail is sought which stamp or permit denotes payment of any special tax imposed by the United States government on a retail dealer in liquor or wines unless said premises are premises for which a retail license for sale of liquor by the drink issued under the provisions of Chapter 9, Title 23, Idaho Code (*if yes, attach explanation*);
- ☐ Yes ☒ No Have you, the manager, employee, or anyone listed on **Attachment A**, within three (3) years immediately preceding the date of filing the application, been convicted of the violation of any law of the State, or any other State, or of the United States, or of any ordinance of any county or of the City, regulating, governing or prohibiting the sale, manufacture, transportation or possession of alcoholic beverages, intoxicating liquors, narcotic drugs or controlled substances, or within said time, suffered the forfeiture of a bond for failure to appear in answer to charges of any such violation (*if yes, attach explanation*);
- ☐ Yes ☒ No Have you, the manager, employee, or anyone listed on **Attachment A** within five (5) years preceding the date of filing the application, been convicted of any felony or paid any fine or completed any sentence of confinement (*if yes, attach explanation*);
- ☐ Yes ☒ No Have you, the manager, employee or anyone listed on **Attachment A** within three (3) years immediately preceding the date of filing the application had any license provided for in Moscow City Code, or any license or permit issued to the applicant pursuant to the law or ordinance of the State, or any other state, or of the United States, or of the City, to sell, manufacture, transport or possess alcoholic beverages or intoxicating liquors revoked (*if yes, attach explanation*).

HOLD HARMLESS

I, Alyssa Morrisette (*applicant name*) shall indemnify and hold harmless the City of Moscow from and for any and all losses, claims, actions, judgements for damages or injury to persons and property and losses and expenses caused or incurred by Neat (*business name*), its servants, agents, employees, guests and business invitees, and not caused by or arising out of the tortious conduct of the City of Moscow or its employees.


Applicant's signature

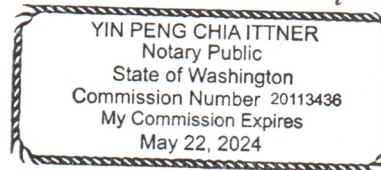
FINAL CERTIFICATION

I have read the foregoing and understand that the terms of this Agreement are contractually and legally binding and that no verbal statement to the contrary, by any person or entity, can void or alter the terms of this Agreement. By signing below, I, Alyssa Morrisette, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct.

Alyssa Morrisette
Applicant's Signature

5/17/2022
Date

STATE OF Washington)
County of King) ss:



Subscribed and sworn before me this 17th day of May, 2022.

Yin Peng Chia Ittner
Residing at Bellevue, King County, Washington
My Commission Expires: May 22nd, 2024

Return application to City Clerk, 206 E 3rd Street, Room 304 or PO Box 9203, Moscow ID 83843

A copy of the Idaho State Police (State of Idaho) and Latah County alcohol licenses are required but can be submitted when they become available to you.

Addendum

RE: Condition and Location of Premises

The premise is within 300ft of a property which has been identified as a place of worship. We are seeking an exemption from the city to authorize this location for use as a alcohol beverage establishment. The location meets all other State, County, and City requirements.

CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Transportation Alternatives Program South Main Pedestrian Underpass Updated State/Local Agreement - Nate Suhr / Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Nate Suhr, Senior Engineering Technician

REVIEWED BY

Public Works/Finance Committee

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

Moscow Urban Renewal Agency

DESCRIPTION

In 2018, the City and the Moscow Urban Renewal Agency (MURA) jointly funded a study to assess the feasibility of the construction of a pedestrian underpass on South Main/U.S. 95 just south of the US Hwy. 95/S.H. 8 intersection. In February of 2020, the City applied for a Transportation Alternatives Program (TAP) grant administered by the Idaho Transportation Department (ITD). On March 18, 2020, ITD announced the City received a notification of award to receive federal funding for the project. On April 1, 2022, the City received communication from ITD to increase the federal funding up to \$994,612 for the project. The awarded project will construct a bike/pedestrian underpass in the existing stream banks of Paradise Creek at the US Hwy. 95 crossing. The new underpass will allow pedestrian and bicyclists to travel underneath US Hwy. 95 without using the existing crosswalks where Hwy. 95 and S.H. 8 converge with Main Street near the south entrance of the University of Idaho campus. The large multi-lane intersection has crosswalks crossing 5 lanes of traffic including two merging turning lanes. The underpass will significantly improve pedestrian connectivity and safety and be constructed similar to the recently completed Styner/White underpass on Hwy. 8. The new path extension will be 710 feet long and 10 feet wide connecting to an existing route on Paradise Path leading to the Intermodal Transit Center, University of Idaho campus with adjacent connections to Gritman Medical Center, student housing and downtown Moscow.

The amended total project costs are \$1,073,400 and the City has been awarded federal aid in the amount of \$994,612, which is 92.66% of the project. The City's local match requirement is \$78,788 which is 7.34% of the project costs. The Moscow Urban Renewal Agency (MURA) has committed to contributing 50% of the City's match estimated at \$39,394. The attached State/Local Agreement is for project development and construction as outlined on Page 2 in the Agreement. The project is scheduled to be designed in the summer/fall of 2022 and construction to be completed in 2023. The updated State/Local Agreement and corresponding Resolution are attached to this report.

STAFF RECOMMENDATION

Approve the execution of the updated State/Local Agreement (Design and Construction) Project No. A022 (943) Key 22943 US-Highway 95 Pedestrian Underpass to accompany previously approved Resolution 2022-08.

PROPOSED ACTIONS

ACTION: Approve the execution of the updated State/Local Agreement (Design and Construction) Project No. A022 (943) Key 22943 US-Highway 95 Pedestrian Underpass to accompany previously approved Resolution 2022-08.

FISCAL IMPACT

The estimated total project costs are \$1,073,400; ITD Grant \$994,612; City's local match \$39,394, MURA \$39,394. The City's match is included in the FY2022/23 Capital Projects Budgets.

PERSONNEL IMPACT

The project will be administered and managed by City of Moscow staff.

ATTACHMENTS

1. 22943 SLA TAP updated

**STATE/LOCAL AGREEMENT
(DESIGN AND CONSTRUCTION)
PROJECT NO. A022(943)
PEDESTRIAN UNDERPASS, MOSCOW
LATAH COUNTY
KEY NO. 22943**

PARTIES

THIS AGREEMENT is made and entered into this _____ day of _____, _____, by and between the **IDAHO TRANSPORTATION DEPARTMENT**, hereafter called the State and the **CITY OF MOSCOW**, acting by and through its Mayor and Council, hereafter called the Sponsor.

PURPOSE

The Sponsor has requested funding under the Transportation Alternatives (TAP) Program as detailed in the project Application, a copy of which is attached as Exhibit A. The purpose of this Agreement is to set out the terms and conditions necessary to obtain Federal-aid participation in the work.

The Sponsor acknowledges that this Agreement covers a project wherein federal aid funds will be allocated, and Sponsor will comply with the requirements of 23 U.S.C. §313, 23 CFR §635.410, and 28 CFR Part II.

NOTE: The Sponsor is responsible for complying with all project requirements and project administration procedures outlined in the Transportation Alternatives Program Manual available at <http://apps.itd.idaho.gov/apps/manuals/manualsonline.html> .

Since certain functions under this Agreement are to be performed by the State, involving the expenditure of funds, and since the State can only pay for work associated with the State Highway System, the Sponsor is fully responsible for all costs related to the project for work off the State Highway System.

Authority for this Agreement is established by Section 40-317 of the Idaho Code.

The Parties agree as follows:

SECTION I. GENERAL

1. This Agreement is entered into for the purpose of complying with certain provisions of the Federal-Aid Highway Act, in obtaining federal participation in the design and construction of the project.

2. Federal participation in the costs of the project will be governed by the applicable sections of Title 23 U.S. Code (Highways) and rules and regulations prescribed or promulgated by the Federal Highway Administration, including, but not limited to, the requirements of 23 U.S.C. §313, 23 CFR §635.410, and 28 CFR Part II.
3. Funds owed by the Sponsor shall be remitted to the State through the ITD payment portal at: <https://apps.itd.idaho.gov/PayITD>.
4. Federal participation in the project is at the rate of 92.66%; local participation is 7.34%. The maximum Federal-aid for this project is \$994,612.
5. Scheduled funding for this project is listed on the approved Idaho Transportation Investment Program, and subsequent revisions. Current estimated funding is as follows:
 - a. Project Development (State, Consultant, Local) - \$300,000
(PE - \$5,000; PC - \$250,000; PL - \$45,000)
 - b. Construction - \$773,400
(CE - \$100,000; CN - \$673,400)
 - c. Total Estimated Project Costs - \$1,073,400
6. The Sponsor's match for this project will be provided in cash in the amount of 7.34 percent of the entire project (currently \$78,788).
7. This project shall be designed to State Standards as defined in the current version of the Idaho Transportation Department's Roadway Design Manual, or as subsequently revised. The current version of the Roadway Design Manual can be viewed at the following web site:
<http://itd.idaho.gov/manuals/ManualsOnline.htm>.

SECTION II. That the Sponsor shall:

1. Provide a funding match of 7.34% of the Total Estimated Project Costs of \$1,073,400, and assume responsibility for all costs of the project over and above the \$994,612 federal-aid limit.
2. Pay to the State the sum of **\$7,879**, estimated to be the total expense to the State for this project. This amount will be applied towards the Sponsor's match. Upon project completion, if the estimated expense does not reflect the true cost of the work performed by the State, the Sponsor shall remit to the State the additional sum needed to cover the actual costs incurred by the State.
3. Designate an authorized representative to act on the Sponsor's behalf. That authorized representative's name is _____,
Phone No. _____.

4. With the assistance of the State, secure the services of a consultant to design the project, and provide a copy of the project plans, specifications and estimate to the State for review and approval.
5. Before advertisement for bids, provide to the State a certification that all rights-of-way, easements, permits, materials sources, and agreements necessary for the construction and maintenance of the project have been acquired. The Sponsor will also certify that the contract proposal includes FHWA Form 1273 (Federal-aid Contract Provisions), and will provide an environmental determination in accordance with 23CFR 771.117.
6. Before advertisement for bids, provide to the State for review and approval a copy of the Contract Proposal form, Notice to Contractors, and construction plans, specifications and estimate. After the project is advertised for bids, provide the State with a copy of the bidding documents.
7. Advertise for the construction of the project, open bids, prepare a contract estimate of cost based on the successful low bid in accordance with State laws on procurement procedures for local governments, and request State concurrence prior to award.
8. Award a contract for construction of the project based on the successful low bid, and provide the State a copy of the contract.
9. During construction of the project, Sponsor will provide a project manager and staff to administer and inspect the project, and to provide inspection diaries and support to the State's Engineer. The individuals who will be performing inspection or certifying the sampling and testing results of any materials must be qualified in the appropriate inspector/sampler/tester area as identified in Memo 17B in the Transportation Alternatives Program Manual.
10. The Sponsor shall prepare all monthly and final contract estimates and change orders, and submit all major change orders to the State for approval. During the life of the construction contract, prior approval of the State will be obtained if it is necessary to deviate from the plans and specifications to such a degree that the nature of the completed work is significantly changed.
11. In cooperation with the State, establish and cause to be maintained all construction traffic controls deemed necessary to best serve the public interests and to expedite the work in accordance with the MUTCD.
12. At no cost to the federal-share, cause to be replaced to original, equal or better condition any existing pavement, regulatory signs, and other similar items damaged as a result of the contractor's operation, except as hereafter stated as obligations of the State.

13. During design and construction of the project, be responsible for payment of all invoices for work performed on the project. The Sponsor will provide monthly invoices, and proof of payment of same, to the State for reimbursement of the federal-aid share, up to a maximum of \$994,612.
14. Maintain all project records, including source documentation for all expenditures for a period of three (3) years from the date of final acceptance. Provide the State an electronic copy of these documents and records upon completion of the project. If any litigation, claim, negotiation, or audit has been started before expiration of the three-year period, the records shall be retained until completion of the action and resolution of all issues that arise from it.
15. Maintain the project upon completion to the satisfaction of the State. Such maintenance includes, but is not limited to, preservation of the underpass as is necessary for its safe and efficient utilization. Failure to maintain the project in a satisfactory manner will jeopardize the future allotment of federal-aid highway funds for projects within the Sponsor's jurisdiction.
16. Comply with Exhibit B attached hereto and made a part hereof. By this agreement Sponsor agrees to comply with and be bound to the Civil Rights provisions of Title VI of the Federal Code and to generally insert those provisions in all contracts that it enters into that are federally funded on this project. If property acquired for this project with Federal financial assistance is transferred, the recipient of the property will be subject to Exhibit B if the property is used for the same purpose it was originally acquired or for another purpose involving similar services or benefits to the general public. Sponsor should contact the State prior to disposing of any property acquired under this agreement.
17. Comply with all other applicable State and Federal regulations.
18. To the extent permitted by Idaho law and as provided by the Idaho Tort Claims Act, indemnify, save harmless the State, regardless of outcome, from the expenses of and against suits, actions, claims or losses of every kind, nature and description, including costs, expenses and attorney fees that may be incurred by reason of any act or omission, neglect or misconduct of the Sponsor or its consultant in the design, construction and maintenance of the work which is the subject of this Agreement, or Sponsor's failure to comply with any state or federal statute, law, regulation or rule. Nothing contained herein shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby expressly reserved.

SECTION III: That the State shall:

1. Enter into an Agreement with the Federal Highway Administration covering the federal government's pro rata share of design and construction costs, up to a maximum of \$994,612.

2. Assist in the selection of a Consultant, negotiate, and furnish the Agreement for Consultant Services and any supplements thereto, to be used between the Sponsor and Consultant on this project.
3. Review and approve the project plans and specifications.
4. Authorize the Sponsor to administer the project and make any necessary changes and decisions within the general scope of the plans and specifications.
5. Appoint the Local Highway Technical Assistance Council (LHTAC) as the contract administrator for the State.
6. Designate a resident engineer and other personnel, as the State deems necessary, to supervise construction in accordance with the plans, specifications and estimates in the manner required by applicable state and federal regulations. Review for approval all major change orders submitted by the Sponsor, and conduct a final inspection of the project when completed.
7. Upon receipt of monthly invoices from the Sponsor, submit same to the Federal Highway Administration for reimbursement at the federal-aid participation rate of 92.66%, up to a maximum of \$994,612.
8. Maintain complete accounts of all project funds received and disbursed, which accounting will determine the final project costs.
9. Cooperate with the Sponsor in selection and designation of suitable construction traffic control during project construction.
10. Designate an authorized representative to act on the State's behalf. That authorized representative's name is _____, Phone No. _____.

SECTION IV. Both Parties agree as follows:

1. Federal participation is contingent upon ultimate completion of the project. If for any reason the project is removed from the program without being completed, then the Sponsor shall be responsible for One Hundred Percent (100%) of all project costs, and shall pay back to the State all costs previously reimbursed. If the Sponsor's deposit exceeds project costs, then the State shall return the unspent balance to the Sponsor.
2. Sufficient Appropriation. It is understood and agreed that the State is a governmental agency, and this Agreement shall in no way be construed so as to bind or obligate the State beyond the term of any particular appropriation of funds

by the Federal Government or the State Legislature as may exist from time to time. The State reserves the right to terminate this Agreement if, in its sole judgment, the Federal Government or the legislature of the State of Idaho fails, neglects or refuses to appropriate sufficient funds as may be required for the State to continue payments. Any such termination shall take effect immediately upon notice and be otherwise effective as provided in this Agreement.

- 3. All information, regulatory and warning signs, pavement or other markings, traffic signals required, the cost of which is not provided for in the plans and estimates, must be erected at the sole expense of the Sponsor upon the completion of the project.
- 4. The location, form and character of all signs, markings and signals installed on the project, initially or in the future, shall be in conformity with the Manual of Uniform Traffic Control Devices as adopted by the State.
- 5. This Agreement shall become effective on the first day mentioned above, and shall remain in full force and effect until amended or replaced upon mutual consent of the State and the Sponsor.

EXECUTION

This Agreement is executed for the State by its Highways Construction & Operations Division Administrator, and executed for the Sponsor by the Mayor, attested to by the City Clerk, with the imprinted Corporate Seal of the City of Moscow

IDAHO TRANSPORTATION DEPARTMENT

Division Administrator
Highways Construction & Operations

ATTEST:

CITY OF MOSCOW

City Clerk

Mayor

(SEAL)

By regular/special meeting
on _____.
hm:22943 SLA

RESOLUTION NO. 2022 – 08

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ENTER INTO AN AGREEMENT FOR DEVELOPMENT AND CONSTRUCTION OF THE US HIGHWAY 95 PEDESTRIAN UNDERPASS PROJECT; PROVIDING THAT THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE AND APPROVAL.

WHEREAS, the Idaho Transportation Department (hereinafter “ITD”) has submitted State/Local Agreement (Project Development) Project No. A022 (943), Pedestrian Underpass, Moscow, Latah County, Key No. 22943 (hereinafter “Agreement”) stating obligations of ITD and the City of Moscow (hereinafter “City”) for the development and construction of Pedestrian Underpass; and

WHEREAS, ITD is responsible for obtaining compliance with laws, standards and procedural policies in the development, construction and maintenance of improvements made to the Federal-aid Highway System when there is federal participation in the costs; and

WHEREAS, certain functions to be performed by ITD involve the expenditure of funds as set forth in the Agreement; and

WHEREAS, ITD can only pay for work associated with the State Highway system; and

WHEREAS, City is fully responsible for its share of Project costs;

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

That the Agreement for Federal Aid Highway Project A022 (943), to construct Pedestrian Underpass is hereby approved;

That the Mayor and City Clerk are hereby authorized to execute the Agreement on behalf of City; and

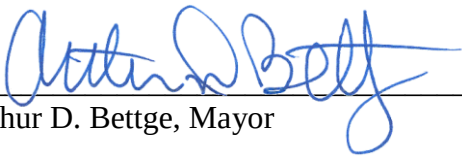
That duly certified copies of the Resolution shall be furnished to the Idaho Transportation Department.

That this Resolution shall become effective as of the 4th day of April, 2022.

PASSED on Motion by the Following Vote:

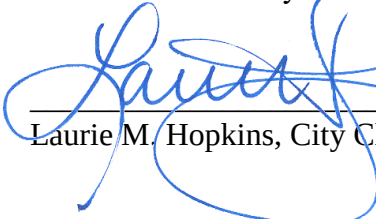
	Aye	Nay	Abstain	Absent
Hailey Lewis	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Gina Taruscio	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Sandra Kelly	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Maureen Laflin	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Anne Zabala	<u>X</u>	<u> </u>	<u> </u>	<u> </u>
Julia Parker	<u>X</u>	<u> </u>	<u> </u>	<u> </u>

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, Idaho this 4th day of April, 2022.



Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on April 4, 2022 and attest to the Mayor's signature.



Laurie M. Hopkins, City Clerk



CITY OF MOSCOW – TAP 2020 FUNDING REQUEST U.S. HIGHWAY 95 PEDESTRIAN UNDERPASS PROJECT



City of Moscow, Idaho
206 E. Third Street
Moscow, Idaho 83843
Bill Lambert, Mayor
Alisa Anderson, Grants Manager/ADA Coordinator

Transportation Alternatives Program (TAP)

City of Moscow 2020 Funding Request

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¹ Alta Science & Engineering, Inc.

² Partnership for Economic Prosperity

FOREWORD TO THIS REQUEST FOR TAP FUNDING....

Urban Design Principles

The design and improvement of the downtown underpass requires a guiding vision. The following application provides the general framework for the guidelines that will be applied to the design and improvement of all structural and functional elements of the proposed project.

The framework includes these following considerations: Safety, Connectivity, Accessibility, Context, Vitality, Greenery, Beauty with special attention to Environmental Justice factors and the blend of Urban Fabrics connected to the project and the surrounding area:

Safety – Project elements encompass and provide an open and clean appearance to the underpass structure, accompanied by light, inviting materials, and safety retaining walls.

Connectivity – Provide seamless sidewalk and/or path surfaces and accessible connections to adjacent destinations for all users.

Context – Relate the design treatments of the underpass to the historical context, local character and strategic plans encompassing the development guidelines of the Legacy Crossing Urban Renewal District.

Vitality – Strongly encourages active uses within the project location such as living spaces, small shops, restaurants, medical services and connections for new development and redevelopment.

Greenery – Maximize Wiscape landscaping opportunities at retaining walls, median, corners, and transition areas between public and private properties.

Beauty – Incorporate artistic or historic elements into surfaces or entrance and existing areas.

Environmental Justice – Decrease environmental burdens, increase environmental benefits, and work collaboratively to build a healthy sustainable community for vulnerable populations.

Urban Fabric – Weaving aspects of humanism, emphasizing building types, thoroughfares, open space, frontages, and streetscapes with consideration to environmental, functional, economic and sociocultural elements of the project.

We, the staff of the City of Moscow, have envisioned this project in its base form, applied the research of the current environmental considerations, purpose, location, benefits, uses, connections, safety, foliage, attraction, and surrounding populations and have proposed an underpass project that provides culmination of the elements previously discussed. We believe this proposal addresses a collective need in our community and will provide benefit to all the citizens of Moscow.

Respectfully,

Community Planning and Design Staff
City of Moscow, Idaho

**Transportation Alternatives Program (TAP)
2020 Application – Funding Project Years:
FY 2021, 2022 & 2023**

Identification I.D. (Department use only)

Application deadline: Friday February 2, 2020 at 12:00 p.m., Mountain Standard Time

Kick-Off Call for Applications: September 23rd, 2019, noon.

Applicants **MUST participate in a Pre-Application coordination meeting** with the District or LHTAC Coordinator and complete a Pre-Application Checklist for the Mid Application Screening.

Applicants **MUST submit a draft application to TAP@itd.idaho.gov for a Mid-Application screening** with the District or LHTAC Coordinator on or PRIOR TO: November 8th, 2019

During the Mid-Application Screening, a panel of Subject Matter Experts will review the draft applications and provide feedback to applicants that helps strengthen the proposals, returning these to the applicant by December 13th 2019. The final draft applications will be scored by a different group.

Applicants **MUST submit their Application to TAP@itd.idaho.gov** with the District or LHTAC Coordinator on or PRIOR TO: February 2nd, 2020

The Idaho Transportation Department is now soliciting applications for the Transportation Alternatives Program (TAP) to add projects to our fiscal year 2021*, 2022 and 2023 program. FY2021 is limited to non-infrastructure and construction only projects. The purpose of TAP is to provide for a variety of alternative transportation projects and to advance the Idaho Transportation Department's (ITD) strategic goals of Mobility, Safety and Economic Opportunity while maximizing the use of federal funds. The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, and safe routes to school educational projects. Applicant award capped at one \$500,000 in federal aid per year per funding source, not to exceed \$750,000 federal (not counting TAP-TMA or TAP statewide balancing). There is a Partial Award category in preferred funding year to accommodate small scale projects up to \$50,000 allowing applicants to apply for scalable project awards.

Final applications must be submitted to ITD electronically. Applications including attachments must be submitted by e-mail to TAP@itd.idaho.gov. Additionally, all questions regarding this application are to be submitted to TAP@itd.idaho.gov. For all e-mail correspondence, please indicate "2020 TAP Application" in the subject line along with the sponsor's name. For example, Subject: 2020 TAP Application - City of Lava Hot Springs.

Format: Application form must be saved electronically and then transmitted to the Department. All supporting maps, letters and other documents must be saved as a pdf and transmitted to the Department with the application form. If the file size of any or all of the attachments exceeds e-mail transmittal capabilities (15MB), files may be saved to either a disc or thumb drive and submitted via postal mail. All postal mail is to be sent to the following address and must be received prior to the designated application deadline.

Idaho Transportation Department Headquarters
Attn: Ryan McDaniel CFM, PMP
Project Manager, Contracting Services
P.O. Box 7129
Boise, ID 83707-1129

If sponsor is submitting multiple applications, please prioritize them in order of importance from 1 to X, with 1 being the most important project.

Priority Number 1

Applicant Information

Applicant: City of Moscow, Idaho

Mailing Address:

206 East Third Street, PO Box 9203

City: Moscow

State: ID

Zip Code: 83843

Contact Person 1: Alisa Anderson

Title: Grants Manager

Phone: 208-883-7600

Email: aanderson@ci.moscow.id.us

Contact Person 2: Bill Belknap

Title: Deputy City Supervisor

Phone: 208-883-7011

Email: bbelknap@ci.moscow.id.us

Co-Applicant (if different from Applicant): Not Applicable

Mailing Address:

City: _____

State: _____

Zip Code: _____

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Sponsor certifies the following conditions of application:

- We are familiar with Transportation Alternatives Program eligibility criteria & TAP manual.
- All right-of-way (ROW) is acquired and no environmental issues are known to exist.
- Our budget accurately reflects the anticipated cost of the proposed project.
- The information in the application accurately reflects available knowledge of our staff.
- We understand this is a reimbursement grant and must furnish cash local match upfront and will be reimbursed as work progresses and invoices submitted with accompanying documentation.
- We acknowledge that there is no contingency funding beyond the amount budgeted in this application and all overruns will be borne by the local sponsor.
- The project must be brought to completion to receive funding.
- We accept responsibility for future maintenance and operating costs of the completed project.



Sponsor Signature (Authorized Official)

Bill Lambert, Mayor

Sponsor Printed Name

City of Moscow, Idaho

01/31/2020

Date

Date

Project Information

Project Name South Main Pedestrian Underpass Project

Total Project Design Estimate	<u>128,000</u>
Total Project Construction Estimate	<u>879,000</u>
Total Non-Infrastructure Estimate	<u>-0-</u>
Define Partial Project Construction Estimate	<u>-0-</u>
Total Project Cost Estimate	<u>1,007,000</u>

Project location

(Please include street or trail name, city, county, and beginning/end points as applicable)
(Maximum 500 Characters)

The proposed project will be located in Moscow, Idaho, to the east and west of the existing bridge on US Hwy. 95, and between Sweet Avenue and the existing Paradise Path to the south and Hwy. 8 to the northeast. See Attachment F.

State Highway Route(s) if applicable US Hwy. 95 is adjacent to project and State Hwy. 8 is near the intersection to the east.

Beginning Mile Posts(s) if applicable _____

Ending Mile Posts(s) if applicable _____

Project Area

☐ Urbanized - Areas with population over 200,000

☒ Urban - Areas with population of 5,001 to 200,000

☐ Rural - Areas with population of 5,000 or less

Funding Year (for initial programming only, project may advance or delay at a later date)

Preference 1		Preference 2	
Non-Infrastructure		Non-Infrastructure	
2021	☐	2021	☐
2022	☐	2022	☐
2023	☐	2023	☐
Design		Design	
2021	☐	2021	☐
2022	X	2022	X
2023	☐	2023	☐
Construction		Construction	
2021*	☐	2021*	☐
2022	☐	2022	☐
2023	X	2023	2024 X

Partial Award			Partial Award	
2021	—		2021	—
2022	—		2022	—
2023	—		2023	—

*Design must be completed to federal requirements for FY21 and any 'construction only' project and see TAP manual for additional requirements

Project Cost Estimate

Instructions:

1. Project estimate must include all related project costs, including administrative.
2. For both infrastructure and non-infrastructure type projects, the sponsor match is 7.34% of the total project cost.
3. **Infrastructure is Cash match only:** Non-cash items such as in-kind contributions are not eligible to count towards the sponsor's match, in-kind is eligible on non-infrastructure only.
4. Use the ITD provided TAP Project Estimating Worksheet to indicate the total project estimate. A copy of the worksheet can be accessed at <https://itd.idaho.gov/wp-content/uploads/2019/09/TAP-Estimating-Worksheet-SUBJECT-TO-CHANGE.pdf>
5. Separate applications must be submitted for infrastructure *and* non-infrastructure projects.
 - (a) Infrastructure: Federal reimbursement requested for: (select all that apply)
 - ☒ Design activities
 - ☒ Construction activities
 - (b) Non-infrastructure: Federal reimbursement is being requested for:
 - ☐ Non-Infrastructure: Safe routes to school coordination and education.

If the sponsor is applying for federal funds to participate in construction activities only, there are still administrative costs that ITD will incur in order to review project documents, provide oversight, and authorize a project for competitive bidding. The sponsor will need to account for these costs within the project estimate. Federal funds for construction activities require compliance with federal processes and procedures. Prior design of the project must also comply with federal process and procurement requirements. So, if federal funds are sought for construction only, then the preceding tasks to that construction must also have been federally compliant (NEPA, Davis Bacon Act, procurement process, et cetera).

Eligible Project Activities

For a list of eligible project activities, please reference FHWA publication "Transportation Alternatives" at <http://www.fhwa.dot.gov/fastact/factsheets/transportationalternativesfs.cfm>

From the list below, select the main project activity that best describes proposed project.

- ☒ Infrastructure: Design and/or construction of infrastructure and systems that will provide safe routes for non-drivers.

- ☒ Infrastructure: Design and/or construction of infrastructure to improve the ability of students who live within two miles of the school building to walk or bicycle to school.
- ☐ Non-Infrastructure activities: Safe routes to school coordination and education.

Environmental requirements for infrastructure projects shall not exceed NEPA Categorical Exclusion level of review (i.e. a project expecting EA/ROD/FONSI are not eligible). The acquisition of right-of-way is not an eligible activity for TAP funding (all ROW acquisition activities must be completed prior to submitting an application). NEPA or ROW issues are cause for finding a project ineligible.

Eligible Project Sponsors

Only certain entities are eligible sponsors per 23U.S.C 133(h)(4)(b), select the description that best categorizes your organization as the project sponsor.

- ☒ Local government
- ☐ Regional transportation authority
- ☐ Transit agency
- ☐ Natural resource or public land agency
- ☐ School district, local education agency or school
- ☐ Tribal government
- ☐ Nonprofit entity responsible for the administration of local transportation safety programs
- ☐ Any other local or regional governmental entity with responsibility for oversight of transportation
- ☐ Recreational Trails (other than a metropolitan planning organization or a State agency) that the State determines to be eligible, consistent with the goals of subsection (c) of section 213 of title 23.

1. Project/Program Elements (20 Points)

(a1) For infrastructure type projects, this project includes the following facilities. (select all that apply)

Sidewalk: Surface _____ Width _____ Length _____

Crosswalk: Width _____ Qty.⁰ _____

Curb Ramps: #⁰ _____

On-Street Bicycle Facilities: ☐ bike lane, ☐ shared lane, ☐ cycle track: Length _____

Shared-Use Path: Surface Asp Width 10' Length 710'

Signalization/Traffic Control: Type nearby

Bicycle Parking/Racks/Amenities: Type _____ # Spaces _____

Pedestrian Amenities/Streetscape (lighting, landscaping, etc.): yes

Traffic Calming: _____

Transit Stops and Amenities: 23 Fixed Route Bus Stops to include Bus Shelters and/or Benches. Attachment U.

Other: It is proposed to repurpose pieces of the concrete railing from the Old Hwy. 95 bridge to create historical signage or kiosk's along Paradise Path in or near the project area.

(a2) For non-infrastructure type projects, this project includes the following activities. (select all that apply)

Education materials and activities: ☐ Travel Plan ☐ Safety Booklets ☐ Other _____

Encouragement materials and activities: ☐ Bike Rodeo ☐ Walk/Bike to School Day Activities ☐ Walking or Biking Technical Skills Training ☐ Pre-Drivers Education ☐ Rules of the Road

Project workplan needs approval from ITD within 30 days of executing the non-infrastructure SLA

(b2) Description of Project **15 pts.**

Describe existing conditions and provide a clear description of the purpose of the project and the scope of work. Supplemental materials such as pictures, maps, project plans, exhibits, diagrams, etc. may be provided as necessary to explain existing conditions and proposed improvements. Vague descriptions may result in lower evaluation scores and lower ranking. Information about the project scope should be consistent with the project budget. (Max 1200 Characters)

The proposed project is to construct a bike/pedestrian underpass in the existing stream banks of Paradise Creek at the US Hwy. 95 crossing. The underpass will allow pedestrians and bicyclists to cross under US Hwy. 95 on a new Paradise Path connection without needing to cross US Hwy. 95, disrupting traffic flow on a busy section of the highway. The underpass will significantly improve pedestrian connectivity and safety and be constructed similar to the recently completed Styner/White underpass on Hwy. 8. The new path extension will be 710 feet long and 10 feet wide connecting to an existing route on Paradise Path leading into the University of Idaho campus with adjacent connections to Gritman Medical Center, student housing and downtown Moscow. Attachment I includes the proposed Underpass Conceptual Design drawings from Alta Science and Engineering, Inc. It is anticipated the project will require the removal of the old Hwy. 95/Main Street bridge which has been rendered ineligible for the Nation Register of Historic Places as stated in a letter from ISHPO, Attachment M. In the Underpass Feasibility Memo from Alta (Attachment J), the proposed underpass will have negligible impacts upon flood elevations that are anticipated to be mitigated during design. The new path is anticipated to only be inundated a total of 4.1 days per year (Alta) and shall cause no new flooding impacts upstream or downstream of the project. The project will be designed to meet the FEMA requirements for construction in the floodway.

(c) This project implements or meets a Safe Routes to School (SRTS) non-infrastructure educational, encouragement or safety program project/need and is supported by the SRTS Coordinator. **3 pts.**

- ☒ Yes, a TAP funded SRTS Coordinator provided a letter of support See attached letter from Professor Helen Brown of the University Idaho in Attachment B.
- ☐ No
- ☐ Not Applicable

2. Property Ownership and Acquisition Information (Pass/Fail)

Applications that indicate a No response is cause for finding application ineligible.

(a) Has all of the property needed for the project construction been acquired? (select one)

- ☐ Yes On the west side of U.S. 95, the Gritman Medical Center Board of Directors has agreed to donate the land necessary for the construction of underpass and associated pathway in exchange for the removal of the prior U.S. 95 bridge structure that is currently located upon the prior vacated right-of-way which Gritman obtained through a land exchange, along with the construction of the sidewalks that are proposed within the project. The boundary of the Gritman donation parcel is conditioned upon the City securing the TAP Grant.
- ☒ No, Property must still be acquired for the project construction.
- ☐ Not Applicable

(b) Have all necessary easements or access agreements been acquired for the project? (select one)

- ☐ Yes On the east side of U.S. 95, an expansion to the existing pedestrian pathway easement will be required from Campus Moscow Property and will be located over the creek channel and extend approximately 200 feet to the east. The easement has been surveyed, legal description has been prepared and the easement document has been transmitted to the owner for execution.
- ☒ No
- ☐ Not Applicable

If no, describe how and when the easement or access agreement will be acquired. Note: the application must include a commitment letter by the current property owner indicating an easement or access agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter by the current property owner will be deemed incomplete. (Maximum 500 Characters)

The University of Idaho has previously granted the City a pedestrian pathway easement across their campus for the portion of the Paradise Pathway that traverses the University of Idaho. That easement is described by a map that documents the approximate centerline of the pathway and will require a very minor exhibit update to include the new pathway connection at Sweet Avenue.

See Attachment N - A map showing locations of property and easements listed above.

See Attachment N - An email from the CEO of Gritman Medical Center confirming the property donation described above.

(c) Projects proposing to build facilities along or through railroad right-of-way must include evidence from the railroad granting a right of entry or an executed encroachment permit. Has the railroad granted a right of entry or executed an encroachment agreement? (select one)

- ☐ Yes
- ☐ No
- ☒ Not Applicable

If no, describe how and when the agreement will be executed. Note: the application must include a commitment letter by the railroad that a right of entry or an executed encroachment agreement is under development and will be granted. Applications that indicate a No response and do not include a commitment letter from the railroad will be deemed incomplete. (Maximum 500 Characters)

3. Financial Readiness (15 pts)

(a) Is the proposed project in a Transportation Plan? **2 pts.**

☒ Yes, by: Page 470

☐ No

☐ Not Applicable

(b) If project is in a Transportation Plan, is the plan current (updated and/or re-adopted within last 5 years)? **2 pts.**

☒ Yes, date of last update 2014 - Due to staffing changes this past year the City was not able to schedule an update to the "Moscow on the Move Transportation Plan". However, we are planning to submit an application in December 2021 to LHTAC to do a plan update.

☐ No

☐ Not Applicable

(c) Does your community have a written bicycle/pedestrian transportation plan, either as part of an overall transportation plan or a standalone? **2 pts.**

☒ Yes, this project implement this plan by: Yes it is included in the current Transportation Plan.

☐ No

☐ Not Applicable

A new Bike Route and Facilities Plan was updated in 2016 and is shown in Attachment P.

(d) Do you have a written commitment to bring this project forward for approval of funds at a town meeting, through capital reserves funds, through inclusion in a capital improvement program/plan or any other available funds? **2 pts.** See Attachment Q - Daily News Article - Moscow to apply for a grant

☒ Yes Yes, see attached letter from the City Supervisor in Attachment C. The action was previously recommended for approval by the Public Works/Finance Committee January 27, 2020. The ratification of this recommendation will be confirmed by the City Council on February 3, 2020.

☐ No

☐ Not Applicable

(e) Are the funds appropriated or programmed to be appropriated in an adopted budget? **2 pts.**

☒ Yes Yes, this project is included in the Capital Improvement Plan for design in 2022 and construction in 2023.

☐ No

☐ Not Applicable

(f) Please provide the details for (a)-(f) and provide details on the available financial management practices and accounting software used for this project. **5 pts.**

The City of Moscow's budget is a very involved process that includes our community. The officials elected by citizens set goals, to the staff who take pride in protecting our community's investment. The budget process begins in January to prepare a new budget for the upcoming fiscal year on October 1. Budget research and background for the budgeting process include the biennial citizen survey, long-range planning documents, and the Council's annual goals. Departments develop a draft proposal of budgets based on all that information which are presented to the City Supervisor to refine until the budget is balanced. The Mayor then reviews the balanced draft budget and makes changes and after it is balanced and contains a solid attempt at achieving the mission, goals and long-range plans identified by the community. Next steps include the public hearing process which allows for the public to review and provide input on the budget document. Once the budget passes through the public hearing phase, the document is adopted for implementation in the upcoming year.

The City of Moscow has received the Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting for a Comprehensive Annual Financial Report for the past 15+ years. The City also employs a full-time Grants Manager who writes and administers all of the city grants. She has 20+ years in this field and also manages the preparation of the Schedule of Expenditures of Federal Awards under Single Audit requirements of OMB A-133.

4. Mobility (20pts)

(a) Check the following connections that this project provides (within .25 miles of route): **1/2 pts ea**

- | | | |
|---|--|--|
| ☐ Residential to Retail/Dining | ☐ Residential to Recreation | ☐ Residential to Employment |
| ☐ Residential to Education | ☐ Employment to Recreation | ☐ Employment to Education |
| ☐ Employment to Retail/Dining | ☐ Recreation to Retail/Dining | |

(b) Does the project provide a new connection? **4 pts.**

- ☐ Yes
☐ No

See Attachment P - City of Moscow Bike Facilities Route Map showing connections throughout the City to and from the project location.

(c) Does the project fill a sidewalk or pathway gap? **4 pts.**

- ☐ Yes
☐ No

See Attachment R - City of Moscow Paradise Path System Conceptual Master Plan.

(d) Will the project increase walking and biking trips after project completed? **4 pts.**

- ☐ Yes
☐ No

(e) Briefly describe the improvements to mobility outlined in (a)-(g): **4 pts.**

This new underpass will provide a new connection and fill a gap in the existing Paradise Path system, a non-motorized linear park/path system which travels throughout Moscow from the city limits on the east side meeting Latah Trail and traversing throughout areas of residential, retail, parks/recreation areas, several schools including the University of Idaho, to the west side of the city limits connecting to the Chipman Trail to Pullman Washington. This underpass connection provides a safe motor vehicle free crossing at one of the busiest and most populated areas of Moscow where Hwy 95 & 8 converge with entrances to the University campus, medical and motor business areas and also connections to downtown Moscow. This new non-motorized connection in the pathway system will increase walking and biking trips as people will not need to merge with or cross highway traffic at congested intersections to travel to their destinations. It will create a safe route for pedestrian and bicyclists of all ages, from the east side to the west side of Moscow.

The proposed underpass will be centrally located adjacent to the entrance of the University of Idaho Campus and within a block from Gritman Medical Center where many medical classes are held for students. Downtown Moscow is located two blocks north of Gritman and less than a .25 mile from the project area. Downtown Moscow is comprised of residential apartments, coop grocery store, coffee shops, shopping, dining, movie theatre, gym, banks, a liberal arts college, post office, fire station, police station and other municipal offices.

See Attachments P & R showing the routes discussed above.

5. Safety (20 pts)

(a) Does the project provide a safety improvement? **3 pts.**

☒ Yes

☐ No

(b) The safety improvements apply to (check all that apply): **3 pts.**

☒ Bicyclists

See Attachment T - City of Moscow Safe Routes to School Map showing the locations of the Moscow schools and the University of Idaho in relationship to the project area.

☒ Pedestrians

See Attachment U - SMART Transit Fixed Route Public Transportation Bus Schedule and Routes Maps. SMART is located in the Intermodal Transit Center within a block of the project location providing a direct connect for transit riders who walk and/rise bike to then transfer to the bus.

☒ Children

☒ Elderly

☒ People with Disabilities

☒ Others Yes -

Vehicular, in that the underpass connection provides a route that allows users to not have to travel across three busy intersection and will be able to go under the highway to continue on a non-motorized route.

(c) Will the project enhance awareness of cyclists and pedestrians outside the project limits? **3 pts.**

☒ Yes

☐ No

(d) Is the project within two miles of a school and provide a safe connection between a residential community, the school, library, park, after-school activities, et cetera? **3 pts.**

☒ Yes Yes, see Attachments P and T, Safe Routes to School and bike route maps.

☐ No

(e) If a traffic safety issue has been identified in direct connection with this proposed project and proposed project location, are the applicants and/or their community based law enforcement partners already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs (5pt), planning to work with OHS (3pt) or No/Not applicable (0 pt)? Please identify the primary contact at OHS. **3-5 pts.**

☒ Yes, already working with OHS Contact Lisa Losness, Grant Contracts Officer, ITD-OHS

☐ Yes, planning work with OHS Contact _____

☐ No/Not Applicable

See Attachment V, an email from Ms. Losness stating the Moscow Police Department has participated in motorist, pedestrian, and child safety programs sponsored by OHS on an annual basis for many years.

(f) Please describe the details of the safety improvements: **3 pts.**

The new underpass will allow pedestrian and bicyclists to travel underneath US Hwy. 95 without using the existing crosswalks where Hy 95 and 8 converge with Main Street near the south entrance of the UI campus. The large multi-lane intersection has crosswalks crossing 5 lanes of traffic including two merging turning lanes. These two highways are used by all statewide travelers which have to drive through the heart of downtown Moscow and begin to exit the city at the intersection of the proposed project. There is no commercial bypass to this route so all travelers including cars, trucks (semi, logging, chip, long-haul transport, etc.) going east to Troy, west to Pullman, south to Lewiston, north to Coeur d'Alene travel through the intersection adjacent to the proposed underpass project.

6. Economic Opportunity (10 pts)

- (a) The project improve economic opportunity by bringing more people to businesses. **2 pts.**

☒ Yes

☐ No (If no, the following answers are not needed to be completed)

- (b) The project provides a NEW connection to small businesses. **2pts.**

☒ Yes

☐ No

- (c) The project close a gap in existing walking and biking infrastructure to improve usability in a downtown, revitalization or business district. **3 pts.**

☒ Yes

☐ No

See Attachments Y - Demographic Profile for the project area and excerpts from the Moscow on the Move Transportation Plan.

- (d) Please give details that substantiate answers (a)-(g): **3 pts.**

The "Visit Moscow, Idaho" map (see Attachment W) created by the Moscow Chamber of Commerce, is a list and number coded Map Key = See & Explore, East & Drink, Stay & Play, and Meet & Plan locations in Moscow. The map also shows Paradise Path in black with bicycles. The location where Jackson, Main and Washington converge at the Wren Welcome Garden is adjacent to the proposed underpass location which will provide a new direct connection and close a gap in the existing pathway system. This new connection provides direct access to downtown Moscow and other commercial areas throughout the City.

The Moscow Urban Renewal Agency (Agency) promotes and supports projects that achieve sustainable economic growth, vitality, and enhances the community. The proposed underpass project is located in Legacy Crossing Urban Renewal District created by the Agency in June 2009. Legacy Crossing is 163 acres and includes a majority of the blighted and underutilized properties located between Moscow's downtown and the University of Idaho. The goal of the Agency is to spur rapid land use transition of properties from the former agricultural and/or industrial uses to new uses with economic vibrancy adding to the quality of civic life and improving public safety of citizens and visitors. The Agency has committed to funding 50% of the matching funds in collaboration with the City of Moscow (see Attachments C).

The Agency participates financially in public infrastructure and environmental remediation to support development in Moscow. The continued utilization of public-private partnerships provides the resources necessary to redevelop the Legacy Crossing District into a vibrant, attractive, safe, mixed use neighborhood attracting local residents and those throughout the region in addition to tourists. The Agency's Strategic Plan is accompanied by a capital improvement plan which lists public infrastructure investments over the next five years and this proposed project is listed in the plan. The Agency is committed to also completing an existing sidewalk gap leading to the underpass during the construction as stated in Attachment M, Email from the CEO of Gritman Medical Center. As a point of reference, Legacy Crossing was established in 2008 at which time it was valued at \$47.8 million and in 2015 the value had increased to \$56.3 million which is an example of the growth in this renewal district highlighting a need for safe, non-motorized transportation connections such as this project.

This project is also supported by the downtown business district and other businesses throughout the City of Moscow as outlined in the support letter (Attachment X) from the Executive Director of the Moscow Chamber of Commerce. The Partnership for Economic Prosperity (PEP) whose intent is to bring business, government, education and community leadership together for the purpose of strengthening the Latah County economy has also provided a letter of support in Attachment X.

Project Schedule

Instructions: * Provide a project schedule showing critical project milestones and logical time lines for design and/or construction activities. A copy of the base schedule format can be found at <http://itd.idaho.gov/ContractingServices/TAP/default.htm>

TAP Coordinator Endorsement *(Infrastructure projects only)*

See list below for contact information. To find the district in which your project is located, use the ITD map located at <http://itd.idaho.gov/>. Select District or LHTAC TAP Coordinator:

- ☐ District 1 (North Idaho): Greg Brands, (208) 772-1274
- ☒ District 2 (North-Central Idaho): Ken Helm, (208) 799-4223
- ☐ District 3 (Southwest Idaho): Aaron Bauges, (208) 334-8964
- ☐ District 4 (South-Central Idaho): Adrienne Woods, (208) 886-7841
- ☐ District 5 (Southeast Idaho): Melodie Halstead, (208) 239-3370
- ☐ District 6 (East Idaho): Mark Layton, (208) 745-5626
- ☐ LHTAC (Statewide): Amanda LaMott, (208) 344-0565

Please include as an attachment the documentation of District Coordination provided by the applicable District or LHTAC TAP Coordinator.

Metropolitan Planning Organization (MPO) Coordination

If a proposed project is located within a Metropolitan Planning Organization (MPO) boundary, the project applicant should coordinate with the MPO to have the proposed project reviewed and approved by the MPO. The MPO will require that the proposed project within their boundary be identified through their planning process and be consistent with their long-range transportation plan. Contact the appropriate MPO prior to submitting the application for more information and specific requirements designated by the affected MPO. A list of our MPO partners can be found at <https://itd.idaho.gov/funding/?target=advisory-boards>. As part of the application, if the project falls within an MPO boundary, provide a letter of support from the MPO.

Is the proposed project within an MPO boundary?

- ☐ Yes
☐ No
☒ Not Applicable

If yes, has the proposed project been identified as part of the MPO planning process or is in any MPO planning document like a Long Range Transportation Plan or Bicycle and Pedestrian Transportation Plan?

- ☐ Yes ☐ No

Does the MPO support the proposed project?

If proposed project is not within an MPO boundary, mark Not Applicable.

- ☐ Yes ☐ No ☒ Not Applicable

Select MPO area:

If proposed project is not within an MPO boundary, mark Not Applicable.

- ☐ Bannock Planning Organization (BPO)
☐ Bonneville Metropolitan Planning Organization (BMPO)
☐ Community Planning Association of Southwest Idaho (COMPASS)
☐ Kootenai Metropolitan Planning Organization (KMPO)
☐ Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)
☒ Not Applicable

Attachments

The following attachments are to be completed and submitted with the application:

- ☐ Detailed Project Cost Estimate (Infrastructure) Project Budget (Non-infrastructure)
- ☐ Letters of Support (Minimum Local Government or Facility Owner, additional encouraged)
- ☐ Match Commitment
- ☐ Project Delivery Schedule
- ☐ District Coordination Letter

Additional Attachments

Question 1 – Project/Program Elements

- ☐ Site Map – Project Location
- ☐ Project Site Photos
- ☐ Environmental Screening (ITD-1983)
- ☐ site checklist

Question 2 – Property Ownership

- ☐ Right-of-Way Certificate
- ☐ Other

Question 3 – Financial Readiness

- ☐ Other

Question 4 – Mobility

- ☐ Site Map of connections labeling Land Use Types
- ☐ Documentation on capacity/trip induction

Question 5 – Safety

- ☐ Documentation
- ☐ Other

Question 6 – Economic Opportunity

- ☐ Site Map showing location of small businesses in relation to the project
- ☐ Letters of Support from Local Businesses
- ☐ Other

Question 7 – Bicycle and/or Pedestrian Count Data

Site Map of area(s) where counts have been conducted

If data has been collected over time, please provide all data selected intersections and streets throughout Moscow to locations during peak hours of 7-9 am and 4-6 pm. The initial report completed in 2011 included in Attachment Z. Unfortunately, through the transition of staff changing and different volunteers we were unable to locate the files for more recent studies.

The City of Moscow's Active Living Task Force conducted an "I Count Survey" using volunteers to count

the number of pedestrian and bicyclists



Project Cost Summary Sheet

Attachment A

ITD 1150 (Rev. 06-17)

itd.idaho.gov

Round Estimates to Nearest \$1,000

Key Number	Project Number	Date	
TBD	South Main Pedestrian Underpass Project, Moscow, Idaho	11/8/2019	
Location		District	
South Main		2	
Segment Code	Begin Mile Post	End Mile Post	Length in Miles

	Previous ITD 1150	Initial or Revise To
1a. Preliminary Engineering (PE)		\$30,000
1b. Preliminary Engineering by Consultant (PEC)		\$98,000
2. Right-of-Way: Number of Parcels Number of Relocations		
3. Utility Adjustments: ☐ Work ☐ Materials ☐ By State ☐ By Others		
4. Earthwork		\$143,000
5. Drainage and Minor Structures		\$8,000
6. Pavement and Base		\$38,000
7. Railroad Crossing:		
Grade/Separation Structure _____		
At-Grade Signals ☐ Yes ☐ No		
8. Bridges/Grade Separation Structures:		
☐ New Structure Length/Width _____		
Location _____		
☐ Repair/Widening/Rehabilitation Length/Width _____		
Location _____		
9. Traffic Items (Delineators, Signing, Channelization, Lighting, and Signals)		\$11,000
10. Temporary Traffic Control (Sign, Pavement Markings, Flagging, and Traffic Separation)		\$24,000
11. Detours		
12. Landscaping		
13. Mitigation Measures		\$43,000
14. Other Items (Roadside Development, Guardrail, Fencing, Sidewalks, Curb and Gutter, C.S.S. Items)		\$327,000
15. Cost of Constructions (Items 3 through 14)		\$594,000
16. Mobilization % of Item 15		\$59,000
17. Construction Engineer and Contingencies % of Items 15 and 16		\$226,000
18. Total Construction Cost (15 + 16 + 17)		\$879,000
19. Total Project Cost (1 + 2 + 18)		\$1,007,000
20. Project Cost Per Mile		

Prepared By:

Nate Suhr & Bill Belknap

TAP: Project Estimating Worksheet (Infrastructure)

Project Name: Moscow US 95 Pedestrian Underpass Project

Instructions:

- * Only input information in grey shaded areas below only.
- * Enter 0 in the percentages column if not seeking federal participation.
- * For infrastructure projects, the maximum federal funding is \$500,000.00.
- * Only work performed after the execution of the State and Local agreement is eligible for federal reimbursement.
- * The minimum local match amount is 7.34% of total project cost.
- * Local match is limited to cash only. In-kind contributions are not eligible.
- * Initial sponsor cash match payment is due prior to execution of the State and Local Agreement and counts towards the local cash match. (See amount below)

		Proposed Funding Match Rates		Local		Federal	
		50.35%		49.65%			
Infrastructure Project							
Phase Code	Description (Include amounts for federal-aid items only)	Total Project Cost Percentage	Project Totals	Local Portion		Federal Portion	
				Proposed Local Match Percentage	Local Cash Match	Proposed Federal Percentage	Federal Amount Requested
CN	Preliminary Construction Estimate (PCE) (Construction cost only)		\$653,199.60		\$328,886.00		\$324,313.60
CN	Construction Contingency 20% of PCE (Quantity overruns, change orders)		\$130,639.92		\$65,777.20		\$64,862.72
CE	Construction Engineering - Construction ITD construction admin. Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)		\$10,000.00		\$5,035.00		\$4,965.00
CL	Construction Engineering - Construction LHTAC construction admin. Expenses minimum \$10,000 depending on the complexity of the project		\$0.00	50.35%	\$0.00	49.65%	\$0.00
CC	Consultant Construction Inspection (Consultant) 5% - 20% of PCE or \$30,000 minimum (Consultants shall be selected through ITD established procedures)		\$65,319.96		\$32,888.60		\$32,431.36
PE	Preliminary Engineering - ITD Design ITD Expenses minimum \$4,500 (3% - 10% of PCE depending on the complexity of the project)		\$10,000.00		\$5,035.00		\$4,965.00
PL	Preliminary Engineering - LHTAC Design Expenses: \$10,000		\$0.00		\$0.00		\$0.00
PC	Preliminary Engineering - Consultant design Expenses: \$30,000 - \$90,000 (Approximately 5% - 30% of PCE based on complexity of project design)		\$137,171.92		\$69,066.06		\$68,105.86
Total Estimate (Infrastructure):			\$1,006,331.40	\$506,687.86		\$499,643.54	
Total Project Estimate			\$1,006,331.90	Total Local Match		Total Federal Match	
				\$506,687.86		\$499,643.54	
			Meets maximum federal limit for infrastructure.				

Initial cash match payment (10% of Total Local Match, \$3,500 minimum): \$50,668.79

Activity	Funding Year	
	Fiscal Year (Option 1)	Fiscal Year (Option 2)
Design	2022	2023
Construction	2023	2024

* In this section, indicate the fiscal years in which the project will be designed and constructed. Design activities should occur one year prior to construction. For scheduling flexibility, provide two options.

Fiscal Year - The fiscal year is the accounting period for the federal government which begins on October 1 and ends on September 30. The fiscal year is designated by the calendar year in which it ends; for example, fiscal year 2016 begins on October 1, 2015 and ends on September 30, 2016.



Moscow School District #281

650 N. Cleveland St. Moscow, ID 83843 (208) 882-1120 fax (208) 883-4440 www.msd281.org

Dr. Gregory J. Bailey, Superintendent

Carrie Brooks, Curriculum Director
Jennifer Johnson, Business Manager

Charlie Gerke, Operations Director
Shannon Richards, Special Services Director

Administration
650 N. Cleveland
Moscow, ID 83843
208.882.1120
FAX: 208.883.4440

Moscow High School
402 E. Fifth Street
Moscow, ID 83843
208.882.2591
FAX: 208.892.1136

Moscow Middle School
1410 East D Street
Moscow, ID 83843
208.882.3577
FAX: 208.892.1182

Lena Whitmore Elementary
110 S. Blaine
Moscow, ID 83843
208.882.2621
FAX: 208.892.1202

A.B. McDonald Elementary
2323 East D Street
Moscow, ID 83843
208.882.0228
FAX: 208.892.1216

J. Russell Elementary
119 N. Adams
Moscow, ID 83843
208.882.2715
FAX: 208.892.1241

West Park Elementary
510 Home Street
Moscow, ID 83843
208.882.2714
FAX: 208.892.1259

Paradise Creek Regional High School
1314 S. Main Moscow,
ID 83843
208.882.3687
FAX: 208.882.6815

Support Services Facility
FAX: 208.892.1265
Location:
2245 White Avenue
Facilities
208.892.1129
Food Service
208.892.1123
Transportation
208.882.3933

January 28, 2020

Brian Ness, Director
Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Dear Director Ness and Chairman Moad,

The Moscow School District strongly supports the City of Moscow's Transportation Alternatives Program (TAP) application for the proposed U.S. Highway 95 Pedestrian Underpass Project. The proposed underpass would provide a significantly safer and more convenient crossing of U.S. Highway 95 for all pedestrians and cyclists within the area, which includes students of the Moscow School District.

The Moscow School District strives to provide safe access to the District's facilities and to encourage walking and biking to school through our partnership with the Safe Routes to School Program, our local program coordinators at the University of Idaho, and numerous district-wide events that are conducted each year. The Moscow School District's Paradise Creek Regional High School is located approximately 1,200 feet from the proposed underpass location, and students of the School commonly use the Paradise Pathway as a safe and convenient means of access by foot or bike. The proposed pedestrian underpass would greatly enhance our students' safety by eliminating the need to cross the six lanes of U.S. Highway 95 currently present at the Sweet Avenue intersection crossing.

The Moscow School District strongly supports the approval and funding of this important community project and the enhanced safety it will provide to the students of the Moscow School District.

Sincerely,


Gregory J. Bailey, PhD
Superintendent
Moscow School District



**COLLEGE OF EDUCATION, HEALTH
AND HUMAN SCIENCES**

Department of Movement Sciences
875 Perimeter Drive MS 2401
Moscow ID 83844-2401

208.885.7921
movementsciences@uidaho.edu
uidaho.edu/ed/mvsc

January 21, 2020

Brian Ness, Director and Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Re: Transportation Alternatives Program (TAP) 2020 Funding Application
Letter of Support for City of Moscow

Dear Director Ness and Chairman Moad,

The University of Idaho (UI) Movement Sciences Department has collaborated with the City of Moscow since 2007 on multiple Safe Routes to School grants and projects. We are pleased to write this letter to continue our support for the City's proposed U.S. Hwy. 95 Pedestrian Underpass Project for the 2020 TAP funding request.

The proposed underpass project will offer a much safer crossing on U.S. Highway 95 for all Paradise Path users and pedestrians, including students of all ages. This intersection is one of the highest travel areas in Moscow because of the merging three-way intersection with double lanes of traffic. The project will greatly increase pedestrian and bicyclists safety by decreasing crossing conflicts at the current intersection near Sweet Avenue on US Hwy. 95 South. The combination of traffic, pedestrians, and bicyclists creates an unsafe congested area especially during high traffic volume times.

This proposed plan will also create an underpass using existing bridge infrastructure for a portion of the project to create a safe passage of travel for all users in addition to expanding the existing pathway system and provides alternate active travel routes that provide access to businesses, schools, recreation areas and other areas frequented by Moscow youth.

We strongly support the approval and funding of this new safe travel route to continue creating a safer non-motorized system in a highly traveled area. We look forward to promoting this project and continuing the collaboration with the City with the support of TAP assistance.

Sincerely,

A handwritten signature in black ink that reads "Helen Brown".

Helen Brown
Clinical Associate Professor, Movement Sciences
University of Idaho
helenb@uidaho.edu



FACILITIES

875 Perimeter Drive MS 2281
Moscow ID 83844-2281
208-885-6246
208-855-5748 [FAX]
facilities@uidaho.edu

January 30, 2020

Brian Ness, Director
Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Re: City of Moscow – Underpass Funding Request – Letter of Support

Dear Director Ness and Chairman Moad,

The University of Idaho strongly supports the City of Moscow's proposed U.S. Highway 95 Pedestrian Underpass Project funding request to the Transportation Alternatives Program (TAP) grant application. The proposed underpass would provide a significantly safer and more convenient crossing of U.S. Highway 95 for all pedestrians and cyclists within the area, which includes students and staff of the University of Idaho (UI).

The UI Campus is located adjacent to the proposed underpass, and our goal is to provide safe access to our facilities and encourage walking and biking to classes and living centers. The Paradise Pathway is commonly used by UI students and staff as a safe and convenient means of walking and cycling, and the proposed pedestrian underpass would greatly enhance safety by eliminating the need to cross the six-lanes of U.S. Highway 95 currently present at the Sweet Avenue intersection crossing.

We strongly support the approval and funding of this new safe travel route to continue creating a safer non-motorized system in a highly traveled area near campus. We look forward to promoting this project and continuing the collaboration with the City with the support of TAP assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Brian Johnson', with a long horizontal line extending to the right.

Brian Johnson
Assistant Vice President, Facilities



Heart of the Arts

Transportation Commission

A Volunteer Commission
of the City of Moscow

Bill Belknap
Staff Liaison

Gary J. Riedner
City Supervisor

Regular Meeting Time:
Second Thursdays
of the month
4:00 p.m.

Council Chambers
at City Hall

Please check with City Hall
to confirm meeting times or
to volunteer for this or
other City Commissions

Transportation Commission
c/o Bill Belknap
P.O. Box 9203
Moscow, ID 83843-1703
Website: www.ci.moscow.id.us

City Hall
206 East 3rd Street
Phone (208) 883-7000
Fax (208) 883-7018

Hearing Impaired (208) 883-7019

January 14, 2020

Brian Ness, Director
Bill Moad, Chairman
Idaho Transportation Department
PO Box 7129
Boise, ID 83707-1129

Dear Director Ness and Chairman Moad,

The City of Moscow Transportation Commission would like to take this opportunity to provide our strong support for the City of Moscow's proposed U.S. Highway 95 Pedestrian Underpass Project Transportation Alternatives Program (TAP) application. The proposed underpass would provide a significantly safer and more convenient crossing of U.S. Highway 95 for all Paradise Path users and pedestrians within the area. The proposed underpass would increase pedestrian safety by reducing pedestrian/cyclist conflicts at the current pathway crossing at Sweet Avenue and reduce vehicle delays on U.S. Highway 95 caused by pathway users.

The area surrounding this intersection includes a large number of multi-family dwellings, many of which are occupied by students attending the University of Idaho and who walk to campus on a daily basis, generating a high number of pedestrians in an intersection that also serves a major employee entrance point to University of Idaho campus. Currently, this combination of significant pedestrian and vehicular volumes during peak commuting hours creates an unsafe condition and contributes to significant intersection delays.

The proposed U.S. Highway 95 underpass would build upon the City's recently completed State Highway 8 pedestrian underpass project which also received TAP funding and has been well received by the community. Together, these underpass projects eliminate the two most significant roadway conflicts within the City's separated pathway system, enhancing pathway users' safety and experience and further promoting use of the pathway system as an alternative to motorized vehicle use in Moscow.

The Commission strongly encourages the approval and funding of this important project and looks forward to working with the Idaho Transportation Department and the Local Highway Technical Assistance Council on this and other future projects that enhance access and mobility for all users of the City's transportation system.

Sincerely,

Michael Kyte, Chairman
Moscow Transportation Commission

*City Commissions are advisory to the Mayor and City Council
and this communication does not represent the official position of the City of Moscow.*



January 28, 2020

Brian Ness, Director
 Bill Moad, Chairman
 Idaho Department of Transportation
 PO Box 7129
 Boise, ID 83707-1129

Dear Director Ness and Chairman Moad,

Regional Public Transportation dba SMART Transit is writing this letter in support of the City of Moscow's proposed US Highway 95 Pedestrian Underpass Project being submitted for the Transportation Alternatives Program (TAP) grant funding. The proposed underpass would provide a significantly safer and more convenient crossing of U.S. Highway 95 for all pedestrians and cyclists within the area. This includes students of the Moscow School District and the University of Idaho, which make up a significant portion of our public transit ridership.

SMART is located two blocks from the proposed underpass on the University campus at Sweet Avenue and Railroad Street. The proposed underpass will provide greater connectivity for pedestrians and bicyclists alike who travel to the Transit Center to board a bus. Many Moscow School District students ride SMART transit buses, which have bike racks, to get to school and other sports and afterschool activities. UI college students and staff also ride our public transit system to work and home with many traveling partway on their bikes, then boarding the bus. The underpass would greatly enhance pedestrian and bicyclist safety by eliminating the need to cross the six-lanes of U.S. Highway 95 traffic at the Sweet Avenue intersection crossing.

SMART Transit strongly supports the approval and funding of this important community project and the enhanced safety it will provide to all Moscow residents who choose to use non-motorized routes and public transit to travel throughout the City.

Sincerely,

Gina Taruscio, Board President



Heart of the Arts

Moscow Pathways Commission

A Volunteer Commission
of the City of Moscow

David Schott

Asst. Parks & Rec. Director
Staff Liaison

Gary J. Riedner

City Supervisor

Regular Meeting Time:
Second Tuesday
of the month
5:00 p.m.Mayor's Conference Room
of City HallPlease check with City Hall
to confirm meeting times or
to volunteer for this or
other City CommissionsMoscow Pathways Commission
c/o David Schott
P.O. Box 9203
Moscow, ID 83843-1703
Website: www.ci.moscow.id.usCity Hall
206 East 3rd Street
Phone (208) 863-7000
Fax (208) 863-7018

Hearing Impaired (208) 863-7019



January 14, 2020

Brian Ness, Director
Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Dear Director Ness and Chairman Moad,

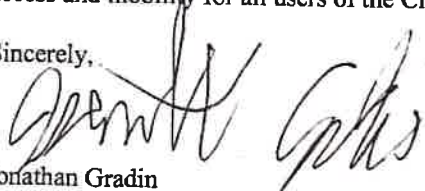
The City of Moscow Pathways Commission would like to take this opportunity to provide our strong support for the City of Moscow's proposed U.S. Highway 95 Pedestrian Underpass Project Transportation Alternatives Program (TAP) application. The proposed underpass would provide a significantly safer and more convenient crossing of U.S. Highway 95 for all Paradise Path users and pedestrians within the area. The proposed underpass would increase pedestrian safety by reducing pedestrian/cyclist conflicts at the current pathway crossing at Sweet Avenue and reduce vehicle delays on U.S. Highway 95 caused by pathway users.

The City of Moscow Pathways Commission is charged with the promotion and improvement of pathway systems in and around Moscow. Often one of the most challenging and intimidating aspects pathway users face is the interaction of pathways with significant roadways such as the U.S. Highway 95 six-lane roadway present at the current Sweet Avenue crossing. Elimination of these barriers will lead to expanded and enhanced use of the City's pathways system, especially by those concerned users who prefer the use of a separated pathway facility like the Paradise Path.

The proposed U.S. Highway 95 underpass would build upon the City's recently completed State Highway 8 pedestrian underpass project which also received TAP funding and has been well received by the community. Together, these two underpass projects will eliminate the two most significant roadway conflicts within the City's separated pathway system, enhancing pathway users' safety and experience and further promoting use of the pathway system as an alternative to motorized vehicle use in Moscow.

The Commission strongly encourages the approval and funding of this important project and looks forward to working with the Idaho Transportation Department and the Local Highway Technical Assistance Council on this and other future projects that enhance access and mobility for all users of the City's transportation system.

Sincerely,


Jonathan Gradin
Chair

*City Commissions are advisory to the Mayor and City Council
and this communication does not represent the official position of the City of Moscow.*



Heart of the Arts



Bill Lambert
Mayor

Brandy Sullivan
Council President

Art Bettge
Council Vice-President

Sandra Kelly
Council Member

Maureen Laflin
Council Member

Gina Taruscio
Council Member

Anne Zabala
Council Member



Gary J. Riedner
City Supervisor



City of Moscow, City Hall
c/o Gary J. Riedner, City Supervisor
206 East 3rd Street
P.O. Box 9203
Moscow ID 83843
Phone (208) 883-7000
Fax (208) 883-7018

Website: www.ci.moscow.id.us
Hearing Impaired (208) 883-7019



January 30, 2020

Brian Ness, Director and Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Re: Transportation Alternatives Program (TAP) 2020 Funding Application –
South Main Pedestrian Underpass – City Match Commitment Letter

Dear Director Ness and Chairman Moad,

The City of Moscow (City) has been working in conjunction with the Moscow Urban Renewal Agency (MURA) since 2017 to develop the South Main Pedestrian Underpass project on US Highway 95. The proposed project would build upon the City's recently completed State Highway 8 Pedestrian Underpass which also received TAP funding and has been well received by the Moscow community. The combined underpass projects will eliminate the two most significant roadway conflicts in the City's separated pathway system, Paradise Path, while enhancing user's safety and experience and providing an alternative to motorized vehicle use in Moscow.

The City is committed to providing connectivity and continuing infrastructure development which provides safe routes to pedestrians and bicyclist and eliminates conflict with vehicular traffic. Therefore, the City is now applying for the Transportation Alternatives Program (TAP) grant for funding to design and construct the underpass project with estimated total project costs of \$1,007,000 with the City requesting \$499,643 in grant funds. The City and the Moscow Urban Renewal Agency are both committed to providing the remaining funds of \$506,687 by each contributing 50% or \$253,343 in cash match. The City's match is included in the proposed Capital Improvement Plan for infrastructure development over the next five years.

I want to thank the Idaho Department of Transportation for this opportunity to apply for grant funds to continue constructing infrastructure that provides safe travel routes for the citizens of Moscow. The completion of this underpass project will significantly improve pedestrian safety in the project area and provide connectivity of non-motorized transportation routes throughout our City.

Sincerely,

Gary J. Riedner, JD, ICMA-CM
City Supervisor

griedner@ci.moscow.id.us



January 29, 2020

Brian Ness, Director and Bill Moad, Chairman
Idaho Transportation Department
PO Box 7129
Boise, ID 83707-1129

Re: Transportation Alternatives Program (TAP) 2020 Funding Application –
City of Moscow – South Main Pedestrian Underpass

Dear Director Ness and Chairman Moad,

The Moscow Urban Renewal Agency (MURA) has been working jointly with the City of Moscow (City) since 2017 in the preparation and development of the South Main Pedestrian Underpass. The project is located in the Legacy Crossing Urban Renewal District which was created in 2008 and covers 169 acres of blighted and underutilized properties between Moscow's downtown and the University of Idaho campus. The redevelopment of this area is a priority and therefore the MURA partnered with the City to solicit a proposal from Alta Science and Engineering to develop a concept design, hydraulic analysis, cost estimation, and wetland delineation to begin development of this project. This \$14,000 study was jointly funded by the City and the MURA.

The City is now applying for the Transportation Alternatives Program (TAP) grant for funding to design and construct this project with a total cost estimated at \$1,007,000 with the City requesting \$499,643 in TAP grant funds. The estimated local match is \$506,687 and the MURA is committed to providing 50% or \$253,343 as listed in Special Projects of the 2019-2023 Legacy Crossing District Capital Improvement Plan.

On behalf of the MURA, we want to thank the Idaho Transportation Department in advance for possible assistance in significantly improving the pedestrian connectivity and safety of Moscow residents.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve McGeehan".

Steve McGeehan, Chairman
Moscow Urban Renewal Agency

PO Box 9203
221 E Second Street
Moscow ID 83843
P: 208-883-7011
F: 208-883-7033
www.moscowura.com

CITY OF MOSCOW – 2020 TAP APPLICATION FOR THE US HWY. 95 UNDERPASS PROJECT

ADDITIONAL DATA – SUPPORTING INFORMATION

Benefits of a Pedestrian and Bicycle Underpasses – Non-Motorized Travel Route

Pedestrian underpasses allow for uninterrupted flow of pedestrian movement separate from traffic flow. A pedestrian underpass does not increase traffic congestion in either the near or the short term and have become preferable to lane reductions which have become increasingly problematic with population growth. Many pedestrians and bicyclists become part of the problem with using on-street crossings as they are not patient enough to wait until it is safe to cross. Completely removing pedestrians and bicycles from traffic flow removes these safety issues. An underpass provides a complete separation from motor vehicle traffic, provides a crossing where no other facility is available and is also a connection to trails and paths. Underpasses are significantly less expensive when built as part of a reconstruction project retrofitting and existing bridge system. Underpasses that are designed to feel open, well-lit, and safe are an attractive route to all users.

Excerpts from *Moscow on the Move* Transportation Plan – In Reference to the Underpass Project Area

Page 3-64 “A snapshot of Moscow’s Pedestrian environment” provided by using a Pedestrian Environment Quality Index (PEQI). The assessment was divided into two sections, street segment and intersection safety with indicators covering four broad pedestrian environmental categories to include Street Design, Land Use, and Intersection Safety for signalized and unsignalized locations. Scoring levels were defined as Excellent, Good, Adequate, Needs Improvement, and No Sidewalks/Uncomfortable. The last scoring level No Sidewalk/Uncomfortable is defined as the environment is not suitable for pedestrians or they may not feel comfortable using the particular street segment or intersection...pedestrian facilities are not designed for people with mobility impairments and may not be navigable by this user group. In the Key Findings shown in Figure 29 marks the Hwy. 95 and Hwy 8 intersection as “Uncomfortable.”

Page 4-37 Roadway & Traffic Operations Strategy future 2035 intersection performance and projects to improve below-standard intersections lists SH-8/US-95/Washington Street (South Couplet); US-95/Styner Avenue/Lauder Avenue; and SH-8/Styner Avenue/White Avenue. All three of these intersection locations are within .25 miles or less from the proposed underpass and traffic from these areas travel directly to the project location.

**Transportation Alternatives
Project Schedule**

Project Function	Year Quarter	2021				2022				2023			
		Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec
State/Local Agreement					X								
Obligate Design Funds					X								
Project Charter						X							
Environmental Evaluation						X							
Cultural Resources Evaluation						X							
Design Project							X						
Approval of plans, specifications & engineer's estimate								X					
Obligate Construction Funds									X				
Advertise & Award construction project										X			
Contract award										X			
Construct Project											X	X	
Project Completion													X



**Your Safety • Your Mobility
Your Economic Opportunity**

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 837 • Lewiston, ID 83501-0837
(208) 799-5090 • itd.idaho.gov

January 29, 2020

Ryan McDaniel
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Re: Transportation Alternatives Program (TAP) 2020 Funding Application – City of Moscow

Dear Mr. McDaniel;

The City began communicating with the ITD District 2 and Boise staff in November of 2018 about their proposed TAP project and provided concept design drawing for our review at that time. City staff has continued to update us as the project's development has continued.

The ITD District 2 staff has reviewed the City's draft grant application. Also, we conducted a site visit and inspection of the proposed project location. Therefore, we are providing our full support for their TAP funding request as stated in District TAP Coordinator Endorsement I executed on November 7, 2019.

Sincerely,

Kenneth G. Helm
Project Manager
ITD District Two

KGH:clz:\ADMIN\Paperless\Monthly Correspondence\2020\2020-01\01-29-20 TAP City of Moscow\01-29-20 TAP City of Moscow.docx

PRE-APPLICATION CHECKLIST

All questions contained in this checklist are for infrastructure projects only and are to be completed in collaboration with the District TAP Coordinator.

PART 1: QUESTIONS

Applicant: City of Moscow, Idaho

Project Name: South Main Pedestrian Underpass Project

Project Manager: Alisa Anderson, Grants Manager/ADA Coordinator or Bill Belknap, Deputy CS

Contact Information Email: aanderson@ci.moscow.id.us; Phone 208-883-7600 or bbelknap@ci.moscow.id.us 208-883-7011
for Project Manager:

Is the applicant an eligible sponsor? ☐ Yes ☐ No

Has the applicant previously completed a federal aid project? ☐ Yes ☐ No

Does the applicant acknowledge that receipt of funds requires compliance with several federal and state requirements, including but not limited to wage, equal opportunity, and environmental requirements? ☒ Yes ☐ No

BICYCLE FACILITIES (IF APPLICABLE)

Bicycle Facility description ☒ Shared use pathway ☐ Sharrow ☐ Striped bicycle lane ☐ Widened shoulder
☒ Other

Width of pathway, bicycle lane, shoulder, etc.: 10 feet Length:

Distance from curb (for pathways): Varies from 0 - 45 feet from curb depending on location

Materials used: ☒ Asphalt ☒ Concrete ☐ Other

Standards Used: ☐ AASHTO ☒ Idaho State Public Works Construction ☐ ITD ☒ Local

This project is: ☐ part of road widening ☐ part of an existing road

Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? ☐ Yes ☐ No
If yes, explain:

What is the plan for maintaining the facility after construction is complete?

The City of Moscow, Park and Recreation/Public Works Departments will maintain the project.

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain: ☒ Yes ☐ No

PEDESTRIAN FACILITIES (IF APPLICABLE)

Pedestrian Facility description ☐ Sidewalk ☐ Sidewalk with curb and gutter ☒ Pathway
☒ Other

Width of pathway, bicycle lane, shoulder, etc.: 10 Length: 710'

Distance from curb (for pathways): Varies from 0 - 45 feet depending on location.

Materials used ☒ Asphalt ☒ Concrete ☐ Other

Number of curb ramps: 0

Standards Used: ☐ AASHTO ☒ Idaho State Public Works Construction ☐ ITD ☒ Local

This project is: ☐ part of road widening ☐ part of an existing road

Are there any areas where the facility will narrow to accommodate trees, signs or other obstructions? ☐ Yes ☐ No
If yes, explain:

What is the plan for maintaining the facility after construction is complete? City of Moscow will maintain.

Does your community normally require sidewalks or other pedestrian/bicycle improvements as a condition of subdivision or site plan approval? Explain:	☒ Yes	☐ No
RIGHT-OF-WAY		
Does the sponsor possess the necessary right-of-way to construct the project? If not, explain how right-of-way will be acquired.	☐ Yes	☐ No
The necessary easements will be obtained prior to the final grant due date.		
Does the sponsor hold necessary easements to construct the project? If not, explain how easements will be obtained.	☐ Yes	☐ No
The necessary easements will be obtained prior to the final grant due date.		
ENVIRONMENTAL		
Is it apparent that the project will meet the environmental criteria for Categorical Exclusion?	☒ Yes	☐ No
Is it apparent that the proposed project will require extensive cultural clearance?	☐ Yes	☐ No
Is it apparent that supplemental environmental documentation will be required to support a Categorical Exclusion determination?	☐ Yes	☐ No
For example: ☐ Wetlands ☐ Endangered Species ☒ Other		
Is it apparent that the project will cause an adverse effect to environmental resources? If yes, explain:	☐ Yes	☐ No
Are there any permitting requirements for the project? If yes, explain:		
Corp of Engineers 404 Permit and IDWR Stream Alteration Permit - Joint Application		
UTILITIES		
Is it apparent that the project will have utility conflicts? If yes, explain and identify affected utilities and how conflicts will be mitigated.	☐ Yes	☐ No
IRRIGATION		
Is it apparent that the project will have crossings or conflicts with irrigation facilities? If yes, explain and identify affected irrigation facilities and how conflicts will be mitigated.	☐ Yes	☐ No

PART 2: FORMS

- A. Environmental Screening Form
- B. Right-of-Way Certification
- C. TAP: Project Estimating Worksheet (used during application process to establish initial estimate)
- D. ITD-1150: Project Cost Summary Sheet (for infrastructure projects and used during development stage)

Instructions:

1. Line 16 of this form is for Mobilization, calculated as a percentage of the construction items listed on Lines 3 through 14. It is up to the Applicant to determine the appropriate percentage for the project, but 5 to 10% would be considered typical.
2. Line 17 of this form is for Construction Engineering and Contingencies, calculated as a percentage of the construction items listed on Lines 3 through 14 and the Mobilization cost listed on Line 16. Again, it is up to the Applicant to determine the appropriate percentage for the project, but 15%

would be considered typical, with 10% allocated to Construction Engineering and 5% allocated to Contingencies.

- E. Cost Estimate for Non-Infrastructure Projects: Safe Routes to School (for safe routes to school non-infrastructure projects)
- F. Has a traffic safety issue been identified in this project application? If so, knowing if the applicants and/or their community based law enforcement partners are already working with the ITD Office of Highway Safety (OHS) traffic safety grant programs. If so, please provide project Key Number and verify that the Scope of Work for that project is primarily connected with the area in the TAP application.
- G. Project Schedule (for infrastructure projects)

PART 3: SUMMARY OF REQUIREMENTS FOR FEDERAL AID RECIPIENTS

Applicants should keep in mind that receipt of federal funds requires compliance with the following federal and state requirements (note: this is not an exhaustive list):

1. **Equal Opportunity** requirements (non-discrimination) for construction contracts in excess of \$10,000. The non-discrimination requirements apply to a wide range of project elements, including contracting opportunities. A non-discrimination agreement must be signed as part of the award process, and records must be kept to show compliance. Disadvantaged Business Entity (DBE) requirements might apply.
2. Minimum wage requirements (**Davis-Bacon Act**) and anti-kickback requirements (**Copeland Act**) for construction contracts in excess of \$2,000. Records must be kept to show compliance.
3. No use of federal funds for lobbying, for construction contracts in excess of \$100,000.
4. National Environmental Policy Act (**NEPA**).
 - a. The National Environmental Policy Act requires federal actions (including local transportation projects receiving federal aid) to be evaluated for potential impacts to the environment. ITD and the FHWA jointly conduct this review.
 - i. For major actions that significantly affect the quality of the human environment, an Environmental Impact Statement (EIS) must be prepared. This is a lengthy (and expensive) process that requires consideration of alternatives, analysis of impacts, and compliance with a series of public notice and comment periods. Projects requiring an EIS would not be able to be completed within Community Choices time constraints.
 - ii. For projects in which the significance of the environmental impact is uncertain, an Environmental Assessment (EA) must be prepared. This document is more limited in scope than an EIS, and the procedure is not as lengthy. If through the EA process it is determined that there will not be significant impacts, a Finding of No Significant Impact (FONSI) is issued. If it is determined that there will be significant impacts, an EIS must be prepared.
 - iii. Most federal aid projects qualify for a "categorical exclusion," meaning that the project will not have a significant effect on the human environment. For these projects, neither an EIS nor an EA need be prepared. Federal regulations have identified several project types that typically receive a categorical exclusion (such as installation of utilities along a road; construction of bicycle and pedestrian paths; landscaping; installation of fences, signs, pavement markings and traffic signals, where no substantial land acquisition or traffic disruption would occur; alterations to facilities to make them accessible to elderly and handicapped persons; and other types of projects). Even though a proposed project might fall within an exclusion category, applicants must obtain clearance from ITD.
 - iv. Contact District Environmental Staff (listed at <http://itd.idaho.gov/enviro/District.Staff.htm>) for assistance with navigating the environmental review process.
5. Compliance with audit requirements:

- a. An entity expending \$500,000 or more in a year in combined Federal awards (including any funds received from Federal sources outside ITD: US federal contracts, subcontracts, loans grants, subgrants, and/or cooperative agreements) requires an A-133 Single Audit or program-specific audit each fiscal year.
 - b. An entity whose annual budget (from all sources) exceeds \$250,000 and expends any amount in a year in combined Federal awards are required to have a full and complete audit of financial statements each fiscal year.
 - c. An entity whose annual budget (from all sources) exceeds \$100,000 but does not exceed \$250,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements audit on a biennial basis. Biennial audits shall include an audit of each fiscal year since the previous audit.
 - d. An entity whose annual budget (from all sources) exceeds \$50,000 but does not exceed \$100,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review on a biennial basis. Biennial review shall include a review of each fiscal year since the previous review.
 - e. An entity whose annual budget (from all sources) does not exceed \$50,000 and expends any amount in a year of combined Federal awards has a minimum requirement of financial statements review by ITD on a biennial basis. Biennial ITD reviews shall include a review of each fiscal year since the previous review.
6. Compliance with **Americans with Disability Act** requirements. This includes a compliance Self-Evaluation, and for agencies with 50 or more employees, an ADA Transition Plan. Transition Plans identify physical obstacles to accessibility, describe methods to make facilities accessible, specify a schedule for completion, identify a responsible official, estimate the cost of each modification, and record completion dates.
 7. Compliance with U.S. Office of Management and Budget (OMB) circulars on allowable costs, as follows:

For the costs of a:	Use the principles in:
State, Local or Indian Tribal Government	2 CFR 225
Private, nonprofit organization other than an (1) institution of higher education, (2) hospital, or (3) organization named in 2 CFR 230 as not subject to that circular	2 CFR 230
Educational institution	2 CFR 220
For-profit organization other than a hospital and an organization named in 2 CFR 230 as not subject to that circular	48 CFR Part 31, Contract Cost Principles and Procedures, or uniform cost accounting standards that comply with cost principles acceptable to the Federal agency.
 8. Compliance with ITD Grant Administration Team reimbursement requirements. Recipients must request reimbursement of an expense within 60 days or the expense will not be reimbursed. ITD has up to 30 days to issue the reimbursement.
 9. Compliance with minimum liability insurance requirements. Contractors must have comprehensive public and general liability insurance of at least \$500,000.00 per occurrence, and \$1,000,000.00 aggregate.

District TAP Coordinator Endorsement

According to the information provided by the sponsor and in this Site Checklist, the Idaho Transportation Department district office endorses this project as a potential TAP project candidate and would offer full support if project is selected.

Endorsement:

Shannon H. Baker
11/07/2019 2:27:31 PM

District TAP Coordinator

2

District

Date

Alisa J. Anderson

From: Bill Belknap
Sent: Monday, August 20, 2018 11:27 AM
To: Alisa J. Anderson
Subject: FW: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

FYI

From: Jared Hopkins [mailto:Jared.Hopkins@itd.idaho.gov]
Sent: Monday, August 20, 2018 9:21 AM
To: Bill Belknap <bbelknap@ci.moscow.id.us>
Cc: Ken Helm <Ken.Helm@itd.idaho.gov>
Subject: RE: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

Yes Bill. ITD is in support of this project

Jared

From: Bill Belknap [mailto:bbelknap@ci.moscow.id.us]
Sent: Thursday, August 16, 2018 10:22 AM
To: Jared Hopkins
Cc: Ken Helm
Subject: [EXTERNAL] RE: South Main/US 95 pedestrian underpass

--- This email is from an external sender. Be cautious and DO NOT open links or attachments if the sender is unknown. ---

Jared, I was wondering if the permits committee had a chance to review this to determine if ITD would support our potential grant request?

Thank you,
Bill

From: Bill Belknap
Sent: Thursday, August 2, 2018 1:33 PM
To: jared.hopkins@itd.idaho.gov
Cc: Ken Helm (ken.helm@itd.idaho.gov) <ken.helm@itd.idaho.gov>
Subject: South Main/US 95 pedestrian underpass

Jared, it was great visiting with you and Ken and today. Attached is the sketch of the potential underpass project, along with the hydraulic assessment and wetland reports.

I will forward you the concept design drawings when I receive them which is expected by the end of this month. The concept sketches were just something that I prepared.

It would be helpful for us to understand if District 2 would be supportive of the project before we take any further steps. If D2 and Ken as the District TAP Coordinator are supportive of the project, I expect that we would get an archeological assessment completed and submitted to SHPO to get their opinion, below is their initial take on what their opinion would likely be.

Thanks,
Bill

Bill J. Belknap

Community Development Director, City of Moscow
Executive Director, Moscow Urban Renewal Agency
221 E. Second Street
Moscow, ID 83843
208.883.7011

From: Tricia Canaday <Tricia.Canaday@ishs.idaho.gov>
Sent: Wednesday, July 18, 2018 1:41 PM
To: Jamee Fiore <Jamee.Fiore@ishs.idaho.gov>; Michael Ray <mray@ci.moscow.id.us>
Cc: Matt Halitsky <Matt.Halitsky@ishs.idaho.gov>
Subject: Re: Bridge Question

Hi Mike:

Just weighing in to add that, technically, it is the federal agency's responsibility to consult with our office - so whichever agency might be funding the project, or issuing a permit - and not you as the fund-receiver/permittee.

I'll further say that, while we would need more specific information about the bridge and the process would still need to be completed, given the fact that one of the bridge's sidewall's is missing, it has poor integrity and it's unlikely that we would have any concerns. But again, if there's federal involvement of any kind, you'll still need to go through the process and make sure all the ts are crossed, etc., etc.

tlc

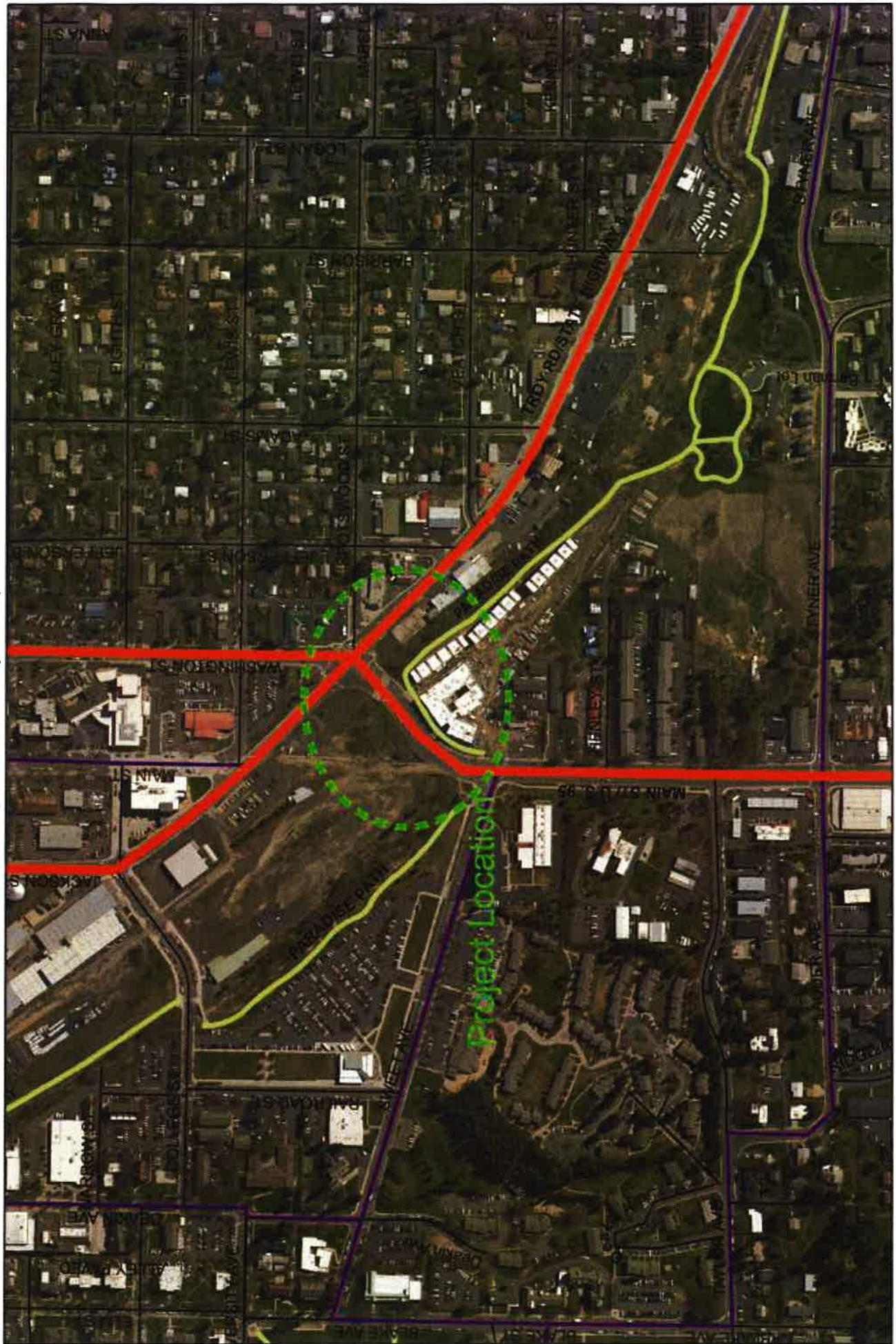
Project Location Map



Project Length Map



Project Vicinity Map



2020 TAP Projects Maps Overview



Your Safety • Your Mobility
Your Economic Opportunity

Disclaimer: The Idaho Transportation Department (ITD) provides this information, including geographic data and any associated metadata "as is" without warranty of any kind, including but not limited to its completeness, fitness for a particular use, or accuracy of content, positional or otherwise. It is the sole responsibility of the user to determine the accuracy or usability of any information, data or metadata for his or her own purposes. In no event shall ITD have any liability whatsoever for damages of any kind arising out of the use of or reliance on the information, geographic data or metadata. In providing this information, data, metadata, or access to such, ITD assumes no obligation to assist the user in the use of such or in the development, use, or maintenance of any applications applied to or associated with such. Maps generated on December 9, 2019.

MAP 1: Topography

MAP 2: Satellite Imagery

MAP 3: 2020-2023 OTIS Projects-shows future ITD projects

MAP 4: Crashes and Schools- School data was used to create a 2-mile network radius around schools. Crashes were aggregated to each of these zones and then normalized by population.

MAP 5: EJ Screen Percent Low Income-Shows Census information indicating percent of the population classified low income by the EPA's EJSCREEN Tool.

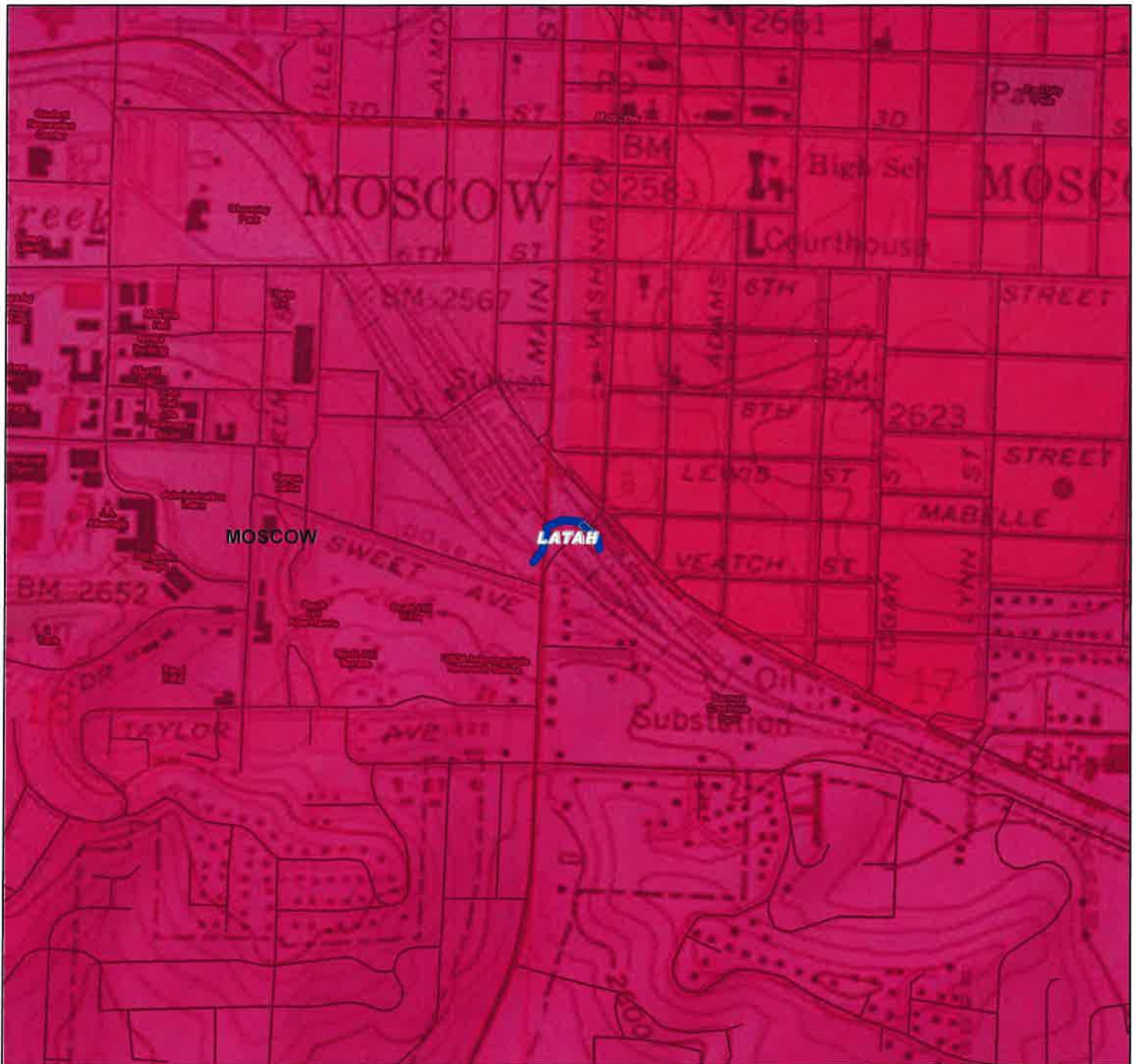
MAP 6: EJ Screen Percent Minority Population-Shows Census information indicating percent of the population classified as minority by the EPA's EJSCREEN Tool.

MAP 7: Flood Hazard Zones-Shows FEMA's Flood Hazard Zones

MAP 8: Environmental Factors- Shows Waste Sites from Idaho DEQ and Wetland Areas from the Nation Wetlands Inventory

2020 TAP Projects: USA Topography

City of Moscow - South Main Pedestrian Underpass



0 0.175 0.35 0.7 Miles

Legend



- TAP Area
- TAP Point
- TAP Lines



2020 TAP Projects: Aerial Imagery

City of Moscow - South Main Pedestrian Underpass



Legend

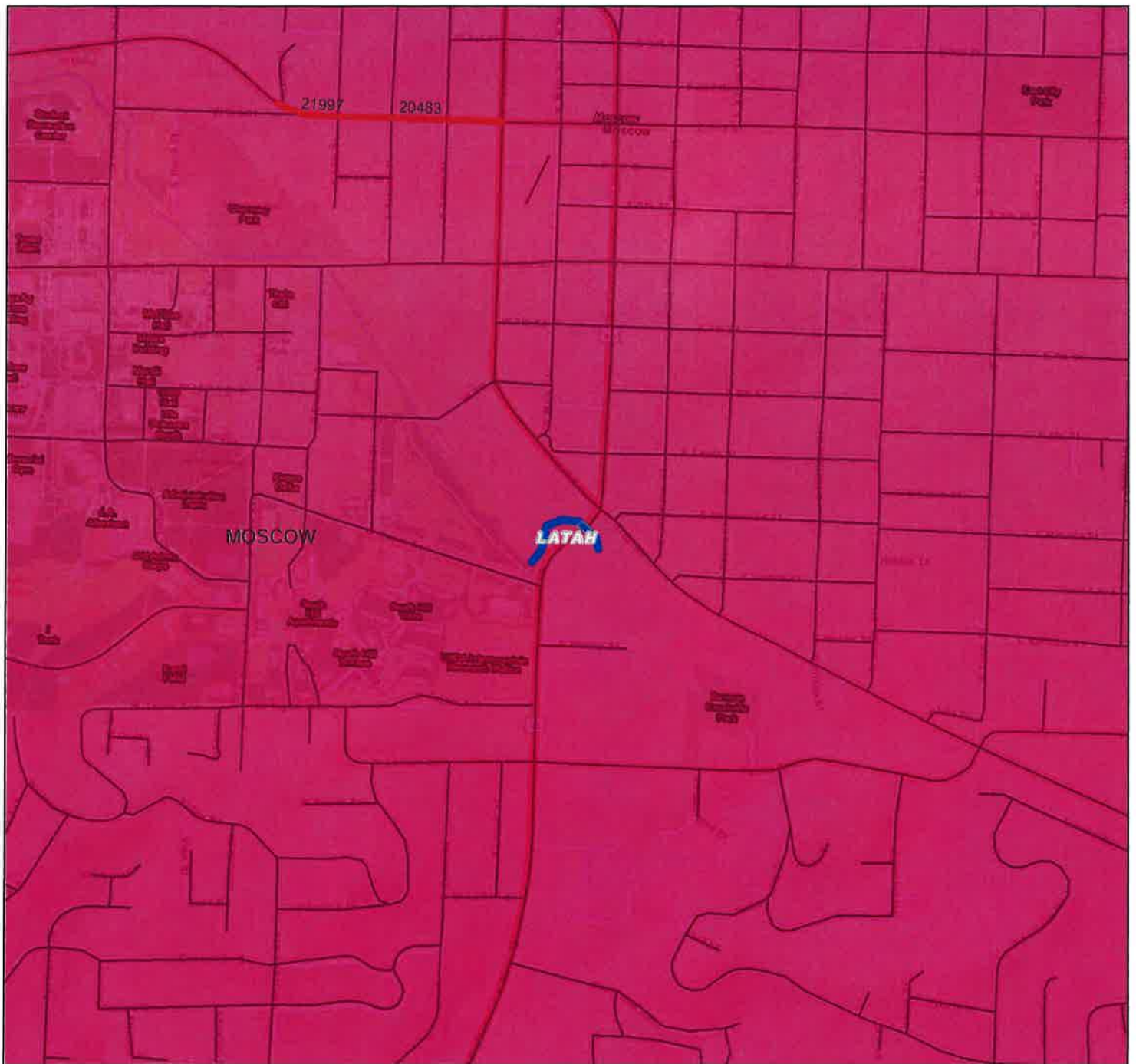


- TAP Area
- TAP Point
- TAP Lines



2020 TAP Projects: 2020-2023 OTIS Projects

City of Moscow - South Main Pedestrian Underpass



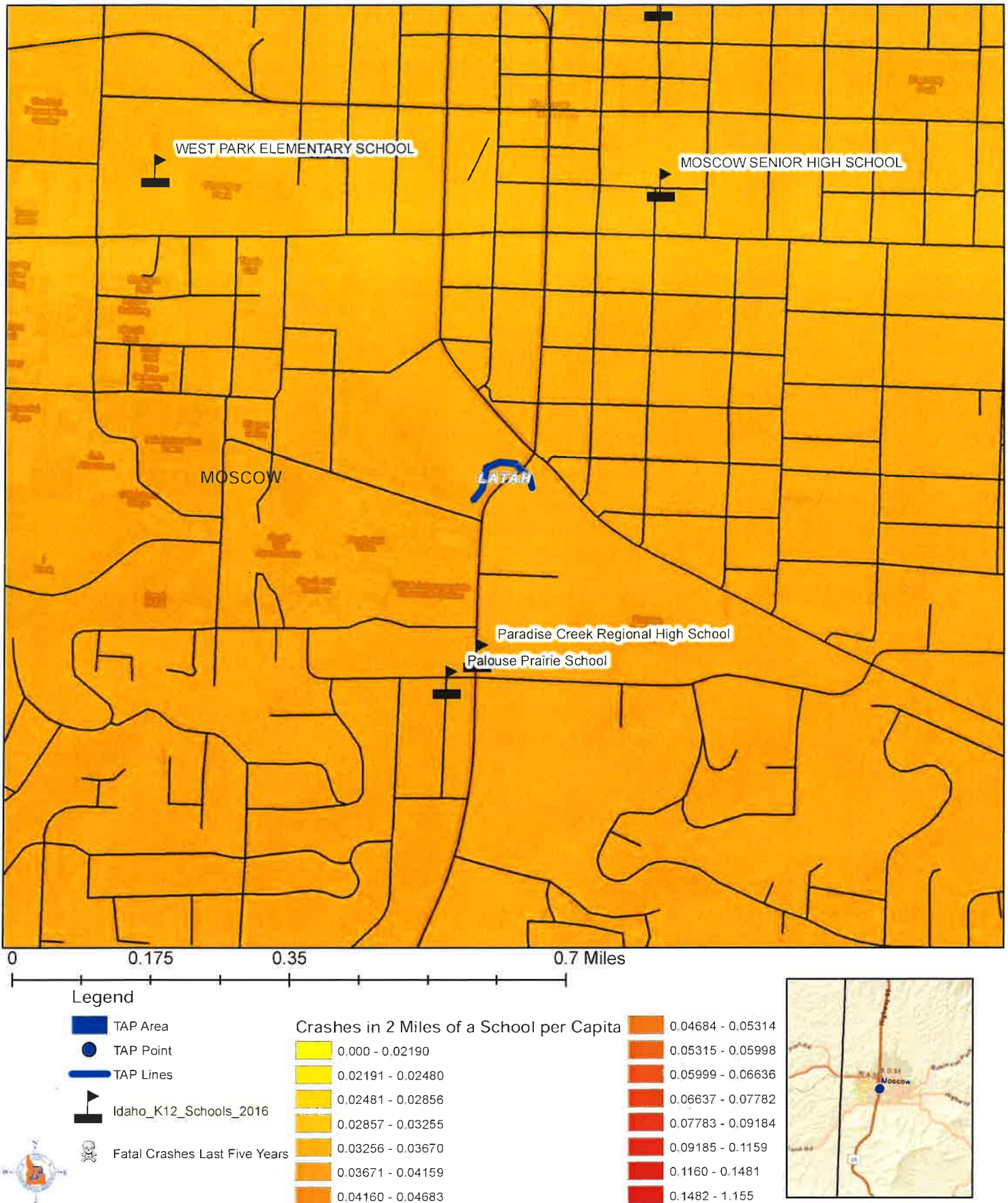
Legend

- | | | | |
|--|--|--|--|
| <ul style="list-style-type: none"> TAP Area TAP Point TAP Lines | <ul style="list-style-type: none"> OTIS Projects FY 2020-2023 WorkClass BRIDGE CONSTRUCTION & APPROACHES ENVIRONMENTAL PRESERVATION MAJOR WIDENING RECONSTRUCTION/REALIGNMENT RESURFACE/RESTORE/REHABILITATE/WIDEN SAFETY/TRAFFIC OPERATIONS | <ul style="list-style-type: none"> OTIS Projects FY 2020-2023 WorkClass ADDED LANES SEPARATE ROADWAY BRIDGE CONSTRUCTION & APPROACHES ENVIRONMENTAL PRESERVATION MAJOR WIDENING NEW ROUTE | <ul style="list-style-type: none"> PLANNING/STUDIES PREVENTIVE MAINTENANCE RECONSTRUCTION/REALIGNMENT RESURFACE/RESTORE/REHABILITATE/WIDEN SAFETY/TRAFFIC OPERATIONS SUPPORTING FACILITIES |
|--|--|--|--|



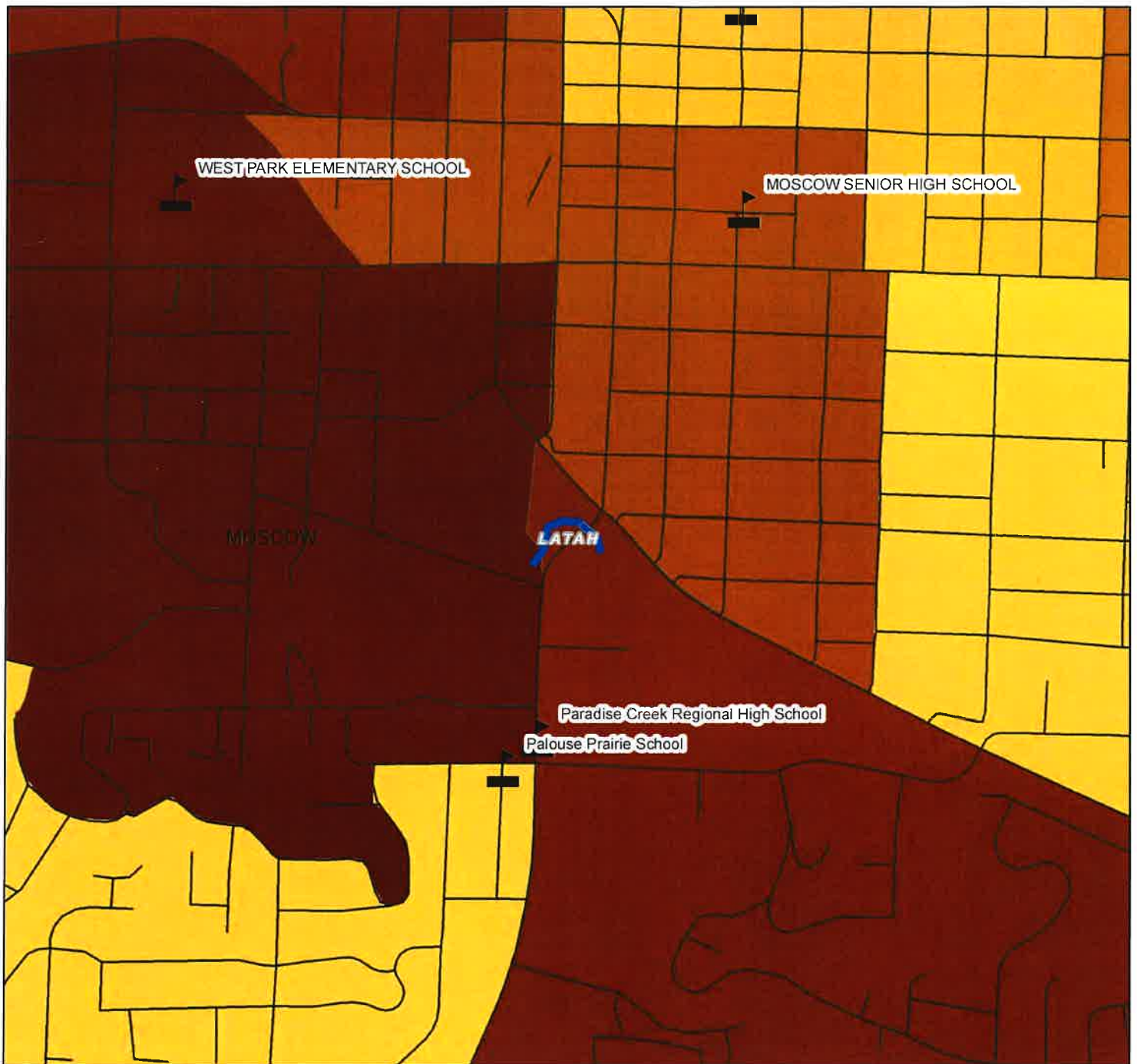
2020 TAP Projects: Crashes and Schools

City of Moscow - South Main Pedestrian Underpass



2020 TAP Projects: Percent Low Income

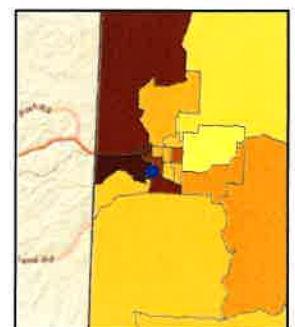
City of Moscow - South Main Pedestrian Underpass



0 0.175 0.35 0.7 Miles

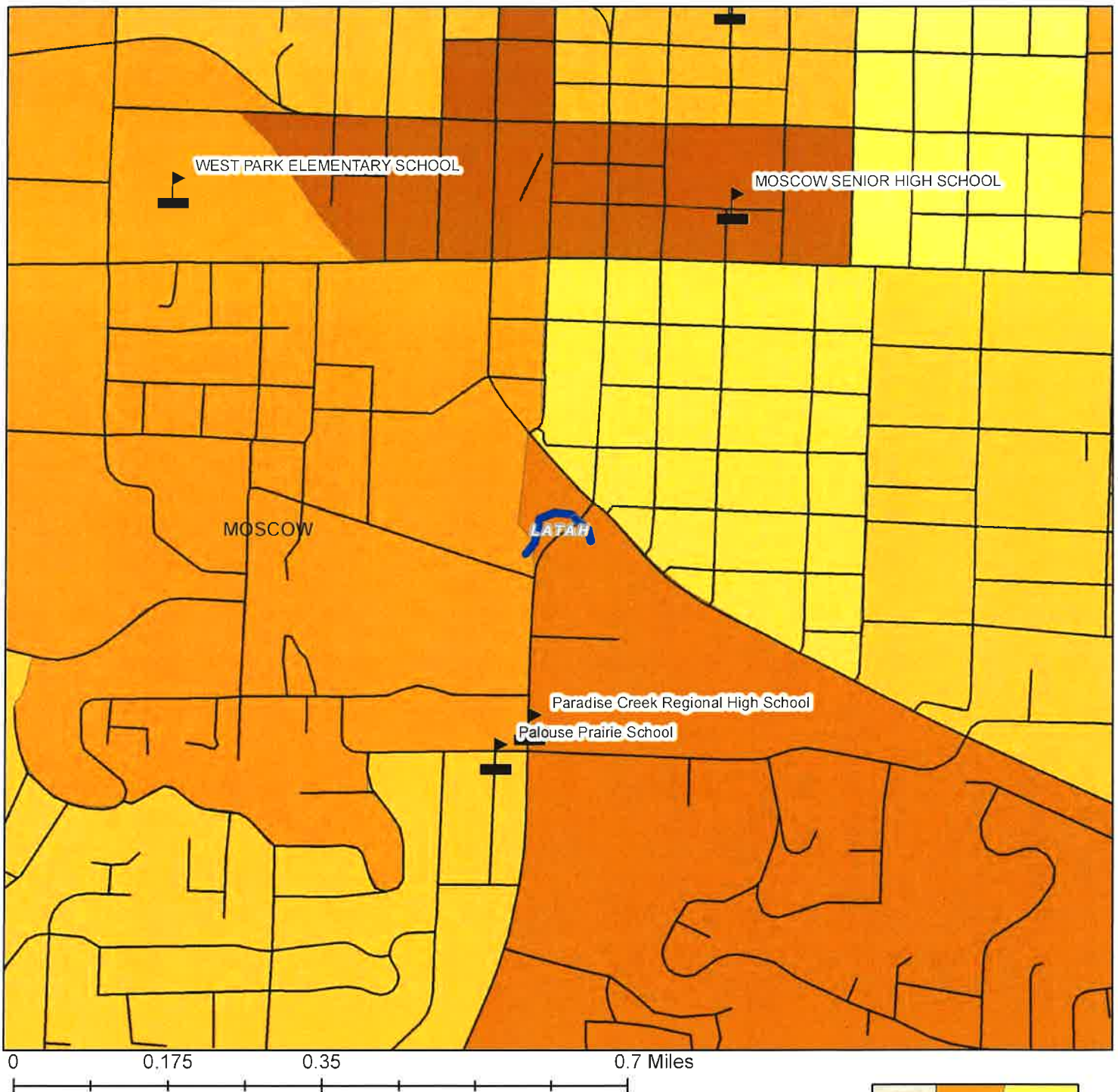
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	TAP Area		EJSCREEN Percent Low Income		0.394031 - 0.452331
	TAP Point		0.000000 - 0.130644		0.452332 - 0.522080
	TAP Lines		0.130645 - 0.210711		0.522081 - 0.612987
			0.210712 - 0.281218		0.612988 - 0.738983
			0.281219 - 0.337416		0.738984 - 0.974291
			0.337417 - 0.394030		



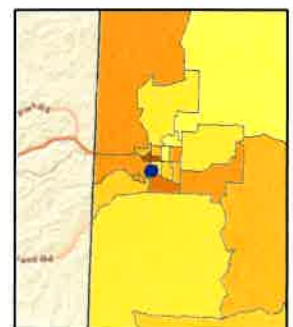
2020 TAP Projects: Percent Minority Population

City of Moscow - South Main Pedestrian Underpass



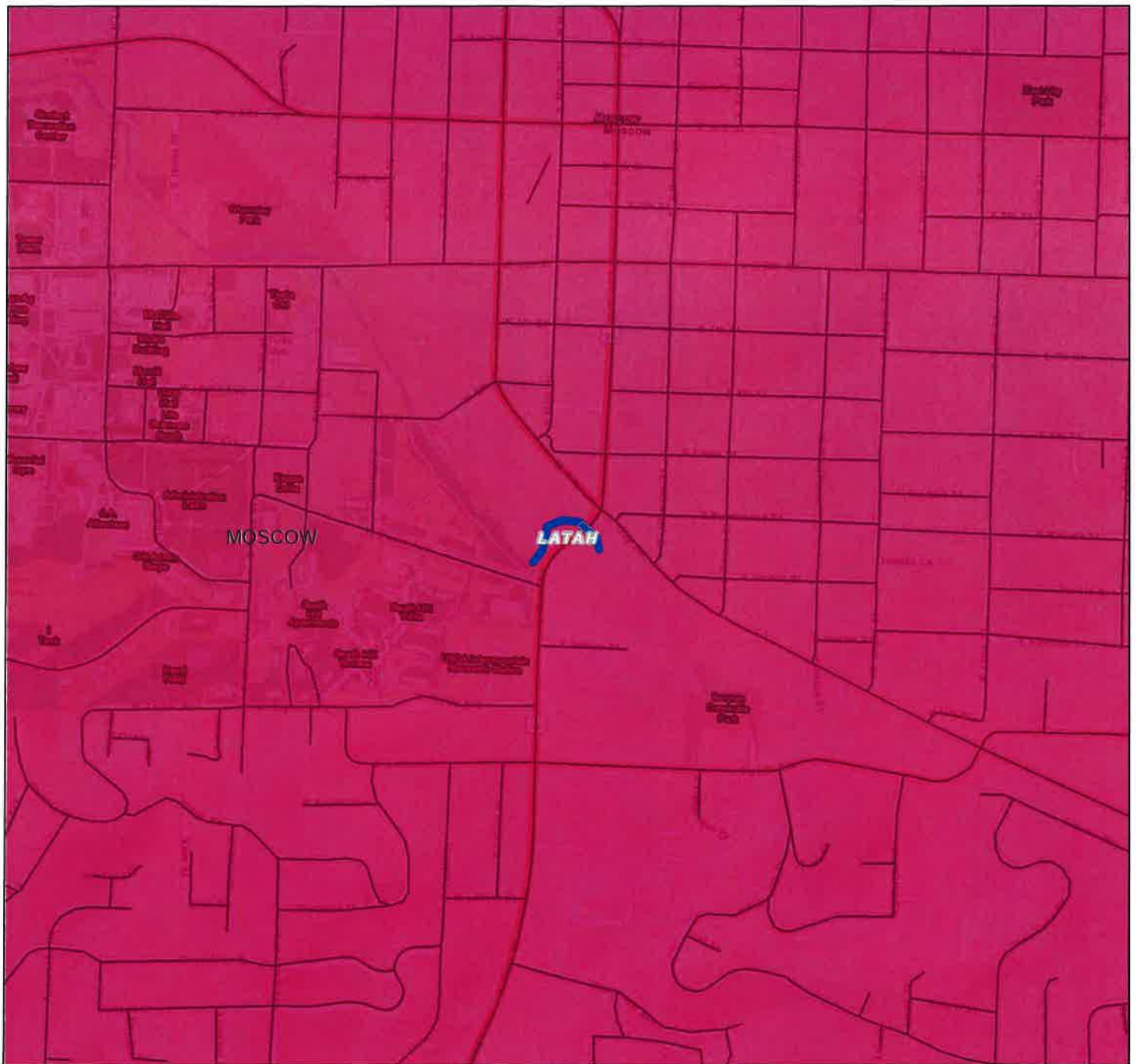
Legend

	TAP Area		EJSCREEN Percent Minority		19.380283 - 25.583982
	TAP Point		0.000000 - 3.167421		25.583983 - 34.203297
	TAP Lines		3.167422 - 6.359946		34.203298 - 46.680286
			6.359947 - 10.060514		46.680287 - 66.032350
			10.060515 - 14.609929		66.032351 - 100.000000
			14.609930 - 19.380282		



2020 TAP Projects: Flood Hazard Zones

City of Moscow - South Main Pedestrian Underpass



0 0.175 0.35 0.7 Miles

Legend

- | | | |
|---|---|---|
|  TAP Area | Flood Hazard Zones |  Area of Undetermined Flood Hazard |
|  TAP Point | Zone Type |  0.2% Annual Chance Flood Hazard |
|  TAP Lines |  1% Annual Chance Flood Hazard |  Future Conditions 1% Annual Chance Flood Hazard |
| |  Regulatory Floodway |  Area with Reduced Risk Due to Levee |
| |  Special Floodway | |



2020 TAP Projects: Environmental Factors

City of Moscow - South Main Pedestrian Underpass



Legend



ITD 0211 (Rev. 9-10)
itd.idaho.gov

Environmental Screening

For Community Transportation Enhancement (CTE),
Safe Routes to School (SR2S) and Scenic Byway Projects



Background - All project actions which involve a federal nexus (federal funds, federal permits or federal lands) must have an approved environmental document. ITD follows Federal Highway Administration guidelines for environmental documentation.

Responsibility - ITD will be responsible for the review and approval of the environmental document. The sponsor is responsible for the preparation of the environmental document. Pre-application coordination with the district office (environmental) is needed. In some cases the sponsor may arrange for ITD to complete all or part of the environmental documentation.

Purpose of Form - This form is not an environmental clearance. The questions screen for issues that could require additional analysis or work. If you answer yes to any of the following questions, the environmental requirements or impacts may be greater than expected. The impacts may not be compatible with your budget or schedule. You should seek further assistance from ITD regarding the viability of the project.

Contacts - For assistance with the environmental process please contact the ITD District Environmental Planner. An abbreviated environmental clearance is available for pavement marking projects.

Answer the following questions and explain in detail any response that is not clear from simply marking the box. When completed electronically, the form will expand to allow room for explanations.

Project Type/Scope of Work (i.e., landscaping, bike/pedestrian path, etc.)	Project Name/Location
Bike/Pedestrian Underpass	South Main Pedestrian Underpass Project/Moscow, ID

	Yes	No
Right of Way/Property Impacts - Will the project require acquisition of temporary or permanent easements, or right of way? Is the project on, or through, federal lands or tribal lands? Will the project cause a temporary or permanent disruption to a commercial property or residential neighborhood? Explain: The project will require the acquisition of permanent easements.	☒	☐
Traffic - Does the project add traffic lanes or traffic capacity? Explain:	☐	☒
Ground Disturbance - Does the project disturb more than one acre of land? Explain: The project is projected to disturb slightly less than two acres.	☒	☐
Stormwater - Where does the water (rain, snowmelt) from this project area drain? ☒ Sheet flows to surface waters (canal, stream, lake) ☐ Conveyed by ditch or pipe to surface waters ☐ Storm Sewer System (Municipal system) ☐ Infiltrate in Place (retention pond or topography with no drainage outlet [low area]) ☐ Other - if none of the above conditions Explain:		
Surface Waters - Does the project site contain any boggy, swampy, or wetland areas? Does the project impact (fill or temporarily impact) any wetland, stream, lake or other water body? ☐ Yes ☒ No Explain: The project will require the placement of fill material below the OHWM of Paradise Creek to facilitate the construction of the bike/pedestrian underpass.		
Cultural Resources - Are there historical structures (such as buildings, bridges, canals, etc) over 45 years old within or adjacent to (in some cases within view) of the proposed project site? Explain: The Idaho State Historical Preservation Office conducted an inspection of the bridge (constructed in 1934) and determined it to be ineligible for listing in the National Register of Historical Places.		

	Yes	No
Section 4f - Is the project site located next to or a part of a special designated land use (i.e., designated park, wildlife refuge, historic district, etc)? Check with local land use map for information. Explain:	☐	☒
Hazardous Waste - Is there any indication of waste spill or stain on the project site? Are there any gas stations, dry cleaner, or other industrial facilities adjacent to the project? Explain:	☐	☒
Public Involvement - Based on your public involvement, has any public controversy or issue been identified? Do you anticipate any temporary or permanent disruption to a commercial property or residential neighborhood (access changes or detours, construction noise etc)? Explain:	☐	☒
Irrigation - Does the project require irrigation? Describe whether the project will require watering and what source will be used for watering. Explain:	☐	☒
Right of Way Encroachment - Are there any signs, trees or other features you plan to locate within ITD right of way? Explain:	☐	☒
Offsite Work - Will the project require off-site grading, excavation or trenching for utilities, lighting, drainage or other work? Explain:	☐	☒
Describe any other known or suspected environmental issue that has not been covered		
Preparer's Printed Name Kyle Steele	Title Environmental Services Manager	Agency or Firm City of Moscow, ID
Signature <i>Kyle Steele</i>		Date 11/7/2019

- ITD Use Only -

Recommendation

- ☒ Based on the information in the project application and on this form, the project is likely to be eligible for a Categorical Exclusion.
- ☐ Based on the information in the project application and on this form, there were environmental areas of concern that should be further discussed prior to funding this project.
- ☐ There was not enough information in the project application and on this form to assess potential environmental issues.

Comment

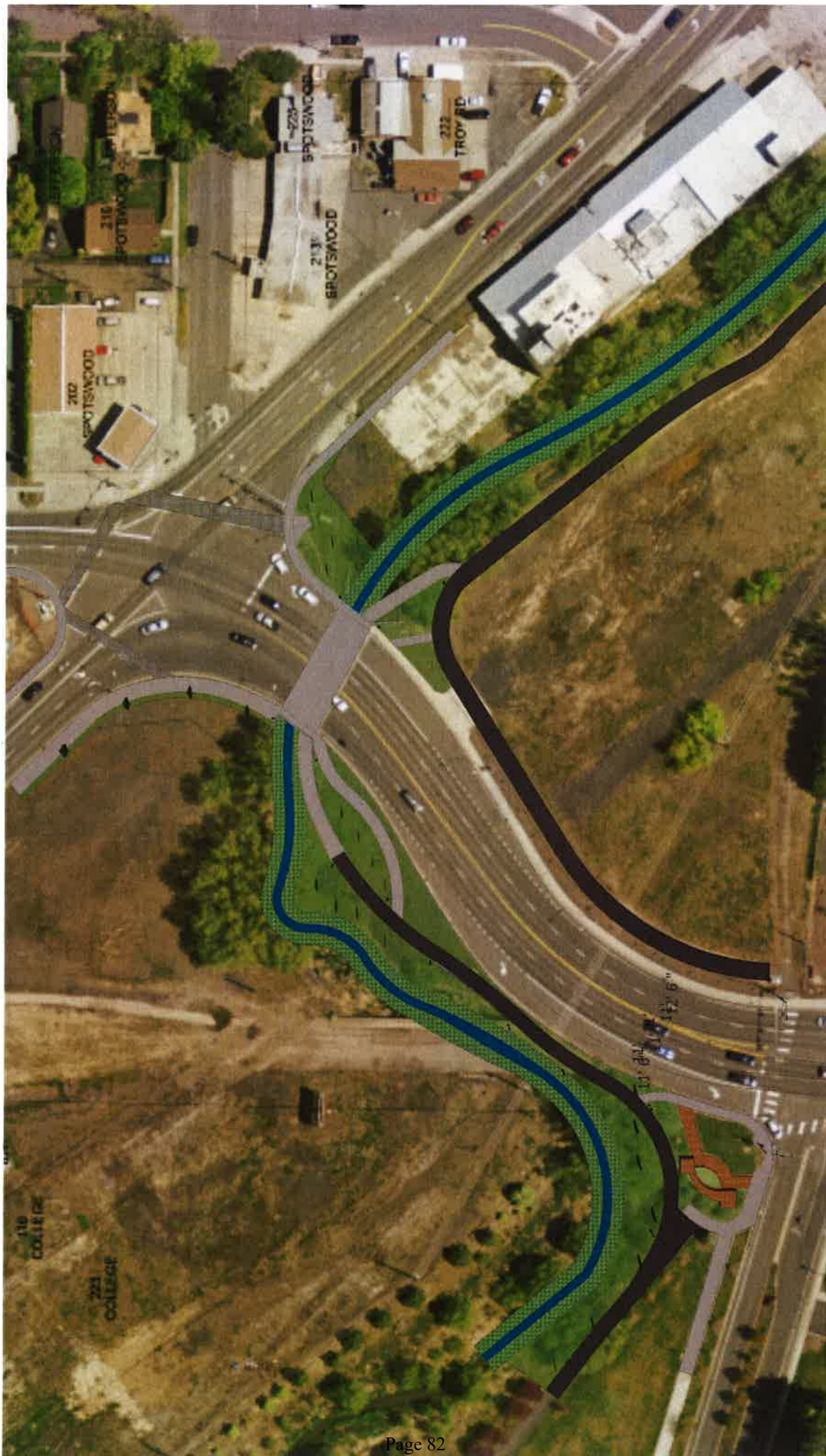
Printed Name <i>Shawn W. Smith</i>		Title District Environmental Planner <i>Senior</i>
Signature <i>Shawn W. Smith</i>		Date <i>11/7/19</i>

PARADISE CREEK BRIDGE CONSTRUCTED IN 1934

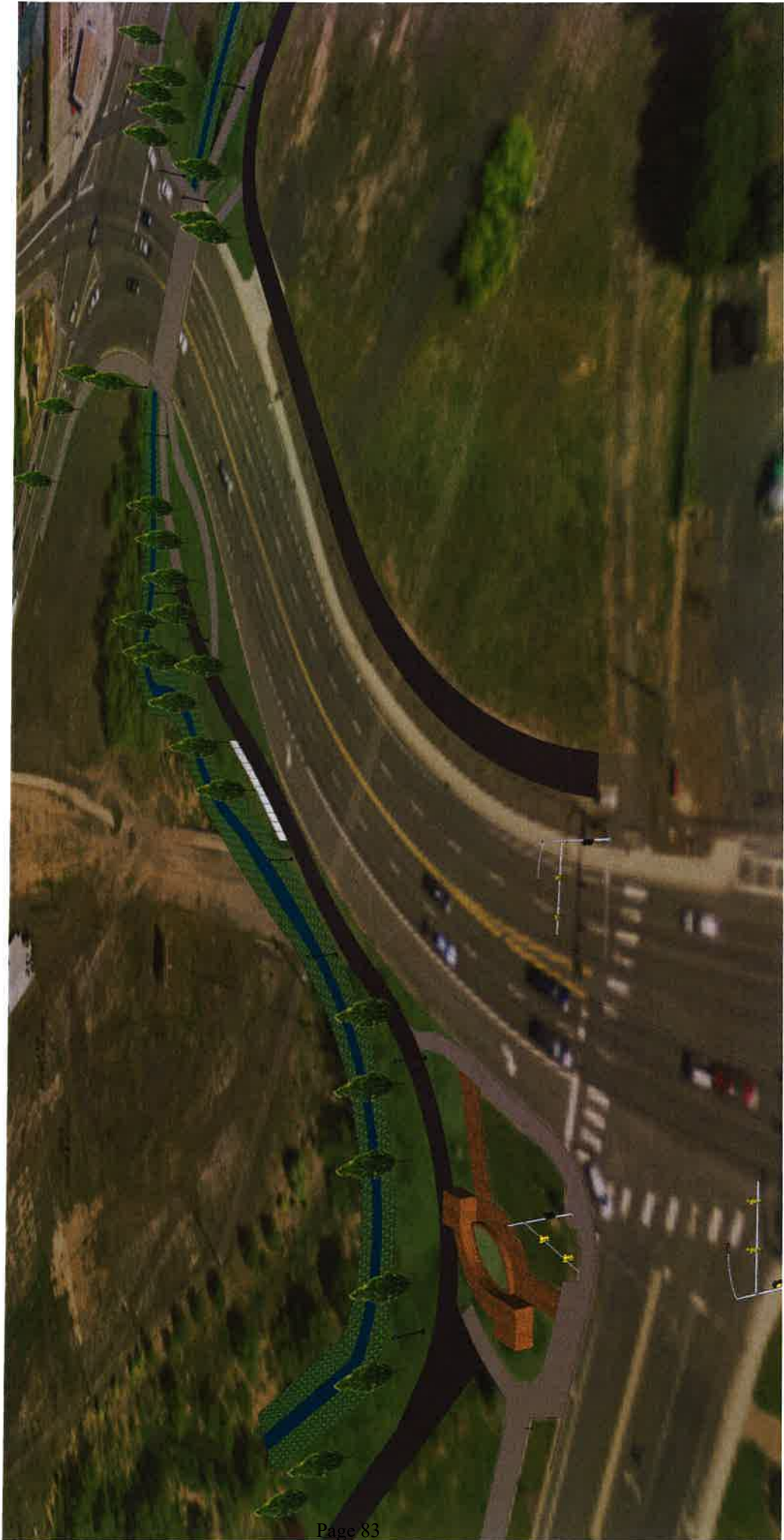


PARADISE CREEK BRIDGE 2018





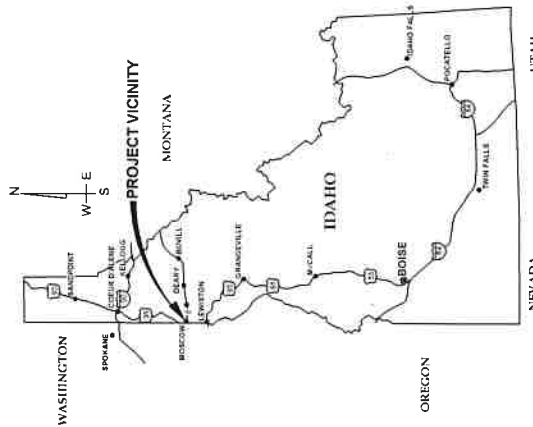
**PROPOSED SOUTH MAIN/US HWY. 95 PEDESTRIAN UNDERPASS NEAR THE ENTRANCE OF THE
UNIVERSITY OF IDAHO CAMPUS AT THE INTERSECTION OF US HIGHWAYS 95 AND 8, MOSCOW, IDAHO**



CITY OF MOSCOW BIKE PATH US95 UNDERPASS

CONCEPTUAL DESIGN

AUGUST 2018



VICINITY MAP

SCALE: 1"=10 MI



LOCATION MAP

SCALE: 1"=500'

PREPARED FOR:



CITY OF MOSCOW
206 EAST 3RD STREET
MOSCOW, IDAHO 83843
TELEPHONE: (208) 863-7019

ENGINEER:



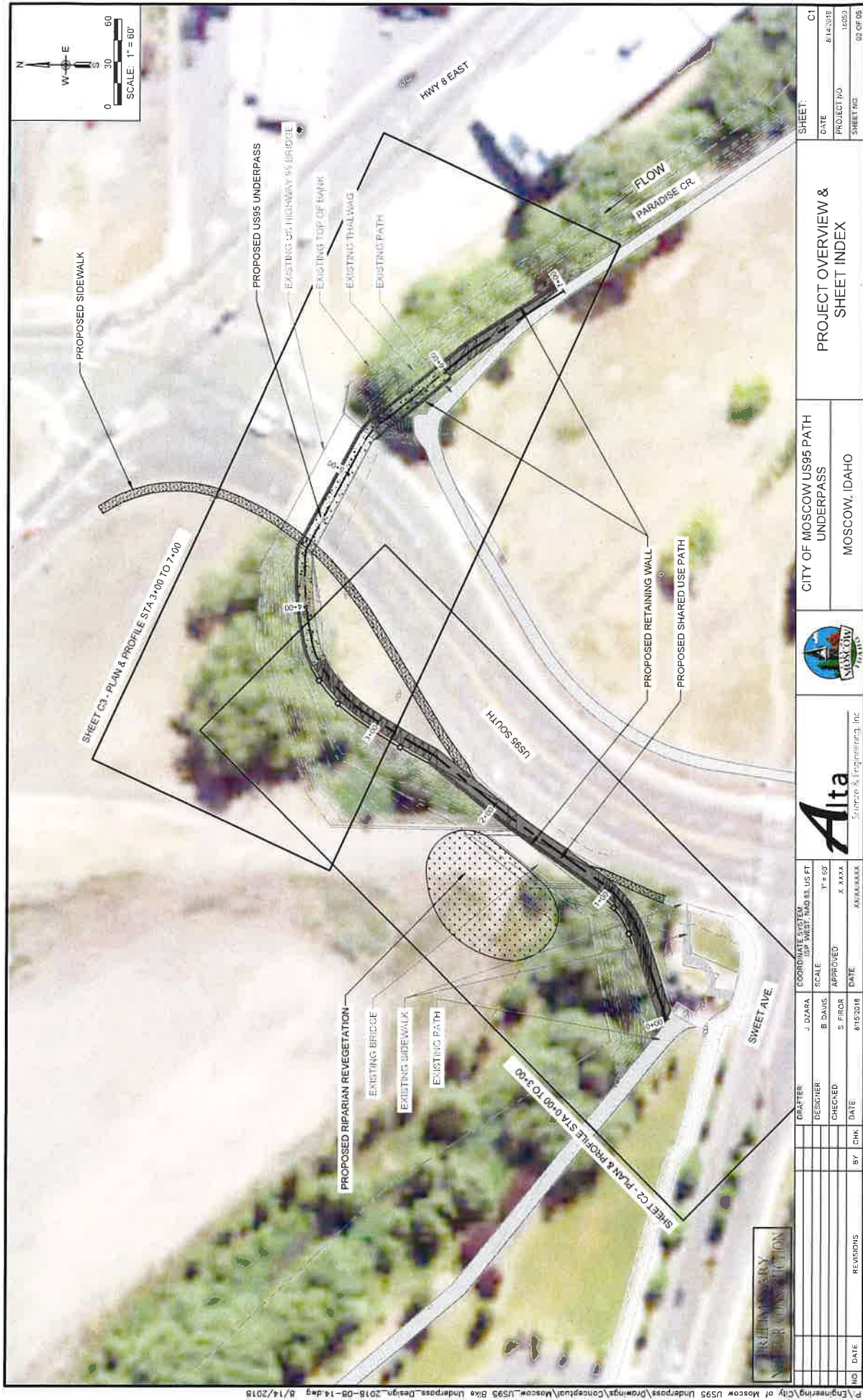
Alta Science & Engineering, Inc.
220 EAST 5TH STREET, SUITE 325
MOSCOW, IDAHO 83843
TELEPHONE: (208) 862-7858

SHEET INDEX

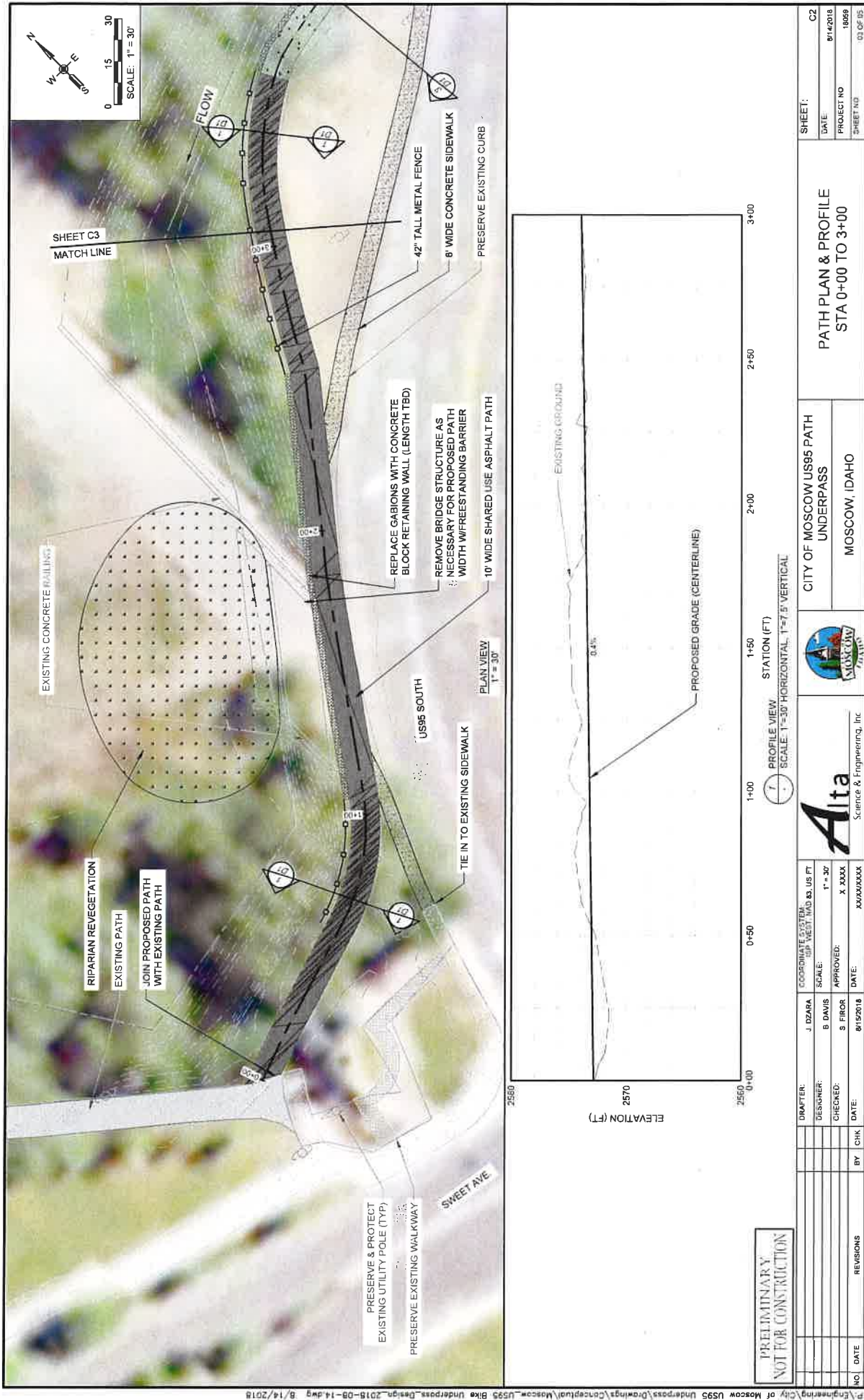
SHEET #	SHEET NAME	SHEET INDEX
1	COVER SHEET	CS
2	PROJECT OVERVIEW & SHEET INDEX	C1
3	PATH PLAN & PROFILE - STA 0+00 TO 3+00	C2
4	PATH PLAN & PROFILE - STA 3+00 TO 7+00	C3
5	DETAILS	D1

PRELIMINARY
NOT FOR CONSTRUCTION

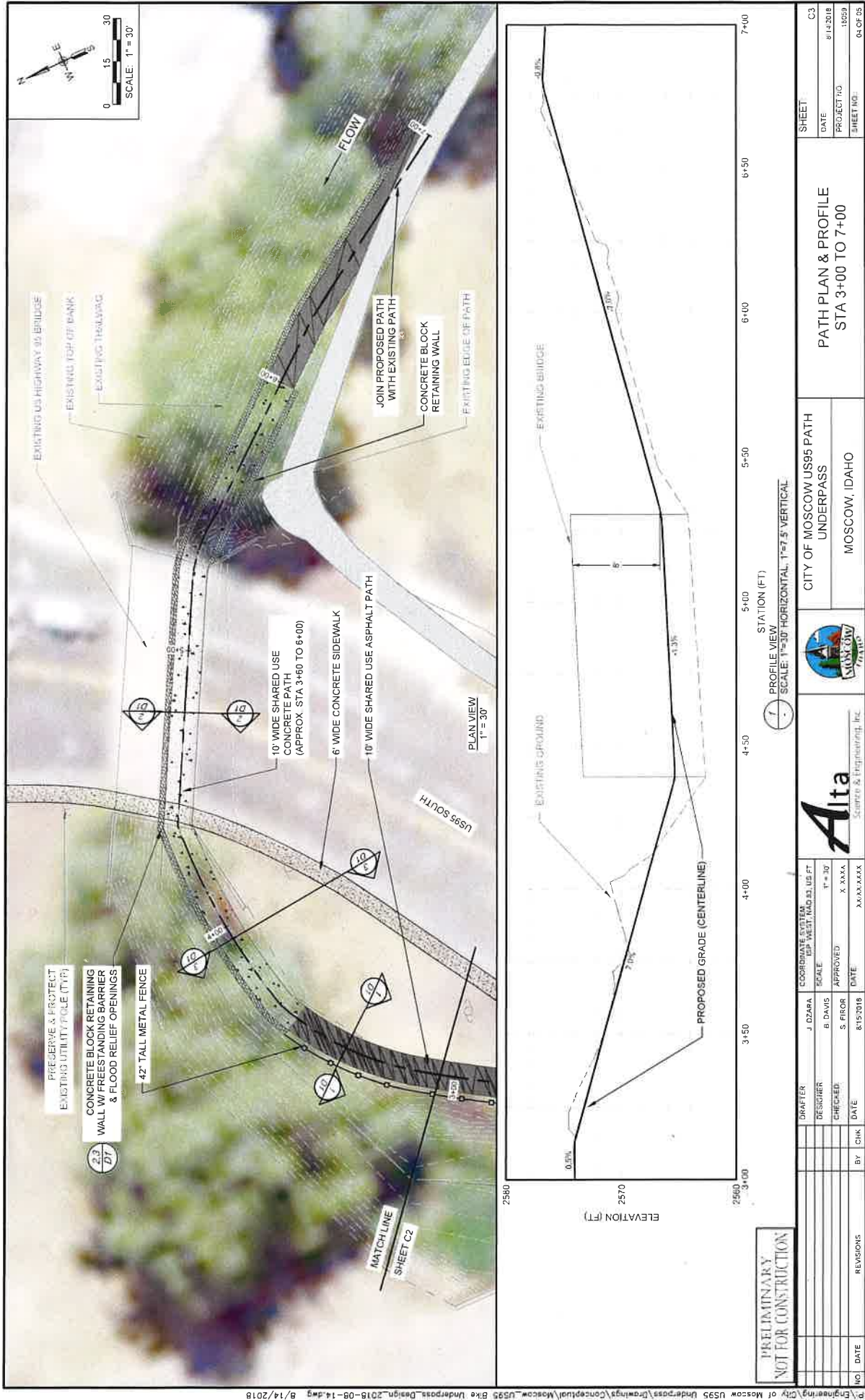
NO	DATE	REVISIONS	BY	CHK	DATE	APPROVED	DATE	COORDINATE SYSTEM NAD 83	US FT	AS SHOWN	X XXXX XXXXXXX		CITY OF MOSCOW US95 PATH UNDERPASS	MOSCOW, IDAHO	COVER SHEET	SHEET NAME: DATE PROJECT NO SHEET	CS 8/14/2018 10059 1 OF 05
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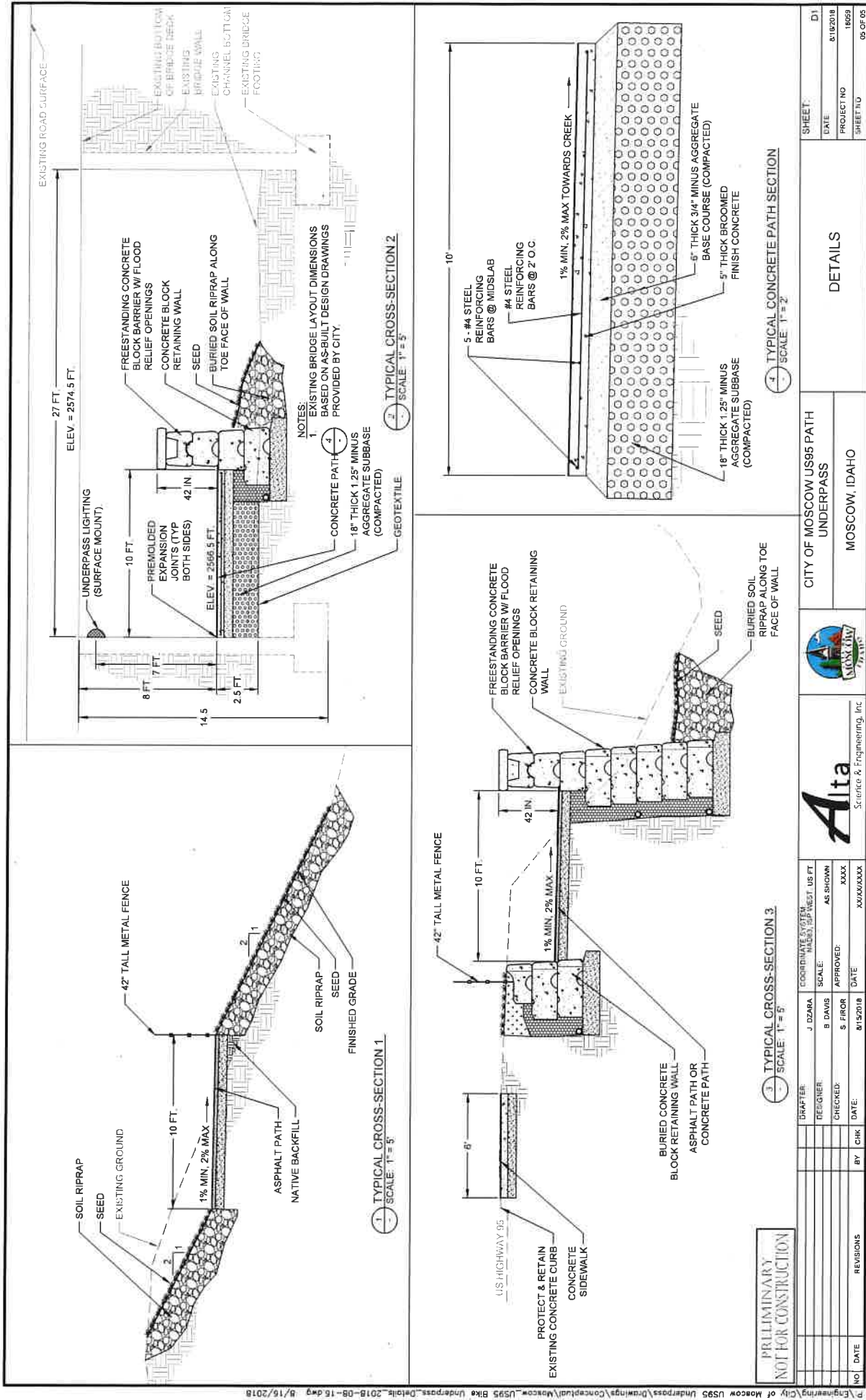


P:\Engineering\City of Moscow US95 Underpass\Drawings\Conceptual\Moscow_US95 Bike Underpass_Design_2018-09-14.dwg 8/14/2018



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alta-se.com

220 East Fifth Street, Suite 325
 Moscow, Idaho 83843
 Ph: (208) 882-7858; Fax: (208) 883-3785

MEMORANDUM

To: Bill Belknap, City of Moscow, Moscow, ID
From: Jess Dzara, Alta Science & Engineering, Moscow, ID
 Susan Firor, Alta Science & Engineering, Moscow, ID
Date: July 2, 2018
Job Code: 18059
Subject: City of Moscow US95 Underpass Feasibility Memo

The City of Moscow is investigating the feasibility of constructing a bike/pedestrian underpass on existing streambanks and within the current concrete bridge for Paradise Creek at the US Highway 95 (US 95) crossing. This underpass would allow pedestrians and bike traffic to cross under US 95 on Paradise Path without needing to cross US 95, disrupting traffic flow on the highway. A similar underpass was designed and is being built in summer 2018 in the concrete bridge for Paradise Creek at the intersection of Highway 8 and White Avenue/Styner Avenue. The success of this project has motivated the City of Moscow to consider additional underpass opportunities to enhance pedestrian movement and safety in Moscow.

Alta Science & Engineering (Alta) was tasked to complete a review of the site hydrology and develop a hydraulic model to ensure project feasibility prior to engineering design. This memorandum summarizes the tasks and analyses completed. Elements necessary for this analysis include existing field survey, hydrologic estimates, and developing and interpreting the hydraulic model.

In order to move forward with this project, it is assumed the proposed condition must have no negative effects on the existing bridge during the 50-year flood event. The modeled proposed condition is a concrete and asphalt path approximately 10 feet wide, with a top finished grade surface 8 feet below the bottom chord of the bridge, located along the left (southwest) side of the bridge. Alta assumed the following project constraints and conditions for this analysis:

- The underpass trail shall be a minimum of 8 feet wide.
- The trail surface shall be a minimum of 8 feet below the low chord of the bridge.
- The trail shall be placed along the south bank of the stream and inside the bridge.
- The project shall cause no new flooding impacts upstream or downstream of the project.
- The project shall meet FEMA requirements for construction in a floodway.

Section 1 Field Survey

Alta completed a topographic and cross-sectional survey in February 2018 as part of the LOMR analysis on Paradise Creek. Existing survey data were used to model and analyze the bridge, associated infrastructure, and Paradise Creek for the existing condition and proposed US 95 underpass. This survey included stream channel cross-sections, a thalweg profile, and infrastructure inventory. The US 95 bridge structure was surveyed, including the concrete wingwalls, road surface elevation, bridge bottom chord elevation, width, and height of the

City of Moscow US95 Underpass Feasibility Memo

structure. All of this information was used in the hydraulic model to assess the hydraulic capacity of the existing structure. A supplemental survey is tentatively planned for the beginning of July 2018 to survey the existing sidewalk, path, and topography for conceptual design.

Section 2 Hydrologic Analysis

The objectives of hydrologic modeling are to determine reasonable estimates of peak flood flows and ensure that the proposed project will meet the requirements set forth by the City of Moscow and Idaho Transportation Department (ITD) for the modified bridge structure. Alta used several methods to estimate peak flows for use in the hydraulic model. The same methods were used in the Highway 8 Paradise Creek underpass design, but this analysis adds four years of flow data.

A real-time U.S. Geological Survey (USGS) gauge, #13346800 (USGS 1979–Current), is located on Paradise Creek in Moscow at the University of Idaho. This gauge has been in operation since 1979 and collects daily streamflow data from which USGS derives annual peak streamflows. These 39 years of peak streamflow data were used in accordance with Bulletin 17b (Interagency Advisory Committee on Water Data 1982) to estimate the 10-, 25-, 50-, and 100-year (Q_{10} , Q_{25} , Q_{50} , and Q_{100}) return interval flood flows at the gauge. See Attachment A for a complete list of recorded peak flows and storm event estimates. Because the site is upstream from the gauge, Alta adjusted these data to the specific project location using the similar watersheds method (Berenbrock 2002) for this region. Table 1 summarizes the peak streamflows calculated using the gauge data.

Peak flows were also estimated using regional regression equations developed by the USGS for Idaho (Berenbrock 2002) using the web-based StreamStats program (USGS, 2009). This analysis resulted in the peak streamflow values shown in Table 1 and complete output is included in Attachment A.

Table 1. Peak Flow Estimates at US Highway 95 Paradise Creek Bridge

Peak Flow Estimates at US Highway 95 Paradise Creek Bridge				
Method	Q_{10}	Q_{25}	Q_{50}	Q_{100}
Gage Data Corrected for Watershed Size (cfs)	489	630	737	846
Regional Regression - StreamStats (cfs)	409	589	743	904
ITD Structure Survey (cfs)	n/a	n/a	890	1100
FEMA Flood Insurance Study (cfs)	540	n/a	890	1070

As shown in Table 1, the peak flow estimates for the 50- and 100-year storm events vary significantly. The ITD structure survey (included in Attachment A) has the highest flow rates of all methods compared (ITD 1978). It is not known what methods and calculations ITD used. The analysis was done over 30 years ago; since then, much more stream gauge data have been collected and can be used to refine the analysis. The FEMA Flood Insurance Study for the City of Moscow has similar 50- and 100-year flow rates to the ITD structure survey (City of Moscow, 2002). Therefore, the maximum 50-yr storm event, 890 cubic feet per second (cfs), and the 100-year FEMA FIS flow of 1070 cfs were chosen as the design flows to provide the

City of Moscow US95 Underpass Feasibility Memo

most conservative model results and to remain consistent with the method used in the Paradise Creek Highway 8 Underpass hydraulic analysis.

Section 3 Hydraulic Analysis

The steady-state hydraulic analyses for the existing and proposed conditions were modeled using HEC-RAS 4.1.0 (USACE 2010). The existing survey data and hydrologic analyses described above were used to develop the base existing condition model to define the current conditions of Paradise Creek and the bridge. The proposed condition was modeled by modifying the cross-sections immediately upstream and downstream of the bridge with the addition of the trail.

The existing conditions for Paradise Creek at the US 95 Highway bridge consist of a fairly deep channel, nearly trapezoidal in shape, with a smaller, low-flow channel at the bottom that conveys the summer baseflow. Channel slopes range from adverse to 1.2% in the project reach. Alta assumed Manning's roughness coefficients (Manning's n) ranging from 0.013 for concrete or asphalt to 0.060 where thick reed canarygrass covers the streambanks.

The hydraulic model was run for the range of peak flows for both the existing and proposed conditions but, for the purpose of this memorandum, the focus is on the 50-year event, which is the required design flood event set forth by ITD; the highest estimated 50-year flood event (ITD and FEMA Flood Insurance Survey) was used to get the most conservative model results.

Section 4 Results

After completion of the full hydraulic analysis for the existing bridge with and without the proposed underpass, Alta concludes the project will result in minimal change in flow characteristics as a result of changes through the structure. This conclusion is based on comparison of the 50-year and 100-year return interval flows in existing and proposed conditions. At Q_{50} , the model indicates the proposed project will increase water surface elevation by a maximum of 0.10 feet, while velocity increases by a maximum of 1.07 feet per second. At Q_{100} , the model shows an increase of 0.10 feet in water surface elevation at the cross section 13 feet upstream of the bridge inlet. This minimal increase is not considered an issue at this phase of the design and will be minimized as the design progresses. Complete HEC-RAS model output is provided in Attachment B.

The proposed path is expected to flood for at least a few days almost every year. Based on 39 years of mean daily discharge records from the USGS gauge, the trail would be inundated for an average of 4.1 days per year (Table 2). This analysis was based upon a project site flow rate of 73 cfs, which correlates to a gauge flow rate of 85 cfs. It is noteworthy that these flooding events mainly occur between January and April when pedestrian and bicycle activity is at its lowest due to inclement weather.

City of Moscow US95 Underpass Feasibility Memo

Table 2. Bike Path Inundation at the Upstream End of US Highway 95 Paradise Creek Bridge

Bike Path Inundation at US Highway 95 Paradise Creek Bridge			
Days with Mean Daily Discharge Above 85 cfs	Minimum (Days/Year)	Maximum (Days/Year)	Average (Days/Year)
Total Days	0	17	4.1
Consecutive Days	0	8	2.1

Section 5 References

Berenbrock, Charles, 2002. Estimating the Magnitude of Peak Flows at Selected Recurrence Intervals for Streams in Idaho, USGS Water-Resources Investigations Report 02-4170.

City of Moscow, 2002. Flood Insurance Study, Revised April 15, 2002. Federal Emergency Management Agency Community Number 160090V000.

Idaho Transportation Department (ITD), 1978. Hydraulic Structure Survey: Paradise Creek Bridge, July 18, 1978.

Interagency Advisory Committee on Water Data, 1982. Guidelines for determining flood flow frequency Bulletin 17B of the Hydrology Subcommittee: U.S. Geological Survey, Office of Water Data Coordination, 183 p.

U.S. Army Corps of Engineers (USACE), 2010. HEC-RAS, River Analysis System. Version 4.1.0

U.S. Geological Survey (USGS), 1979–Current. "USGS 13346800 Paradise Cr at University of Idaho at Moscow ID"
<http://waterdata.usgs.gov/nwis/uv/?site_no=13346800&agency_cd=USGS> accessed June 2018.

USGS, 2009. "StreamStats for Idaho" <<http://water.usgs.gov/osw/streamstats/index.html>>, accessed June 2018.



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Attachment A

Hydrology

A

U of I Gage Peak Flows_PeakFQ.txt
USGS

Z13346800			
H13346800	4643551170127001616057SW1706010817.7	17.7	2543.46
N13346800	PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID		
Y13346800			
313346800	19790226	307	7.96
313346800	19800218	287	7.85
313346800	19810214	290	7.78
313346800	19820220	386	8.88
313346800	19830218	368	8.58
313346800	19840124	429	9.18
313346800	19850318	211	6.61
313346800	19860223	414	9.07
313346800	19870201	392	8.84
313346800	19871210	135	6.09
313346800	19890309	436	9.38
313346800	19900108	534	10.27
313346800	19910115	412	9.00
313346800	19920822	184	6.64
313346800	19930504	260	7.44
313346800	19940517	92.0	5.55
313346800	19950219	332	8.19
313346800	19960209	970	11.26
313346800	19970101	753	10.44
313346800	19971030	186	6.85
313346800	19981228	428	8.89
313346800	20000202	306	8.11
313346800	20010627	130	6.83
313346800	20020223	382	8.62
313346800	20030131	378	8.98
313346800	20040218	258	8.27
313346800	20050118	721	
313346800	20060117	1101	
313346800	20070103	1471	
313346800	20080229	202	8.30
313346800	20090108	273	9.01
313346800	20100105	182	8.07
313346800	20110116	339	9.58
313346800	20120326	398	10.04
313346800	20130930	111	7.15
313346800	20140309	152	8.05
313346800	20150209	181	8.54
313346800	20151207	73	8.59
313346800	20170310	735	10.86

U OF I GAGE PEAK FLOWS_PEAKEFQ same specs as Uderpass 2014.PRT.txt

1

```

Program PeakFq          U. S. GEOLOGICAL SURVEY          Seq.002.000
Version 7.2             Annual peak flow frequency analysis  Run Date / Time
3/28/2018                06/14/2018 09:01

```

```

--- PROCESSING OPTIONS ---

```

```
Plot option           = Graphics device
Basin char output     = None
Print option          = Yes
Debug print           = No
Input peaks listing   = Long
Input peaks format     = WATSTORE peak file
```

Input files used:

```

peaks (ascii) - P:\Engineering\City of Moscow US95
Underpass\Hydrology\Gage\PeakFQ\U OF I GAGE PEAK FLOWS PEAKFQ.TXT

```

specifications - P:\Engineering\City of Moscow US95 Underpass\Hydrology\Gage\PeakFQ\PKFOWPSF.TMP

Output file(s):

```
main - P:\Engineering\City of Moscow US95
Underpass\Hydrology\Gage\PeakFQ\U OF I GAGE PEAK FLOWS_PEAKEFQ.PRT
```

```
*** User responsible for assessment and interpretation of the following analysis
***
```

1

Program PeakFq	U. S. GEOLOGICAL SURVEY	Seq.001.001
Version 7.2	Annual peak flow frequency analysis	Run Date / Time
3/28/2018		06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 1 - INPUT DATA SUMMARY

Number of peaks in record	=	39
Peaks not used in analysis	=	0
Gaged peaks in analysis	=	39
Historic peaks in analysis	=	0
Beginning Year	=	1979
Ending Year	=	2017

Page 1

U OF I GAGE PEAK FLOWS_PEAKEQ_same specs as Uderpass 2014.PRT.txt

Historical Period Length	=	39
Skew option	=	WEIGHTED
Regional skew	=	-0.293
Standard error	=	0.550
Mean Square error	=	0.303
Gage base discharge	=	0.0
User supplied high outlier threshold	=	--
User supplied PILF (LO) criterion	=	--
Plotting position parameter	=	0.00
Type of analysis		BULL.17B
PILF (LO) Test Method		GBT
Perceptible Ranges	=	Not Applicable
Interval Data	=	Not Applicable

TABLE 2 - DIAGNOSTIC MESSAGE AND PILF RESULTS

WCF134I-NO SYSTEMATIC PEAKS WERE BELOW GAGE BASE.	0.0
WCF195I-NO LOW OUTLIERS WERE DETECTED BELOW CRITERION.	49.9
WCF163I-NO HIGH OUTLIERS OR HISTORIC PEAKS EXCEEDED HHBASE.	1383.0
**WCF164W-HISTORIC PERIOD IGNORED.	39.0
WCF002J-CALCS COMPLETED. RETURN CODE = 2	

Kendall's Tau Parameters

	TAU	P-VALUE	MEDIAN SLOPE	No. of PEAKS
GAGED PEAKS	-0.217	0.053	-4.000	39

1

Program PeakFq	U. S. GEOLOGICAL SURVEY	Seq.001.002
Version 7.2	Annual peak flow frequency analysis	Run Date / Time
3/28/2018		06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 3 - ANNUAL FREQUENCY CURVE PARAMETERS -- LOG-PEARSON TYPE III

FLOOD BASE	LOGARITHMIC
-----	-----

U OF I GAGE PEAK FLOWS_PEAKEQ same specs as Uderpass 2014.PRT.txt

	EXCEEDANCE		MEAN	STANDARD	SKEW
	DISCHARGE	PROBABILITY		DEVIATION	
SYSTEMATIC RECORD	0.0	1.0000	2.4193	0.2701	-0.249
BULL.17B ESTIMATE	0.0	1.0000	2.4193	0.2701	-0.263

BULL.17B ESTIMATE OF MSE OF AT-SITE SKEW 0.1488

TABLE 4 - ANNUAL FREQUENCY CURVE -- DISCHARGES AT SELECTED EXCEEDANCE PROBABILITIES

ANNUAL EXCEEDANCE PROBABILITY	BULL.17B ESTIMATE	SYSTEMATIC RECORD	<-- FOR BULLETIN 17B ESTIMATES --> LOG VARIANCE OF EST.	CONFIDENCE INTERVALS	
				5% LOWER	95% UPPER
0.9950	45.4	45.8	----	29.0	62.3
0.9900	54.8	55.2	----	36.5	73.4
0.9500	90.3	90.5	----	66.4	113.4
0.9000	116.5	116.6	----	89.8	142.4
0.8000	157.1	157.0	----	126.8	187.3
0.6667	205.5	205.3	----	171.2	242.3
0.5000	269.8	269.4	----	228.6	319.2
0.4292	301.1	300.7	----	255.6	358.4
0.2000	446.1	445.9	----	373.7	553.6
0.1000	571.4	572.1	----	469.2	737.1
0.0400	735.9	738.4	----	588.4	993.2
0.0200	861.4	865.8	----	676.1	1198.0
0.0100	988.6	995.3	----	762.6	1413.0
0.0050	1118.	1127.	----	848.6	1638.0
0.0020	1292.	1306.	----	961.8	1951.0

1

Program PeakFq
Version 7.2
3/28/2018

U. S. GEOLOGICAL SURVEY
Annual peak flow frequency analysis

Seq.001.003
Run Date / Time
06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 5 - INPUT DATA LISTING

WATER YEAR	PEAK VALUE	PEAKEQ CODES	REMARKS
1979	307.0		

U OF I GAGE PEAK FLOWS_PEAKEFQ_same specs as Uderpass 2014.PRT.txt

1980	287.0
1981	290.0
1982	386.0
1983	368.0
1984	429.0
1985	211.0
1986	414.0
1987	392.0
1988	135.0
1989	436.0
1990	534.0
1991	412.0
1992	184.0
1993	260.0
1994	92.0
1995	332.0
1996	970.0
1997	753.0
1998	186.0
1999	428.0
2000	306.0
2001	130.0
2002	382.0
2003	378.0
2004	258.0
2005	72.0
2006	110.0
2007	147.0
2008	202.0
2009	273.0
2010	182.0
2011	339.0
2012	398.0
2013	111.0
2014	152.0
2015	181.0
2016	73.0
2017	735.0

Explanation of peak discharge qualification codes

PeakFQ CODE	NWIS CODE	DEFINITION
D	3	Dam failure, non-recurrent flow anomaly
G	8	Discharge greater than stated value
X	3+8	Both of the above

U OF I GAGE PEAK FLOWS_PEAKEFQ_same specs as Uderpass 2014.PRT.txt

L 4 Discharge less than stated value
K 6 OR C Known effect of regulation or urbanization
H 7 Historic peak

- Minus-flagged discharge -- Not used in computation
-8888.0 -- No discharge value given
- Minus-flagged water year -- Historic peak used in computation

1

Program PeakFq
Version 7.2
3/28/2018

U. S. GEOLOGICAL SURVEY
Annual peak flow frequency analysis

Seq.001.004
Run Date / Time
06/14/2018 09:01

Station - 13346800 PARADISE CR AT UNIVERSITY OF IDAHO AT MOSCOW ID

TABLE 6 - EMPIRICAL FREQUENCY CURVES -- WEIBULL PLOTTING POSITIONS

WATER YEAR	RANKED DISCHARGE	SYSTEMATIC RECORD	B17B ESTIMATE
1996	970.0	0.0250	0.0250
1997	753.0	0.0500	0.0500
2017	735.0	0.0750	0.0750
1990	534.0	0.1000	0.1000
1989	436.0	0.1250	0.1250
1984	429.0	0.1500	0.1500
1999	428.0	0.1750	0.1750
1986	414.0	0.2000	0.2000
1991	412.0	0.2250	0.2250
2012	398.0	0.2500	0.2500
1987	392.0	0.2750	0.2750
1982	386.0	0.3000	0.3000
2002	382.0	0.3250	0.3250
2003	378.0	0.3500	0.3500
1983	368.0	0.3750	0.3750
2011	339.0	0.4000	0.4000
1995	332.0	0.4250	0.4250
1979	307.0	0.4500	0.4500
2000	306.0	0.4750	0.4750
1981	290.0	0.5000	0.5000
1980	287.0	0.5250	0.5250
2009	273.0	0.5500	0.5500
1993	260.0	0.5750	0.5750
2004	258.0	0.6000	0.6000

Page 5

U OF I GAGE PEAK FLOWS_PEAKEQ_same specs as Uderpass 2014.PRT.txt

1985	211.0	0.6250	0.6250
2008	202.0	0.6500	0.6500
1998	186.0	0.6750	0.6750
1992	184.0	0.7000	0.7000
2010	182.0	0.7250	0.7250
2015	181.0	0.7500	0.7500
2014	152.0	0.7750	0.7750
2007	147.0	0.8000	0.8000
1988	135.0	0.8250	0.8250
2001	130.0	0.8500	0.8500
2013	111.0	0.8750	0.8750
2006	110.0	0.9000	0.9000
1994	92.0	0.9250	0.9250
2016	73.0	0.9500	0.9500
2005	72.0	0.9750	0.9750

1

End PeakEQ analysis.

Stations processed :	1
Number of errors :	0
Stations skipped :	0
Station years :	39

Data records may have been ignored for the stations listed below.

(Card type must be Y, Z, N, H, I, 2, 3, 4, or *.)

(2, 4, and * records are ignored.)

For the station below, the following records were ignored:

FINISHED PROCESSING STATION: 13346800 USGS PARADISE CR AT UNIVERSITY OF

For the station below, the following records were ignored:

FINISHED PROCESSING STATION:

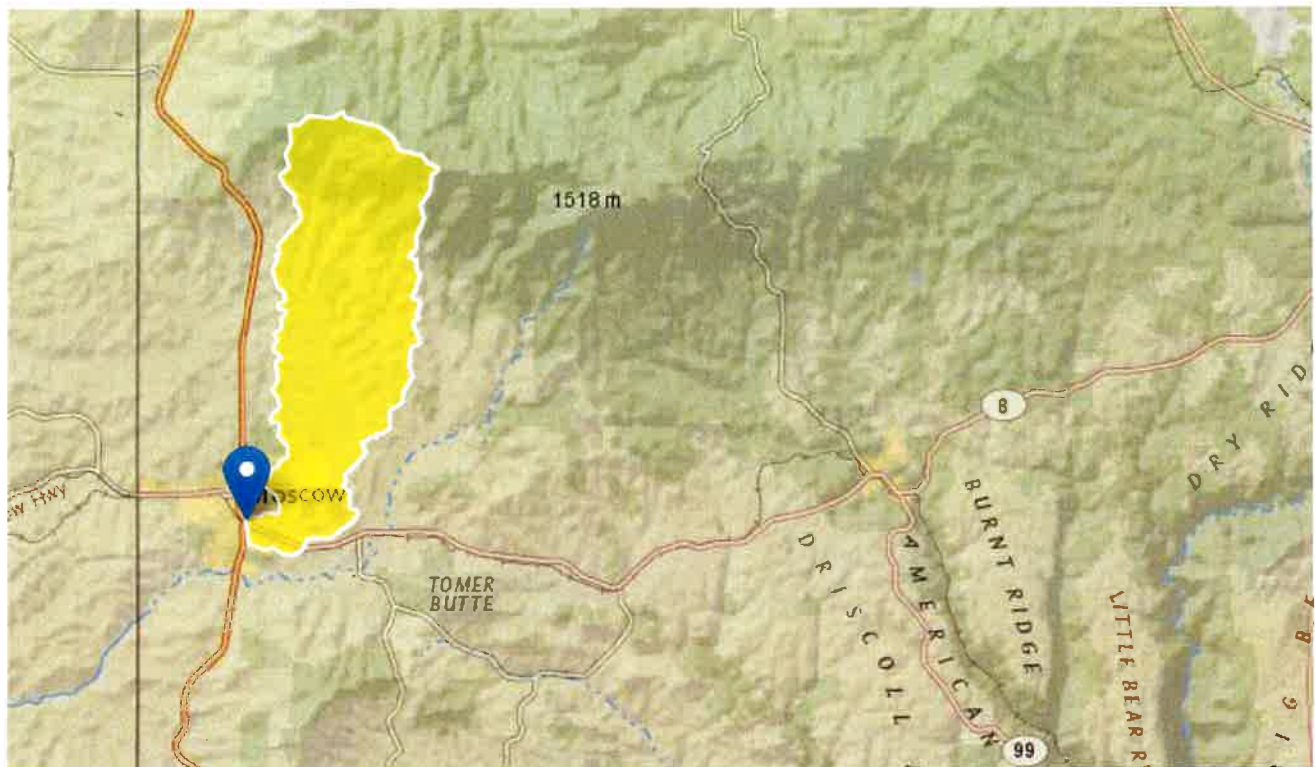
Hwy 95 Underpass StreamStats Report with Basin Characteristics

Region ID: ID

Workspace ID: ID20180613184445174000

Clicked Point (Latitude, Longitude): 46.72593, -117.00027

Time: 2018-06-13 11:45:01 -0700



Basin Characteristics

Parameter Code	Parameter Description	Value	Unit
DRNAREA	Area that drains to a point on a stream	14.68	square miles
AG_OF_DA	Agricultural Land in Percentage of Drainage Area (Idaho Logistic Regression Equations SIR 2006-5035)	68.9	percent
BSLDEM10M	Mean basin slope computed from 10 m DEM	15	percent
BSLDEM30M	Mean basin slope computed from 30 m DEM	13.6	percent

Parameter Code	Parameter Description	Value	Unit
DV_OF_DA	Developed Land in Percentage of Drainage Area (Idaho Logistic Regression Equations SIR 2006-5035)	11.6	percent
ELEV	Mean Basin Elevation	2890	feet
ELEVMAX	Maximum basin elevation	4350	feet
FOREST	Percentage of area covered by forest	15	percent
MINBELEV	Minimum basin elevation	2560	feet
RELIEF	Maximum - minimum elevation	1800	feet

Peak-Flow Statistics Parameters [Peak Flow Region 3 2016 5083]

Parameter Code	Parameter Name	Value	Units	Min Limit	Max Limit
DRNAREA	Drainage Area	14.68	square miles	2.13	2500

Peak-Flow Statistics Flow Report [Peak Flow Region 3 2016 5083]

PII: Prediction Interval-Lower, Plu: Prediction Interval-Upper, SEp: Standard Error of Prediction, SE: Standard Error (other -- see report)

Statistic	Value	Unit	PII	Plu	SEp
1.25 Year Peak Flood	73.4	ft ³ /s	13.9	388	114
1.5 Year Peak Flood	102	ft ³ /s	21.7	481	103
2 Year Peak Flood	146	ft ³ /s	35.6	599	91.2
2 33 Year Peak Flood	169	ft ³ /s	43.3	658	86.7
5 Year Peak Flood	287	ft ³ /s	90.2	913	70.4
10 Year Peak Flood	409	ft ³ /s	148	1130	60.4
25 Year Peak Flood	589	ft ³ /s	251	1380	48.8
50 Year Peak Flood	743	ft ³ /s	355	1550	41.5
100 Year Peak Flood	904	ft ³ /s	482	1700	34.5
200 Year Peak Flood	1080	ft ³ /s	624	1880	29.1
500 Year Peak Flood	1330	ft ³ /s	853	2080	22.8

Peak-Flow Statistics Citations

Wood, M.S., Fosness, R.L., Skinner, K.D., and Veilleux, A.G., 2016, Estimating peak-flow frequency statistics for selected gaged and ungaged sites in naturally flowing streams and rivers in Idaho: U.S. Geological Survey Scientific Investigations Report 2016-5083, 56 p. (<http://dx.doi.org/10.3133/sir20165083>)

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Application Version: 4.2.1



HYDRAULIC STRUCTURES SURVEY

 BRIDGE ☒
 VERT ☐

 PROJECT NO. BRM-7744(1) STATION 30+62 DATE OF SURVEY July 18, 1978
 PROJECT TITLE Paradise Creek Bridge LOCAL NAME _____
 LOCATION South-East portion of Moscow COUNTY Latah
 ROADWAY IDENTIFICATION S.H. 8 CROSSING Paradise ☒ CREEK A TRIBUTARY OF Palouse River
☐ RIVER

HYDROLOGIC DATA

 FOR: UNOBSTRUCTED STREAM (PREFERRED) _____ EXISTING STRUCTURE ☒ ANTICIPATED STRUCTURE _____

Q _{MIN}	<u>- 0 -</u> CFS;	V	<u>- 0 -</u> FPS;	ELEV	<u>2569.2</u> FT;	SOURCE	<u>"A flood analysis of</u>
*Q ₅₀	<u>890</u> CFS;	V	<u>3.68</u> FPS;	ELEV	<u>2578.4</u> FT;	SOURCE	<u>Paradise Creek, an</u>
Q ₁₀₀	<u>1,100</u> CFS;	V	<u>4.55</u> FPS;	ELEV	<u>2579.5</u> FT;	SOURCE	<u>ungaged stream near</u>
Q _{MAX RECORDED}	<u>680⁺</u> CFS;	V	<u>3.04</u> FPS;	ELEV	<u>2578.0⁺</u> FT;	DATE	<u>1/29/65</u>
						<u>Moscow, Idaho", by</u> <u>measured from photographs J.W. Abbott, 1968</u>	
+estimate by Abbott, 1968 CHARACTER OF WATERSHED <u>19% Forest, 81% Palouse Prairie</u>						DRAINAGE AREA	<u>14.5</u> ☐ ACRES
							☒ Sq MI

*(IF 500 CFS OR GREATER, A HYDRAULIC REPORT SHOULD ACCOMPANY THIS FORM)

HYDRAULIC DATA

 NATURAL STREAM OR CANAL Natural stream (with rechanneled sections) MONTHS DRY, IF ANY Summer (some years)
 IS STREAM CUTTING OR FILLING filling STREAMBED ELEV 2569.2 E
 DOES STREAM CARRY AN APPRECIABLE AMOUNT OF ICE No ICE THICKNESS --- IN
 DOES STREAM CARRY AN APPRECIABLE AMOUNT OF DRIFTWOOD No
 CHARACTER OF STREAMBED MATERIAL silty-sand
 IS FLOW CONTROLLED No IF SO, DESCRIBE MANNER AND DEGREE OF CONTROL: ---

 AVERAGE GRADIENT OF EXISTING CHANNEL TO BE ALTERED 3.22 FEET PER THOUSAND FEET. DESCRIBE THE SECTION OF THE STREAM TO BE ALTERED BY REFERENCE TO A SECTION CORNER, OR OTHER PERMANENT REFERENCE.

PRESENT STRUCTURE

 DESCRIPTION (BRIDGE, CULVERT SIZE, LENGTH, ETC) Bridge; 34.5' span, 29.8' wide, 30° skew
 CONDITION Insufficient width for traffic volumes
 BRIDGE: NUMBER AND TYPE OF PIERS None EFFECTIVE WATERWAY AREA 224 sq. ft.
 SPREAD FOOTING OR PILES Piles CLEARANCE ABOVE DESIGN HIGH WATER ---
 CULVERT: HAS EXISTING CULVERT CARRIED FLOW ADEQUATELY ---
 REMARKS: Photographs of flood indicate that the existing effective waterway area should be retained if not increased.

PROPOSED STRUCTURE

TYPE RECOMMENDED Bridge, single span

BRIDGE: NUMBER AND LENGTH OF SPANS one, 34.5' span, (minimum) SKEW 30°

CLEARANCE ABOVE DESIGN HIGH WATER -0.0- WATERWAY AREA 224.0 min. F.

NUMBER OF PIERS -0- TYPE OF PIERS --- FLOW ANGLE TO PIERS ---

CHARACTER OF FOUNDATION MATERIAL blue clay*
*(From File No. 604, Drawing No. 2724, Proj. No. 190-A, 1935)

CULVERT: TYPE --- DIMENSIONS --- TYPE INLET ---

INLET ELEV --- OUTLET ELEV --- AVAILABLE HEADWATER --- FT

CULVERT FLOWING UNDER ☐ INLET CONTROL ☐ OUTLET CONTROL TAILWATER DEPTH --- FT

WILL ALL FLOOD WATER PASS THROUGH THE PROPOSED STRUCTURE Yes IF NOT, ATTACH PROVISIONS FOR OVERFLOW

MINIMUM ACCEPTABLE BALLAST AT SHOULDER --- IS PAINTING OF CONCRETE RECOMMENDED ---

RECOMMENDED FILL SLOPE: UNDER STRUCTURE 2:1 max. AT WINGS 2:1 max.

IS RIPRAP REQUIRED Outlet channel IF SO, ATTACH RECOMMENDED SECTION, LIMITS, SIZE, TOE EMBEODMENT)

IS CANAL LINING REQUIRED --- (IF SO, ATTACH TYPICAL SECTION OF LINING AND LIMITS)

WILL STRUCTURE REQUIRE CANAL COMPANY APPROVAL --- COMPANY NAME ---

IN ADDITION TO THE ABOVE INFORMATION, SUBMIT AND CHECK EACH OF THE FOLLOWING:

- ☒ A TYPICAL PROPOSED ROADWAY SECTION AT THE STRUCTURE
- ☒ A 22"x36" CONTOUR MAP OF A (BRIDGE)(CULVERT) SITE; ~~A CANAL USED FOR NAVIGATION, OR THE EFFECTS OF A DIVERSION STRUCTURE~~; SHOWING 1-FOOT CONTOURS. IF THE STRUCTURE CROSSES A NATURAL STREAM, SHOW ON THE MAP THE NAMES AND ADDRESSES OF PROPERTY OWNERS WHO ADJOIN THE WATERWAY
- ☒ A CENTERLINE PROFILE TO THE SAME SCALE AS THE CONTOUR MAP
- ☒ IF THE STRUCTURE PROFILE CROSSES A NATURAL STREAM, A REPRODUCIBLE OF AN AREA MAP, SUCH AS A COUNTY MAP, WITH THE LOCATION OF THE STRUCTURE CLEARLY INDICATED
- ☒ A STREAMBED PROFILE 1000 FEET ABOVE AND BELOW THE STRUCTURE (OR WATERLINE PROFILE)
- ☐ IF PRACTICAL, PHOTOGRAPHS OF EXISTING STRUCTURE AND CHANNEL UPSTREAM & DOWNSTREAM FROM SITE

A LEGAL DESCRIPTION OF THE LOCATION

LOCATED IN THE NE 1/4, SW 1/4 (1/16 SECTION OR LOT NO.)
OF SECTION 17, TOWNSHIP 39N, RANGE 5 W, B.M.
IN Latah COUNTY.

APPROVALSNOTES BY Lane Fortin

NOTES AND RECOMMENDATIONS APPROVED BY

HYDRAULICS-RELATED DATA APPROVED BY

APPROVED

Roadway Design Supervisor

CONSULTANT'S

SIGNATURE AND SEAL


DISTRICT DESIGN ENGINEERWater Resource Engineer

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Attachment B

Hydraulics

50-yr Flow Event Hydraulic Model Outputs

Reach	River Sta	Profile	Plan	Q Total (cfs)	Min Ch El (ft)	W.S. Elev (ft)	W.S. Elev Diff (ft)	Vel Chnl (ft/s)	Vel Chnl Diff (ft/s)	Flow Area (sq ft)	Top Width (ft)
PARADISECR	4099.7	FIS 50-yr	Existing	890	2570.39	2580.04		4.77		189.7	34
PARADISECR	4099.7	FIS 50-yr	Design	890	2570.39	2580.04	0.00	4.77	0.00	189.7	34
PARADISECR	4074	FIS 50-yr	Existing	890	2571.35	2579.98		4.82		186.2	39
PARADISECR	4074	FIS 50-yr	Design	890	2571.35	2579.98	0.00	4.82	0.00	186.2	39
PARADISECR	4026.7	FIS 50-yr	Existing	890	2571.02	2579.77		5.15		175.0	38
PARADISECR	4026.7	FIS 50-yr	Design	890	2571.02	2579.77	0.00	5.15	0.00	175.0	38
PARADISECR	3774.6	FIS 50-yr	Existing	890	2569.77	2579.10		4.56		200.4	42
PARADISECR	3774.6	FIS 50-yr	Design	890	2569.77	2579.10	0.00	4.56	0.00	200.4	42
PARADISECR	3588	FIS 50-yr	Existing	890	2569.20	2578.54		4.55		199.4	69
PARADISECR	3588	FIS 50-yr	Design	890	2569.20	2578.54	0.00	4.55	0.00	199.4	69
PARADISECR	3475.6	FIS 50-yr	Existing	890	2570.13	2578.03		5.12		175.0	40
PARADISECR	3475.6	FIS 50-yr	Design	890	2570.13	2578.03	0.00	5.12	0.00	175.0	40
PARADISECR	3368.5	FIS 50-yr	Existing	890	2569.34	2577.80		4.49		206.5	49
PARADISECR	3368.5	FIS 50-yr	Design	890	2569.34	2577.80	0.00	4.49	0.00	206.5	49
PARADISECR	3230.7	FIS 50-yr	Existing	890	2569.24	2577.25		5.30		170.3	48
PARADISECR	3230.7	FIS 50-yr	Design	890	2569.24	2577.25	0.00	5.30	0.00	170.3	48
PARADISECR	3147	FIS 50-yr	Existing	890	2571.97	2577.34		2.89		331.3	122
PARADISECR	3147	FIS 50-yr	Design	890	2571.97	2577.34	0.00	2.89	0.00	331.3	122
PARADISECR	3132.4	FIS 50-yr	Existing	890	2570.41	2577.13		4.40		227.4	106
PARADISECR	3132.4	FIS 50-yr	Design	890	2570.41	2577.13	0.00	4.40	0.00	227.5	106
PARADISECR	2954.9	FIS 50-yr	Existing	890	2566.39	2576.74		3.99		275.0	114
PARADISECR	2954.9	FIS 50-yr	Design	890	2566.39	2576.74	0.00	3.99	0.00	275.1	114
PARADISECR	2649.9	FIS 50-yr	Existing	890	2567.77	2576.28		3.11		413.1	244
PARADISECR	2649.9	FIS 50-yr	Design	890	2567.77	2576.28	0.00	3.11	0.00	413.4	244
PARADISECR	2375.9	FIS 50-yr	Existing	890	2565.97	2575.87		3.20		287.6	82
PARADISECR	2375.9	FIS 50-yr	Design	890	2565.97	2575.87	0.00	3.20	0.00	287.7	82
PARADISECR	2293.5	FIS 50-yr	Existing	890	2566.76	2575.58		4.30		206.9	51
PARADISECR	2293.5	FIS 50-yr	Design	890	2566.76	2575.58	0.00	4.30	0.00	207.0	51
PARADISECR	2140.8	FIS 50-yr	Existing	890	2566.79	2575.07		4.63		203.4	100
PARADISECR	2140.8	FIS 50-yr	Design	890	2566.79	2575.07	0.00	4.62	-0.01	203.7	100
PARADISECR	1977.7	FIS 50-yr	Existing	890	2566.44	2573.67		8.01		117.1	26
PARADISECR	1977.7	FIS 50-yr	Design	890	2566.44	2573.67	0.01	7.99	-0.02	117.4	26
PARADISECR	1723.3	FIS 50-yr	Existing	890	2564.70	2572.96		5.68		174.0	56
PARADISECR	1723.3	FIS 50-yr	Design	890	2564.70	2572.98	0.02	5.63	-0.05	175.6	56
PARADISECR	1453.9	FIS 50-yr	Existing	890	2563.95	2571.78		6.47		138.5	31
PARADISECR	1453.9	FIS 50-yr	Design	890	2563.95	2571.84	0.06	6.38	-0.09	140.6	31
PARADISECR	1413.65*	FIS 50-yr	Existing	890	2564.05	2571.75		5.44		164.0	40
PARADISECR	1413.65*	FIS 50-yr	Design	890	2564.05	2571.83	0.08	5.35	-0.09	166.9	40
PARADISECR	1373.4	FIS 50-yr	Existing	890	2564.15	2571.23		6.85		129.9	44
PARADISECR	1373.4	FIS 50-yr	Design	890	2564.15	2571.33	0.10	6.71	-0.14	132.7	45
PARADISECR	1360.4	FIS 50-yr	Existing	890	2564.04	2571.41		4.47		199.1	27
PARADISECR	1360.4	FIS 50-yr	Design	890	2564.04	2571.40	-0.01	5.54	1.07	160.6	27
PARADISECR	1313		Bridge								
PARADISECR	1266.4	FIS 50-yr	Existing	890	2562.91	2571.36		3.90		228.2	27
PARADISECR	1266.4	FIS 50-yr	Design	890	2562.91	2571.24	-0.12	4.73	0.83	188.0	27
PARADISECR	1246	FIS 50-yr	Existing	890	2562.66	2570.73		7.10		125.4	44
PARADISECR	1246	FIS 50-yr	Design	890	2562.66	2570.73	0.00	7.10	0.00	125.4	44
PARADISECR	1191.6	FIS 50-yr	Existing	890	2563.17	2569.61		9.05		99.0	30
PARADISECR	1191.6	FIS 50-yr	Design	890	2563.17	2569.61	0.00	9.05	0.00	99.0	30
PARADISECR	1111.1	FIS 50-yr	Existing	890	2564.17	2569.76		5.77		176.1	49
PARADISECR	1111.1	FIS 50-yr	Design	890	2564.17	2569.76	0.00	5.77	0.00	176.1	49
PARADISECR	1064.45*	FIS 50-yr	Existing	890	2563.05	2570.00		2.34		390.1	81
PARADISECR	1064.45*	FIS 50-yr	Design	890	2563.05	2570.00	0.00	2.34	0.00	390.1	81
PARADISECR	1017.8	FIS 50-yr	Existing	890	2561.92	2569.87		3.25		273.7	119
PARADISECR	1017.8	FIS 50-yr	Design	890	2561.92	2569.87	0.00	3.25	0.00	273.7	119
PARADISECR	972		Bridge								
PARADISECR	906.3	FIS 50-yr	Existing	890	2563.22	2568.52		7.72		115.3	36
PARADISECR	906.3	FIS 50-yr	Design	890	2563.22	2568.52	0.00	7.72	0.00	115.3	36
PARADISECR	817.4	FIS 50-yr	Existing	890	2560.97	2568.48		3.88		239.7	92
PARADISECR	817.4	FIS 50-yr	Design	890	2560.97	2568.48	0.00	3.88	0.00	239.7	92
PARADISECR	607.4	FIS 50-yr	Existing	890	2560.50	2568.31		2.56		362.2	109
PARADISECR	607.4	FIS 50-yr	Design	890	2560.50	2568.31	0.00	2.56	0.00	362.2	109

100-yr Flow Event Hydraulic Model Outputs

Reach	River Sta	Profile	Plan	Q Total (cfs)	Min Chl El (ft)	W.S. Elev (ft)	W.S. Elev Diff (ft)	Vel Chnl (ft/s)	Vel Chnl Diff (ft/s)	Flow Area (sq ft)	Top Width (ft)
PARADISECR	4099.7	FIS 100-yr	Existing	1070	2570.39	2580.58		5.25		208.2	35
PARADISECR	4099.7	FIS 100-yr	Design	1070	2570.39	2580.58	0.00	5.25	0.00	208.2	35
PARADISECR	4074	FIS 100-yr	Existing	1070	2571.35	2580.52		5.22		207.8	41
PARADISECR	4074	FIS 100-yr	Design	1070	2571.35	2580.52	0.00	5.22	0.00	207.8	41
PARADISECR	4026.7	FIS 100-yr	Existing	1070	2571.02	2580.30		5.57		195.5	40
PARADISECR	4026.7	FIS 100-yr	Design	1070	2571.02	2580.30	0.00	5.57	0.00	195.5	40
PARADISECR	3774.6	FIS 100-yr	Existing	1070	2569.77	2579.58		5.00		221.6	47
PARADISECR	3774.6	FIS 100-yr	Design	1070	2569.77	2579.58	0.00	5.00	0.00	221.6	47
PARADISECR	3588	FIS 100-yr	Existing	1070	2569.20	2579.06		4.68		240.0	97
PARADISECR	3588	FIS 100-yr	Design	1070	2569.20	2579.06	0.00	4.68	0.00	240.0	97
PARADISECR	3475.6	FIS 100-yr	Existing	1070	2570.13	2578.49		5.59		193.8	42
PARADISECR	3475.6	FIS 100-yr	Design	1070	2570.13	2578.49	0.00	5.59	0.00	193.8	42
PARADISECR	3368.5	FIS 100-yr	Existing	1070	2569.34	2578.25		4.90		229.1	50
PARADISECR	3368.5	FIS 100-yr	Design	1070	2569.34	2578.25	0.00	4.90	0.00	229.1	50
PARADISECR	3230.7	FIS 100-yr	Existing	1070	2569.24	2577.62		5.84		193.4	72
PARADISECR	3230.7	FIS 100-yr	Design	1070	2569.24	2577.62	0.00	5.84	0.00	193.4	72
PARADISECR	3147	FIS 100-yr	Existing	1070	2571.97	2577.74		3.09		383.5	137
PARADISECR	3147	FIS 100-yr	Design	1070	2571.97	2577.74	0.00	3.09	0.00	383.5	137
PARADISECR	3132.4	FIS 100-yr	Existing	1070	2570.41	2577.52		4.69		273.5	125
PARADISECR	3132.4	FIS 100-yr	Design	1070	2570.41	2577.52	0.00	4.69	0.00	273.5	125
PARADISECR	2954.9	FIS 100-yr	Existing	1070	2566.39	2577.14		4.17		323.3	126
PARADISECR	2954.9	FIS 100-yr	Design	1070	2566.39	2577.14	0.00	4.17	0.00	323.3	126
PARADISECR	2649.9	FIS 100-yr	Existing	1070	2567.77	2576.82		2.77		546.3	249
PARADISECR	2649.9	FIS 100-yr	Design	1070	2567.77	2576.82	0.00	2.77	0.00	546.3	249
PARADISECR	2375.9	FIS 100-yr	Existing	1070	2565.97	2576.43		3.40		337.2	97
PARADISECR	2375.9	FIS 100-yr	Design	1070	2565.97	2576.43	0.00	3.40	0.00	337.2	97
PARADISECR	2293.5	FIS 100-yr	Existing	1070	2566.76	2576.12		4.52		246.5	94
PARADISECR	2293.5	FIS 100-yr	Design	1070	2566.76	2576.12	0.01	4.52	0.00	246.5	94
PARADISECR	2140.8	FIS 100-yr	Existing	1070	2566.79	2575.73		4.56		278.2	128
PARADISECR	2140.8	FIS 100-yr	Design	1070	2566.79	2575.73	0.00	4.56	0.00	278.2	128
PARADISECR	1977.7	FIS 100-yr	Existing	1070	2566.44	2574.20		8.62		131.6	28
PARADISECR	1977.7	FIS 100-yr	Design	1070	2566.44	2574.21	0.01	8.60	-0.02	132.0	28
PARADISECR	1723.3	FIS 100-yr	Existing	1070	2564.70	2573.64		5.46		215.7	65
PARADISECR	1723.3	FIS 100-yr	Design	1070	2564.70	2573.67	0.03	5.41	-0.05	217.5	65
PARADISECR	1453.9	FIS 100-yr	Existing	1070	2563.95	2572.40		6.82		160.4	41
PARADISECR	1453.9	FIS 100-yr	Design	1070	2563.95	2572.48	0.08	6.73	-0.09	163.4	42
PARADISECR	1413.65*	FIS 100-yr	Existing	1070	2564.05	2572.42		5.64		191.4	44
PARADISECR	1413.65*	FIS 100-yr	Design	1070	2564.05	2572.49	0.07	5.55	-0.09	194.7	44
PARADISECR	1373.4	FIS 100-yr	Existing	1070	2564.15	2571.80		7.36		145.4	48
PARADISECR	1373.4	FIS 100-yr	Design	1070	2564.15	2571.90	0.10	7.22	-0.14	148.1	48
PARADISECR	1360.4	FIS 100-yr	Existing	1070	2564.04	2572.00		4.98		215.0	27
PARADISECR	1360.4	FIS 100-yr	Design	1070	2564.04	2571.98	-0.02	6.07	1.09	176.2	27
PARADISECR	1313		Bridge								
PARADISECR	1266.4	FIS 100-yr	Existing	1070	2562.91	2571.94		4.39		243.9	27
PARADISECR	1266.4	FIS 100-yr	Design	1070	2562.91	2571.80	-0.14	5.27	0.88	203.1	27
PARADISECR	1246	FIS 100-yr	Existing	1070	2562.66	2571.19		7.81		137.2	46
PARADISECR	1246	FIS 100-yr	Design	1070	2562.66	2571.19	0.00	7.81	0.00	137.2	46
PARADISECR	1191.6	FIS 100-yr	Existing	1070	2563.17	2570.10		9.54		114.3	33
PARADISECR	1191.6	FIS 100-yr	Design	1070	2563.17	2570.10	0.00	9.54	0.00	114.3	33
PARADISECR	1111.1	FIS 100-yr	Existing	1070	2564.17	2570.34		6.07		204.9	52
PARADISECR	1111.1	FIS 100-yr	Design	1070	2564.17	2570.34	0.00	6.07	0.00	204.9	52
PARADISECR	1064.45*	FIS 100-yr	Existing	1070	2563.05	2570.60		2.51		439.1	84
PARADISECR	1064.45*	FIS 100-yr	Design	1070	2563.05	2570.60	0.00	2.51	0.00	439.1	84
PARADISECR	1017.8	FIS 100-yr	Existing	1070	2561.92	2570.43		3.63		295.0	120
PARADISECR	1017.8	FIS 100-yr	Design	1070	2561.92	2570.43	0.00	3.63	0.00	295.0	120
PARADISECR	972		Bridge								
PARADISECR	906.3	FIS 100-yr	Existing	1070	2563.22	2569.00		8.11		132.0	38
PARADISECR	906.3	FIS 100-yr	Design	1070	2563.22	2569.00	0.00	8.11	0.00	132.0	38
PARADISECR	817.4	FIS 100-yr	Existing	1070	2560.97	2569.07		3.82		295.0	96
PARADISECR	817.4	FIS 100-yr	Design	1070	2560.97	2569.07	0.00	3.82	0.00	295.0	96
PARADISECR	607.4	FIS 100-yr	Existing	1070	2560.50	2568.92		2.61		429.7	113
PARADISECR	607.4	FIS 100-yr	Design	1070	2560.50	2568.92	0.00	2.61	0.00	429.7	113



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MEMORANDUM

To: Bill Belknap, City of Moscow
From: Tom Jenkins, Alta
Susan Firor, Alta
Date: July 16, 2018
Job Code: 18059
Subject: Wetland Investigation – City of Moscow US-95 Path Underpass

Section 1 Introduction

The City of Moscow is investigating the feasibility of constructing a bike/pedestrian underpass on existing streambanks and within the current concrete bridge for Paradise Creek at the US Highway 95 (US 95) crossing. In consideration of potential underpass construction, Alta has been tasked to perform a wetland investigation/delineation. The approximate project footprint is located in Moscow, Idaho, to the east and west of the bridge on US 95, and between Sweet Avenue and the existing Paradise Path to the south and Highway 8 to the northeast. Figure 1 shows the spatial extent of this wetland investigation.

The National Wetlands Inventory (USFWS 2018) indicates the potential for riverine wetlands to occur along the banks of Paradise Creek.

On July 5, 2018, field personnel conducted a visual assessment to determine whether wetlands occur in the project area. Determinations were based on the US Army Corps of Engineers guidance in the Wetland Delineation Manual (USACE 1987).

Section 2 Wetland Indicators

The presence of a wetland is determined based on three main characteristics as described in the Western Mountains, Valleys, and Coast Regional Supplement (USACE 2010): (1) site must exhibit dominance of hydrophytic vegetation, (2) site must have hydric soils, and (3) site must have evidence of wetland hydrology. This section presents observed site information for each of these wetland indicators.

2.1 Vegetation

Non-native vegetation is dominant within the proposed boundaries of the project area. Non-native species include reed canarygrass (*Phalaris arundinacea*), prickly lettuce (*Lactuca serriola*), stinking chamomile (*Anthemis cotula*), oxeye daisy (*Leucanthemum vulgare*), and spotted knapweed (*Centaurea stoebe*). Vegetation facultative to wetlands primarily exists within the stream channel and low stream banks. The dominant species within the stream channel is Pacific willow (*Salix lucida*). Identification of grasses outside the stream channel is made difficult due to regular mowing activities that occur during the growing season. Reed canarygrass and Pacific willow are both wetland plant species found within the banks of the creek.

Wetland Investigation – City of Moscow US-95 Path Underpass

2.2 Hydric Soils

A brief check of the U.S. Department of Agriculture (USDA) Web Soil Survey for this site indicates the soil properties have no hydric soil rating (USDA 2018). The man-made banks of Paradise Creek in the project reach consist primarily of riprap and do not promote water storage in the soils or flooding outside the existing stream channel. Within the channel, soils are too rocky to dig test pits and show no indicators of wetland hydrology. Hydrologic conditions that promote hydric soils along the banks are very short lived in this reach in most years. Visual observations made during annual peak-flow periods indicate no water migration beyond the banks of Paradise Creek. Due to a lack of inundation, soils outside the stream channel are not exposed to anaerobic conditions for periods long enough to develop hydric indicators.

2.3 Hydrology

Typical hydrologic indicators of wetlands include surface water, saturation, drainage patterns, and others as listed in the supplement (USACE 2010). None of these indicators were present at this site during the field visit. Even during wetter periods of the year, due to the hydrology of the Paradise Creek, no substantial water storage is likely to occur beyond the lowest portion of the stream channel.

Section 3 Conclusions

The presence or occurrence of wetlands in the project area is unlikely due to the factors discussed in Section 2. No formal wetland delineation is recommended due to conditions observed in the field.

Section 4 References

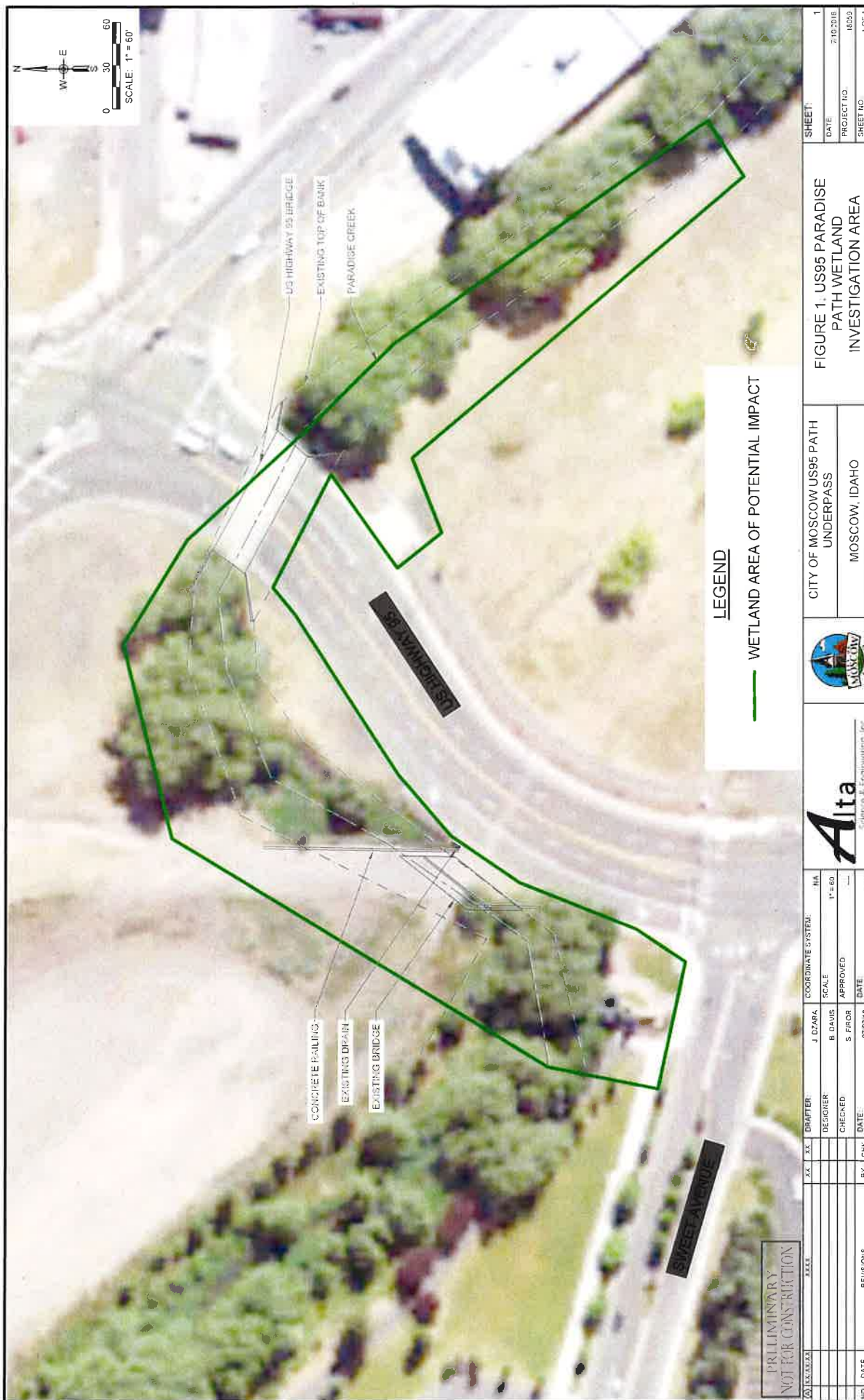
U.S. Army Corps of Engineers (USACE), 1987. Corps of Engineers Wetlands Delineation Manual.

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U.S. Department of Agriculture (USDA), 2018. Plants Database. Accessed July 12, 2018.
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USDA. 2018. Web Soil Survey website. Accessed July 5, 2018.
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U.S. Fish and Wildlife Service (USFWS) National Wetland Inventory wetland mapper. Accessed July 5, 2018, at <http://www.fws.gov/wetlands/Data/Mapper.html>





During preliminary analysis of the underpass design condition, Alta noted a velocity increase over the existing condition of 1.07 feet per second (ft/s) within the bridge/underpass. The velocity increase is not significant in context, as the design condition velocity remains lower inside the bridge than neighboring velocities. For example, in the design condition, the velocity is falling at the bridge entrance from 6.71 ft/s to 5.54 ft/s. This is demonstrated in Figure 1, which shows existing and design velocities in the vicinity of the bridge/underpass. Any change in stream power that is shown to increase chances of scour or erosion can easily be accommodated during design with the addition of upstream armoring.

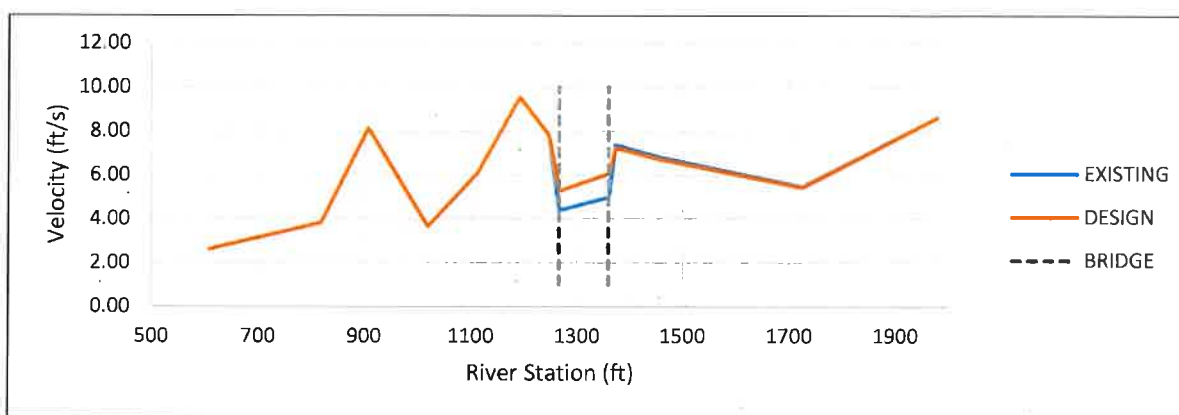


Figure 1. Water velocity near proposed underpass



IDAHO STATE
**HISTORICAL
SOCIETY**



C.L. "Butch" Otter
Governor of Idaho

Janet Gallimore
Executive Director
State Historic
Preservation Officer

Administration:
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2682
Fax: 208.334.2774

Idaho State Museum:
610 Julia Davis Dr.
Boise, Idaho 83702
208.334.2120

**Idaho State Archives
and State Records
Center:**
2205 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2620

**State Historic
Preservation Office:**
210 Main St.
Boise, Idaho 83702
208.334.3861

**Old Idaho Penitentiary
and Historic Sites:**
2445 Old Penitentiary Rd.
Boise, Idaho 83712
208.334.2844

HISTORY.IDAHO.GOV

25 September 2018

Bill Belknap, Director
Community Development Department
221 East Second Street
Moscow, Idaho 83843

Re: Paradise Creek Bridge, Moscow, Idaho

Dear Mr. Belknap:

On 18 September 2018, I conducted a site visit to confirm the eligibility of the Paradise Creek Bridge in Moscow, Idaho, for listing in the National Register of Historic Places. The historic bridge, constructed in 1934, was previously determined eligible for listing by this office in 1998.

While I concur that, at the time, the bridge was likely eligible, on-site evaluation revealed diminished integrity that unfortunately renders the bridge ineligible. Specifically, integrity of setting, feeling and association have all been lost. In addition, integrity of design has been diminished due to removal of much of the western railing. As indicated in National Register Bulletin 15, a property must possess several, and typically most, of the seven aspects of integrity in order to remain eligible for listing in the National Register.

If you have any questions, please contact me via phone or email at 208.488.7468 or matt.halitsky@ishs.idaho.gov.

Sincerely,

Matthew Halitsky, AICP
Historic Preservation Review Officer
Idaho State Historic Preservation Office



Your Safety • Your Mobility
Your Economic Opportunity

Local Public Agency's Certificate Of Completion Of Right-Of-Way Activities

Idaho Transportation Department

ITD 1983 (Rev. 08-19)
itd.idaho.gov

Key Number	Project Number	Project Name South Main Pedestrian Underpass
Local Public Agency City of Moscow, Idaho		

Complete the applicable section below and the Certification section.

Right of Way is Not Required

- ☐ All roadway work will be done within the existing right of way.
- ☐ No utilities are involved in this project and, _____, _____, _____, will be retained and protected.
- ☐ _____ (Number) utilities are impacted and agreements are in place.

Right of Way is Required

Number of ownerships acquired 2 Total amount paid \$ Donation

☒ 0 (Number) Temporary Easements are required, but will be acquired by the Sponsor.

Number of parcels in condemnation or pending final settlement 0

Number of Relocations 0

☒ No utilities are involved in this project

☐ 0 (Number) utilities are impacted and agreements are in place for _____, _____, _____,

_____ utilities.

Certification

I hereby certify that all acquisitions and relocations, if any, were performed in accordance with our assurances to comply with state and federal laws and regulations related to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and amendments thereto.

It is further certified that in all cases where the real property rights were obtained through donation, that the property owner(s) was fully informed of the right to receive just compensation and the owner has released our agency from its obligation to appraise the property in the event that the estimated value may exceed \$5,000.00.

I hereby certify that I have no knowledge of any previous hazardous materials use, or contamination discovered, on any of the lands to be utilized on this project.

Agency Contact's Name (Printed) Alisa J. Anderson	Phone Number 883-7600	E-Mail Address aanderson@ci.moscow.id.us	
Attester's Signature (Clerk or Secretary) 	Date 1/31/2020	Chairman, President, or Mayor's Signature 	Date 1/31/2020

Bill Belknap

From: Kara Besst <ebesstk@gritman.org>
Sent: Thursday, June 7, 2018 4:01 PM
To: Bill Belknap
Cc: "ebesstk" (kara.besst@gritman.org); Danielle Breed (breedd@gritman.org)
Subject: Pedestrian Underpass Project

Bill,

At our meeting last week, the Gritman Board agreed that we are interested in moving forward in partnering with the URA on the couplet property beautification and the proposed Pedestrian Underpass Project.

Gritman Medical Center would be interested in donating a portion of property you outlined if the URA removes the old bridge and extends the sidewalk along all of Jackson Street/Hwy 8 to connect with the sidewalk Gritman put in late last year. Should the City not receive the grant or chose not to move ahead with the Pedestrian Underpass, we would like it included that the property will be donated back to Gritman Medical Center.

I will be heading out of the country on Monday, June 11th, and will have very limited access to email and phone. My schedule prior to that is quite busy but we could find a time for a call if you need to discuss further before I leave, if necessary. Otherwise, I will plan on following up when I am back at the end of the month.

Thank you,

Kara Besst

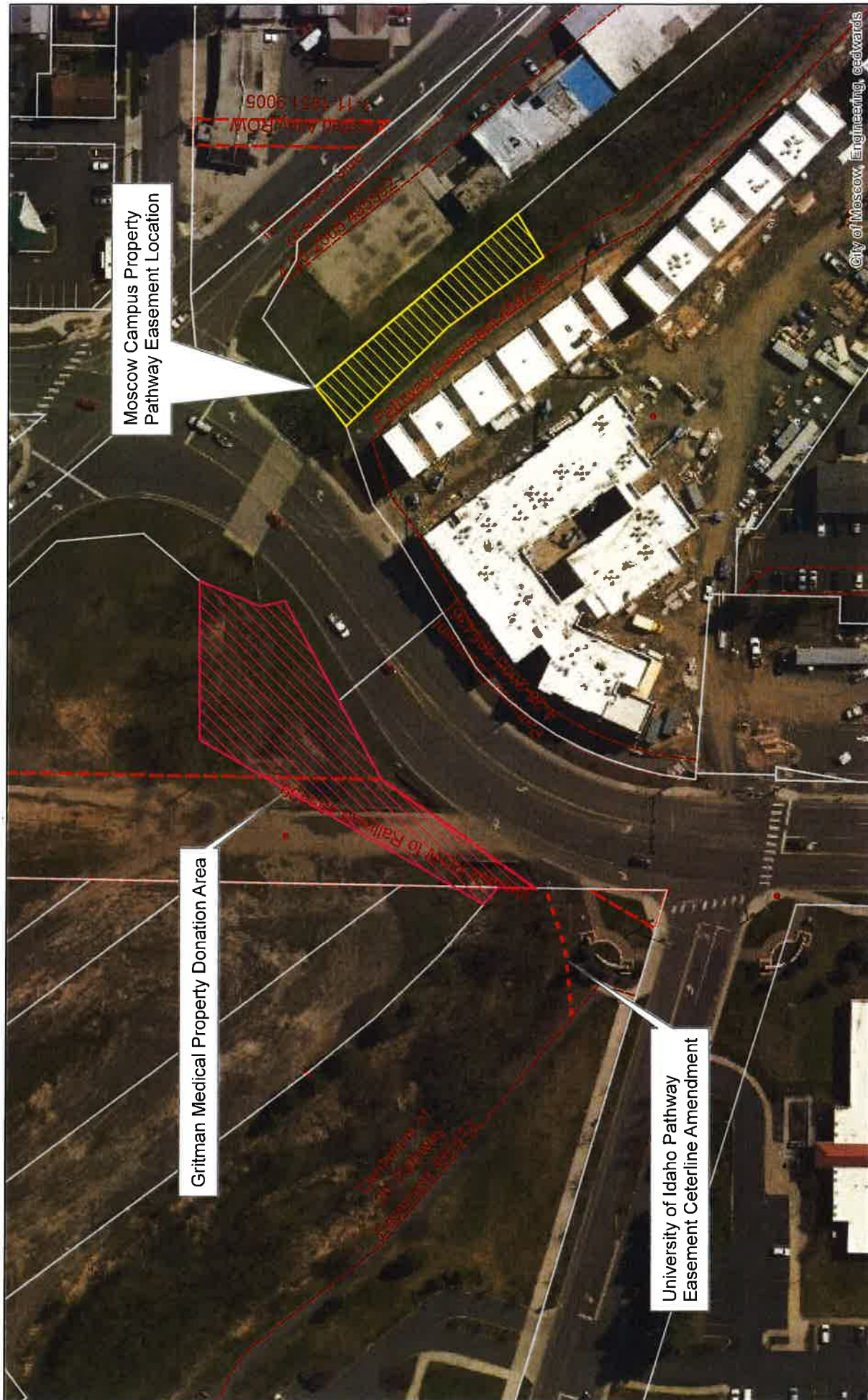
President & CEO | Gritman Administration
 Office: 208-883-2220 | Cell: 509-330-0125
kara.besst@gritman.org | gritman.org
 700 S. Main Street | Moscow, ID 83843



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U.S. Highway 95 Underpass Easement Locations



CITY OF MOSCOW – 2020 TAP APPLICATION FOR THE US HWY. 95 UNDERPASS PROJECT

ADDITIONAL DATA – SUPPORTING INFORMATION

Benefits of a Pedestrian and Bicycle Underpasses – Non-Motorized Travel Route

Pedestrian underpasses allow for uninterrupted flow of pedestrian movement separate from traffic flow. A pedestrian underpass does not increase traffic congestion in either the near or the short term and have become preferable to lane reductions which have become increasingly problematic with population growth. Many pedestrians and bicyclists become part of the problem with using on-street crossings as they are not patient enough to wait until it is safe to cross. Completely removing pedestrians and bicycles from traffic flow removes these safety issues. An underpass provides a complete separation from motor vehicle traffic, provides a crossing where no other facility is available and is also a connection to trails and paths. Underpasses are significantly less expensive when built as part of a reconstruction project retrofitting and existing bridge system. Underpasses that are designed to feel open, well-lit, and safe are an attractive route to all users.

Excerpts from *Moscow on the Move* Transportation Plan – In Reference to the Underpass Project Area

Page 3-64 “A snapshot of Moscow’s Pedestrian environment” provided by using a Pedestrian Environment Quality Index (PEQI). The assessment was divided into two sections, street segment and intersection safety with indicators covering four broad pedestrian environmental categories to include Street Design, Land Use, and Intersection Safety for signalized and unsignalized locations. Scoring levels were defined as Excellent, Good, Adequate, Needs Improvement, and No Sidewalks/Uncomfortable. The last scoring level No Sidewalk/Uncomfortable is defined as the environment is not suitable for pedestrians or they may not feel comfortable using the particular street segment or intersection...pedestrian facilities are not designed for people with mobility impairments and may not be navigable by this user group. In the Key Findings shown in Figure 29 marks the Hwy. 95 and Hwy 8 intersection as “Uncomfortable.” See the following two pages which include the PEQI and Figure 29.

Page 4-37 Roadway & Traffic Operations Strategy future 2035 intersection performance and projects to improve below-standard intersections lists SH-8/US-95/Washington Street (South Couplet); US-95/Styner Avenue/Lauder Avenue; and SH-8/Styner Avenue/White Avenue. All three of these intersection locations are with .25 miles or less from the proposed underpass and traffic from these areas travel directly to the project location.

A snapshot of Moscow's pedestrian environment

Pedestrian Environmental Quality Index (PEQI)

Indicators

In order to establish a baseline understanding of pedestrian conditions in Moscow, street segments and intersections along key arterials, highways, and other important east-west travel corridors were assessed using the Pedestrian Environmental Quality Index (PEQI). Modified from the San Francisco Department of Public Health's version, this tool provides a qualitative observation method for assessing the quality of existing sidewalk and intersection conditions. The assessment is divided into two sections (street segment and intersection safety) with indicators covering four broad pedestrian environmental categories—Traffic, Street Design, Land Use, and Intersection Safety for signalized and unsignalized locations. The table below identifies the indicators included in the analysis.

Weighted scoring for each segment/ intersection was based on each indicator's potential influence on user safety and comfort. Aesthetic design features were weighted lowest unless they contributed to vehicle speed and volume management. Street segments and intersections were scored using a 5-tier qualitative scoring system highlighted in the call out box below.

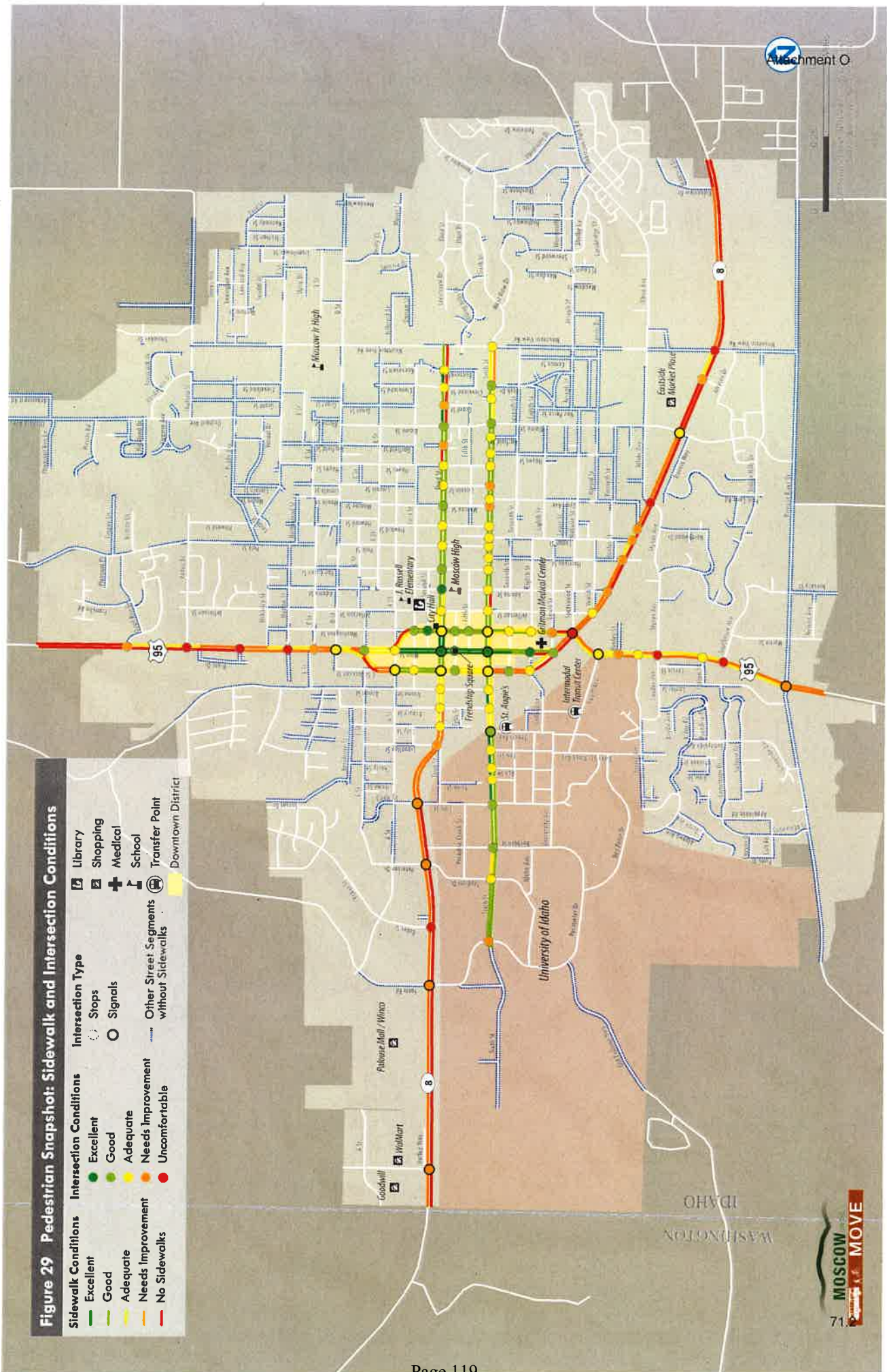
Street segment indicators	Intersection indicators
- Number of vehicle lanes - Traffic direction (one- versus two-way) - Posted speed - Traffic volume (ADT) - Sidewalk width - Pedestrian zone obstructions - Block length - Number of driveway cuts - Trees/Landscaping - Availability of a Pedestrian Buffer - Grade - Pedestrian-Scale Land Use - Density - Active frontage	- Crossing distances - Crossing Link-Node (ratio of marked crossings to intersection links) - Countdown Signal - Extent of traffic control (4-, 3-, 2-way signal or stop) - Availability, type, and quality of curb ramps - Availability of curb extensions

PEQI Scoring Levels Defined

- **Excellent:** Ideal pedestrian conditions exist. Facilities are fully accessible and present little to no challenges to those with mobility impairments.
- **Good:** Reasonable pedestrian conditions exist. People with mobility impairments can easily navigate pedestrian facilities and crossings, yet minor improvements could be made.
- **Adequate.** Basic pedestrian conditions exist. Facilities are navigable by people with mobility impairments, but noticeable impediments or mobility challenges are present.
- **Needs improvement:** Poor pedestrian conditions exist, including, but not limited to, narrow sidewalk space, pinch-points, uneven surfaces, and high speed and volume traffic environments. Those with mobility impairments are met with significant challenges and physical barriers.
- **No sidewalks/uncomfortable:** Environment may not be suitable for pedestrians or pedestrians may not feel comfortable using that particular street segment or intersection. The pedestrian environment offers little to no amenities. Pedestrian facilities generally are not designed for people with mobility impairments and may not be navigable by this user group.

Key Findings

Figure 29 illustrates the final results of the assessment. In general, conditions along US 95 are uncomfortable for pedestrians, largely due to its high volume, high speed nature and limited buffer from automobiles. The western portions of SH 8 are supported by high quality pathways that promote walking, but the intersections scored relatively poorly. Main Street's expansive sidewalks with active frontage, pedestrian buffers, and high visibility crossing facilities explain its high scoring. Another key finding is that Third Street's pedestrian conditions worsen as it transitions from residential character toward downtown until it turns into Pullman Road.



UPDATED: May 17, 2016



https://dnews.com/local/moscow-to-apply-for-grant-for-south-main-underpass/article_af299d69-b358-5ac3-8507-3da93fdcaff9.html

Moscow to apply for grant for South Main underpass

Pedestrian underpass near south couplet would improve flow, safety

By Garrett Cabeza Daily News staff writer

Jan 28, 2020

The city of Moscow will apply for a grant to help fund the construction of a pedestrian underpass at South Main Street/U.S. Highway 95 to improve the flow and safety of pedestrians using Paradise Path.

The underpass would be similar to the one recently-installed at the intersection of Styner and White avenues and State Highway 8 in Moscow.

Bill Belknap, Moscow deputy city supervisor of community planning and design, told the Moscow City Council Public Works/Finance Committee Monday that pedestrians using Paradise Path use the busy South Main Street-Sweet Avenue intersection to cross the street before reentering the pathway, which can be unsafe.

The proposal is to install a path under the South Main Street bridge located between the south couplet intersection and Sweet Avenue, and connect it to Paradise Path, which picks up behind the brick University of Idaho entrance sign at the corner of Sweet Avenue and South Main Street. The proposed path would allow pedestrians using Paradise Path to avoid interacting with vehicle traffic and pedestrian traffic at the South Main Street-Sweet Avenue intersection.

"This would really help smooth and improve the flow on the pathway system," Belknap said.

The design and construction of the underpass is estimated to cost a little more than \$1 million.

The city will apply this week for the Transportation Alternatives Program grant, asking for \$499,643 from the state for the federal funding, and the city and Moscow Urban Renewal Agency would likely split the remaining \$506,687 for the project if the grant application, which is due Sunday, is approved. The project would be constructed in 2023.

Similar to the Highway 8 underpass, Belknap said the proposed underpass is expected to be flooded about four days per year.

Besides installing the underpass, Belknap said the project would likely include removing the old Highway 95 bridge, which is located on the west side of South Main Street between the south couplet and Sweet Avenue, and installing a sidewalk. The new sidewalk would run on the west side of South Main Street from the South Main Street-Sweet Avenue intersection to the south couplet intersection and then continue west to connect to the existing sidewalk near the Gritman Medical Center gravel parking lot.

Belknap said the old bridge does not provide a functional purpose.

When the south couplet was constructed in 1997, the Idaho Transportation Department anticipated removing the bridge but the Idaho State Historic Preservation Office determined the bridge may be considered historic, so ITD did not remove the structure.

The ISHPO recently issued a letter stating the bridge is no longer eligible for the National Register of Historic Places because of the level of deterioration. Belknap said he believes portions of the bridge's guardrails can be salvaged and repurposed into a historic interpretative station along Paradise Path.

The city council will likely approve the submittal of the grant application at its meeting Monday since the item was placed on the meeting's consent agenda.

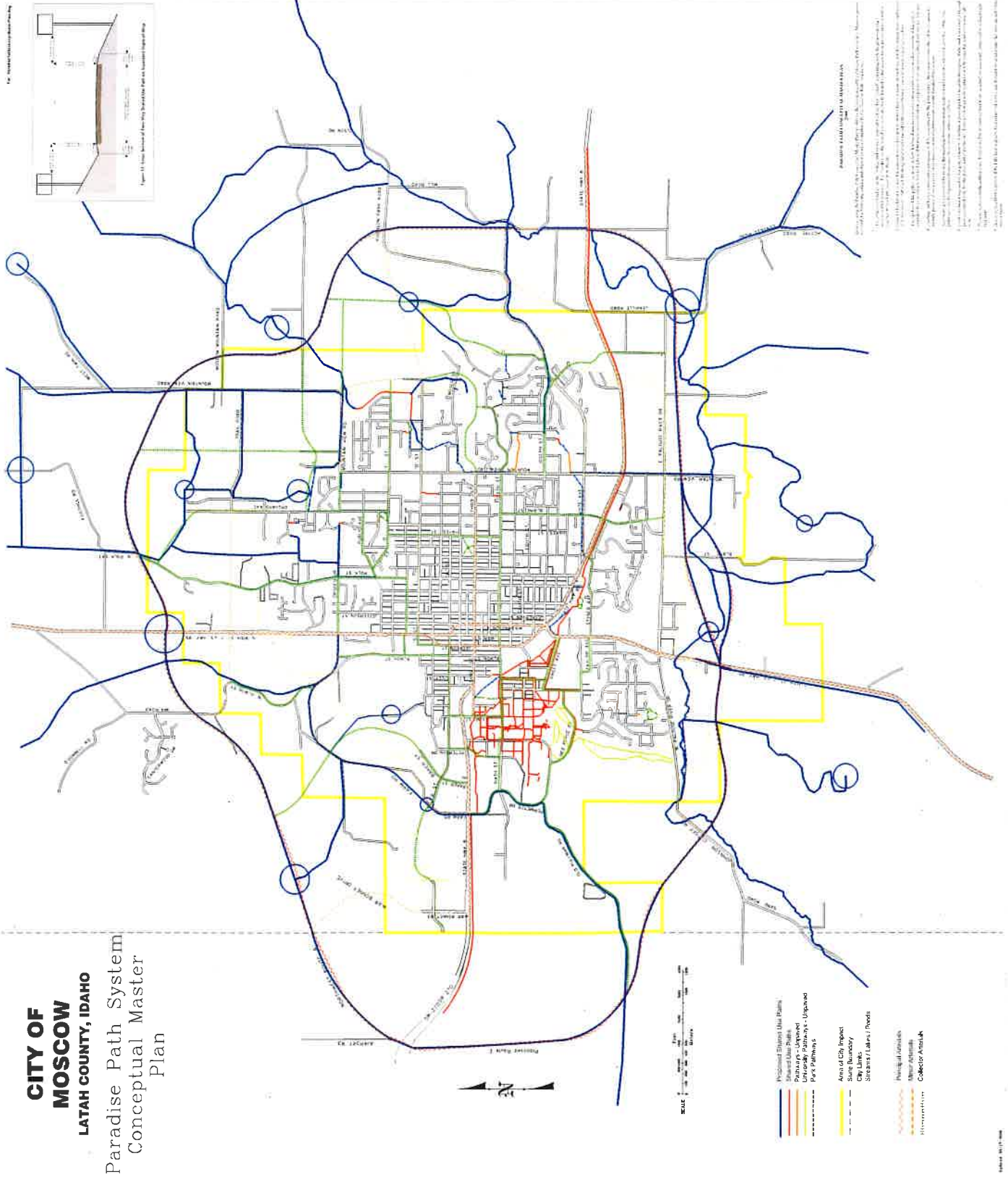
In other business, the city was a recipient of \$295,200 in Federal Emergency Management Agency funding to assess Paradise Creek - from Darby Road just north of Mountain View Park to the Highway 8 underpass — and explore and select flood hazard mitigation alternatives.

The total estimated cost of the study is \$393,600, which would require a local match of \$98,400 — a portion of which has been paid, Belknap said.

The council will consider approving the agreement with FEMA at Monday's council meeting.

*Garrett Cabeza can be reached at (208) 883-4631, or by email to **gcabeza@dnews.com**.*

CITY OF MOSCOW LATAH COUNTY, IDAHO Paradise Path System Conceptual Master Plan



**City of Moscow – 2020 TAP Application
US Highway 95 & State Highway 8 Intersection
Crash Data for the Proposed Underpass Project**

The two intersections that will be most affected by the proposed pedestrian underpass project are the intersections of US Highway 95 (US 95) and State Highway 8 (SH 8) and the intersection of US Highway 95 and Sweet Avenue.

The primary focus of the underpass project is to provide pedestrian and bicycles alternative routes; however, after reviewing the crash data from January 2014 to December 2018 City staff identified both pedestrian and rear-end crashes as the most harmful crash types in the intersections of study.

- Pedestrian crashes were prioritized because they tend to result in more severe injuries, representing twenty-five percent (25%) of the injury crashes at US 95 and SH 8 and seventy-five percent (75%) of the injury crashes at US 95 and Sweet Avenue.
- Rear-end accidents were prioritized because they are the most common accident type, representing forty-seven percent (47%) of the crashes at US 95 and SH 8 and thirty-six percent (36%) of the crashes at US 95 and Sweet Avenue.
- In the current pathway configuration pedestrians are routed along Paradise Creek path to the intersection of US 95 and Sweet Avenue. This configuration results in the pedestrian and bicycle crashes being concentrated at the US 95 and Sweet Avenue intersection with twenty-one percent (21%) of the crashes at that intersection involving pedestrians while at the US 95 and SH 8 intersection pedestrian crashes represent only seven percent (7%) of the crashes.

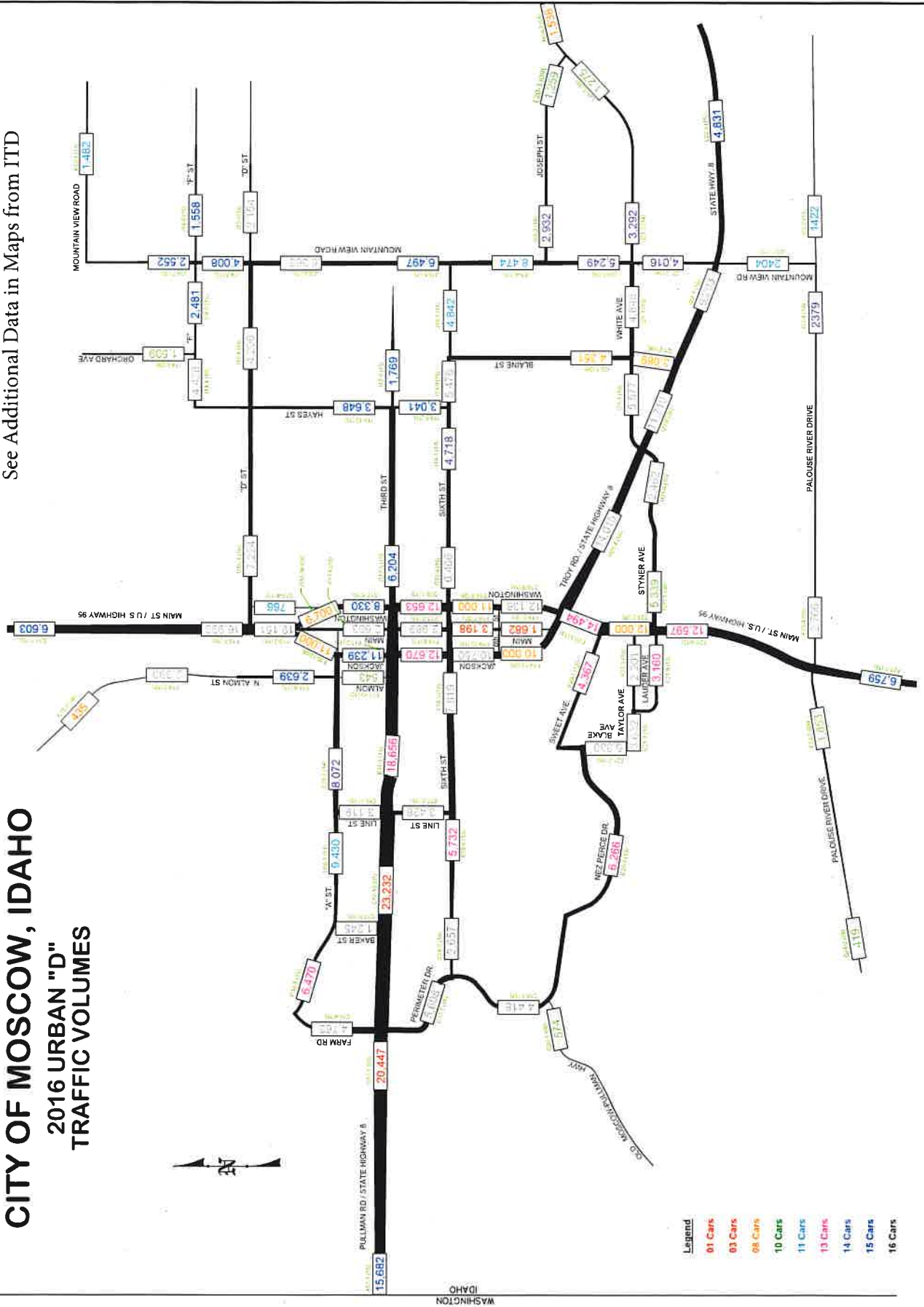
The City anticipates a twofold improvement from the pedestrian underpass. First, by providing a dedicated pedestrian pathway that eliminates the need to cross a busy highway it is expected that this project will greatly reduce the number of pedestrian crossings. Second, reducing the number of traveling pedestrians will reduce the number of items that drivers will have to track helping reduce the rear-end crash occurrences.

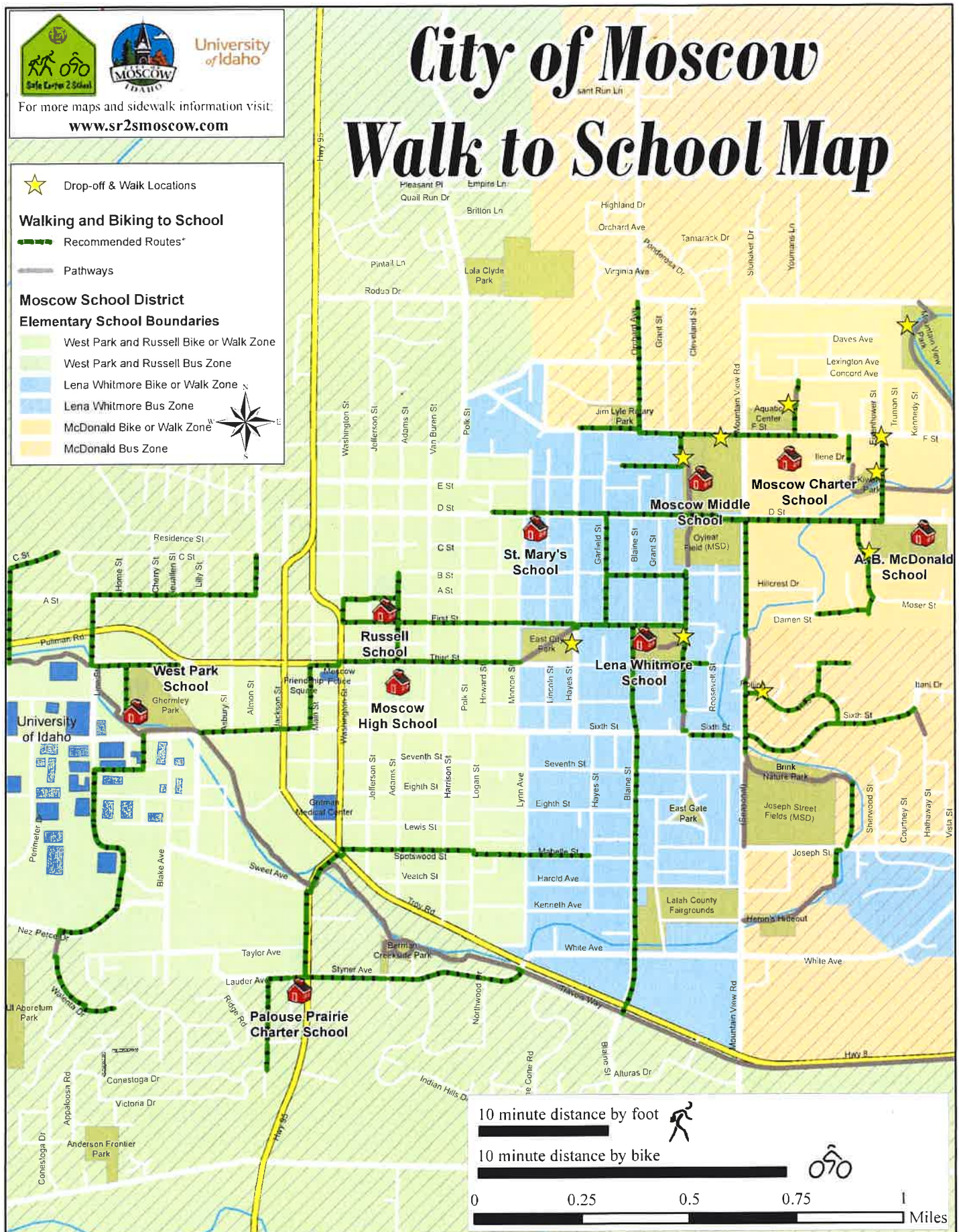
The above statistical information was obtained from the ITD-OHS Database.

CITY OF MOSCOW, IDAHO

2016 URBAN "D" TRAFFIC VOLUMES

See Additional Data in Maps from ITD





*Recommended routes are based on public improvements. Decisions on a route to and from school should be based on the child's age, developmental level, and experience with traffic safety, among other things. The caregiver and the child are primarily responsible for the child's safety when they drive, walk or ride to and from school.

--- RULES OF THE ROAD ---

Please observe the following so all riders may enjoy a safe, comfortable ride.

- No smoking.
- No profanity or rude behavior.
- No weapons or hazardous materials.
- No food or alcohol allowed. Beverages allowed in spill-proof containers only.
- No pets, with exception of service animals.
- No radios.
- Shirt and shoes required.

--- ROUTES ---

WEST ROUTE(Green)

UI SUB - UI Dorms - Walmart - QuickCare
Palouse Mall - A Street - Robinson's Trailer
Park - Rosauers - Downtown - Gritman Medical
Center

EAST ROUTE(Blue)

UI SUB - Downtown - Rosauers - D Street
Moscow High School - East City Park
Mountain View Road - Latah County
Fairgrounds - Eastside Marketplace



DID YOU KNOW?

SMART Transit fixed routes are provided fare free to all riders.

SMART Transit buses are equipped with two-position bike racks (first come, first served).

SMART Transit buses are equipped with wheelchair lifts.

SMART Transit offers Dial-A-Ride services for individuals unable to use fixed route services (Prior day notice required).

Mission Statement

RPT, Inc DBA SMART

(Sustainable Moscow Area Regional Transportation) is a 501(c)(3) non-profit corporation providing ADA accessible and affordable public transportation for the people of our region.

Contact Us

PO Box 3854
Moscow, ID 83843
(208) 883-7747
www.smarttransit.org
smart@smarttransit.org

SMART Transit is funded in partnership by:



FIXED ROUTE SCHEDULE

ROUTE EFFECTIVE DECEMBER 24, 2012

Revised August 2014

(208) 883-7747

Intermodal Transit Center
1006 Railroad Street
www.smarttransit.org
Twitter@MoveSmartMoscow

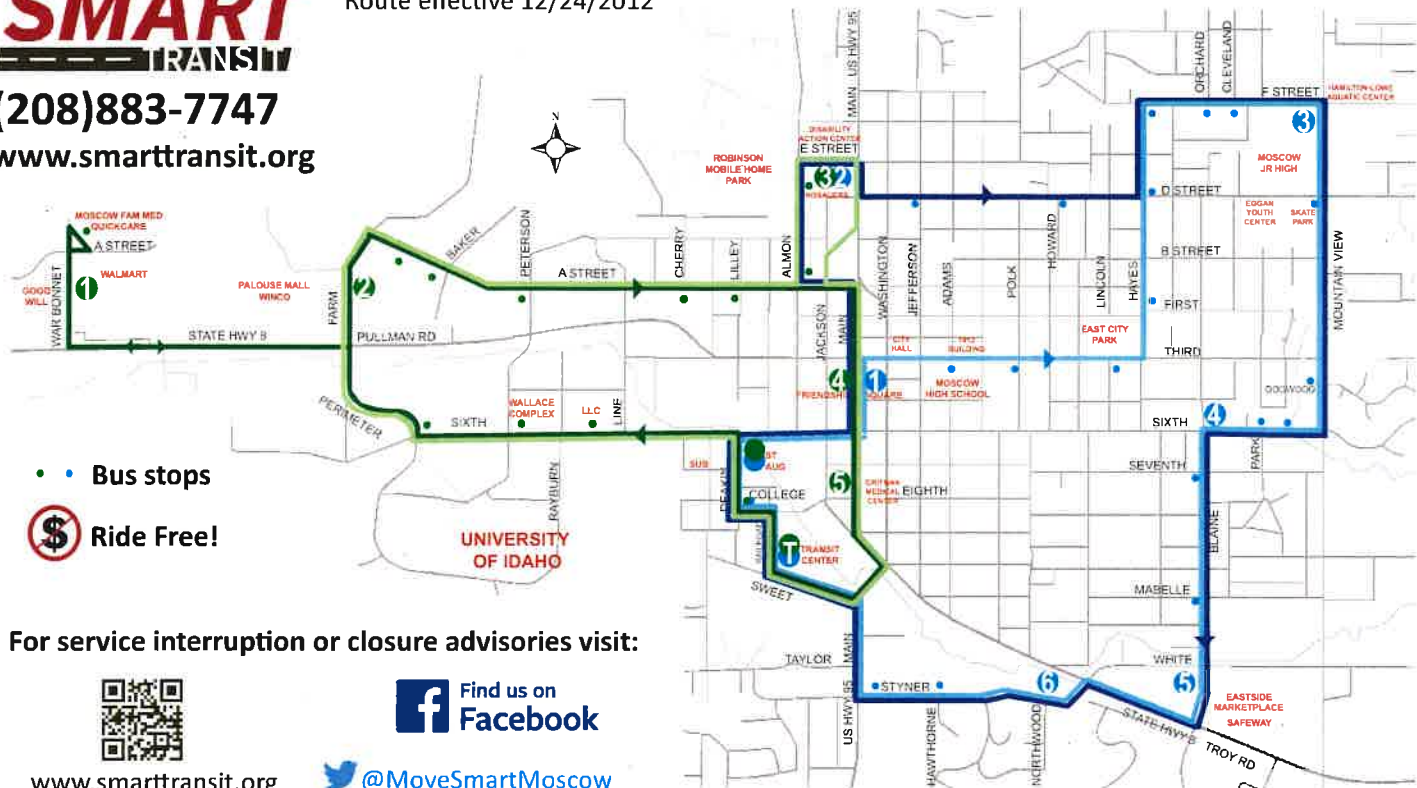


(208)883-7747

www.smarttransit.org

FIXED ROUTE SCHEDULE Operating Monday - Friday

Route effective 12/24/2012



WEST ROUTE (Green)

Transit Center	Walmart	Winco	Rosauers	Friendship Square	Gritman	Transit Center Arrival
T	1	2	3	4	5	T
6:40	---	6:45	6:51	6:54	6:55	7:00 AM
7:10	---	7:15	7:21	7:24	7:25	7:30
7:40	---	7:45	7:51	7:54	7:55	8:00
8:10	---	8:15	8:21	8:24	8:25	8:30
8:40	8:47	8:52	---	8:57	8:58	9:00
9:10	---	9:15	9:21	9:24	9:25	9:30
9:40	9:47	9:52	---	9:57	9:58	10:00
10:10	---	10:15	10:21	10:24	10:25	10:30
10:40	10:47	10:52	---	10:57	10:58	11:00
11:10	---	11:15	11:21	11:24	11:25	11:30
11:40	11:47	11:52	---	11:57	11:58	12:00 PM
12:10	---	12:15	12:21	12:24	12:25	12:30
12:40	12:47	12:52	---	12:57	12:58	1:00
1:10	---	1:15	1:21	1:24	1:25	1:30
1:40	1:47	1:52	---	1:57	1:58	2:00
2:10	---	2:15	2:21	2:24	2:25	2:30
2:40	2:47	2:52	---	2:57	2:58	3:00
3:10	---	3:15	3:21	3:24	3:25	3:30
3:40	3:47	3:52	---	3:57	3:58	4:00
4:10	---	4:15	4:21	4:24	4:25	4:30
4:40	4:47	4:52	---	4:57	4:58	5:00
5:10	---	5:15	5:21	5:24	5:25	5:30
5:40	5:47	5:52	---	5:57	5:58	6:00

EAST ROUTE (Blue)

Transit Center	Friendship Square	Rosauers	F at Mt. View	Blaine at 6th	Eastside Marketplace	Styner at Northwood	Transit Center Arrival
T	1	2	3	4	5	6	T
6:40	6:43	---	6:48	6:51	6:53	6:54	7:00 AM
7:10	7:13	---	7:18	7:21	7:23	7:24	7:30
7:40	7:43	---	7:48	7:51	7:53	7:54	8:00
8:10	8:13	---	8:18	8:21	8:23	8:24	8:30
8:40	8:43	8:45	8:48	8:51	8:53	8:54	9:00
9:10	9:13	---	9:18	9:21	9:23	9:24	9:30
9:40	9:43	9:45	9:48	9:51	9:53	9:54	10:00
10:10	10:13	---	10:18	10:21	10:23	10:24	10:30
10:40	10:43	10:45	10:48	10:51	10:53	10:54	11:00
11:10	11:13	---	11:18	11:21	11:23	11:24	11:30
11:40	11:43	11:45	11:48	11:51	11:53	11:54	12:00 PM
12:10	12:13	---	12:18	12:21	12:23	12:24	12:30
12:40	12:43	12:45	12:48	12:51	12:53	12:54	1:00
1:10	1:13	---	1:18	1:21	1:23	1:24	1:30
1:40	1:43	1:45	1:48	1:51	1:53	1:54	2:00
2:10	2:13	---	2:18	2:21	2:23	2:24	2:30
2:40	2:43	2:45	2:48	2:51	2:53	2:54	3:00
3:10	3:13	---	3:18	3:21	3:23	3:24	3:30
3:40	3:43	3:45	3:48	3:51	3:53	3:54	4:00
4:10	4:13	---	4:18	4:21	4:23	4:24	4:30
4:40	4:43	4:45	4:48	4:51	4:53	4:54	5:00
5:10	5:13	---	5:18	5:21	5:23	5:24	5:30
5:40	5:43	5:45	5:48	5:51	5:53	5:54	6:00

From: Lisa Losness <Lisa.Losness@itd.idaho.gov>
Sent: Wednesday, January 29, 2020 3:49 PM
To: Alisa J. Anderson <aanderson@ci.moscow.id.us>
Subject: RE: [EXTERNAL] City of Moscow - Transportation Alternative Program (TAP) - Grant Request

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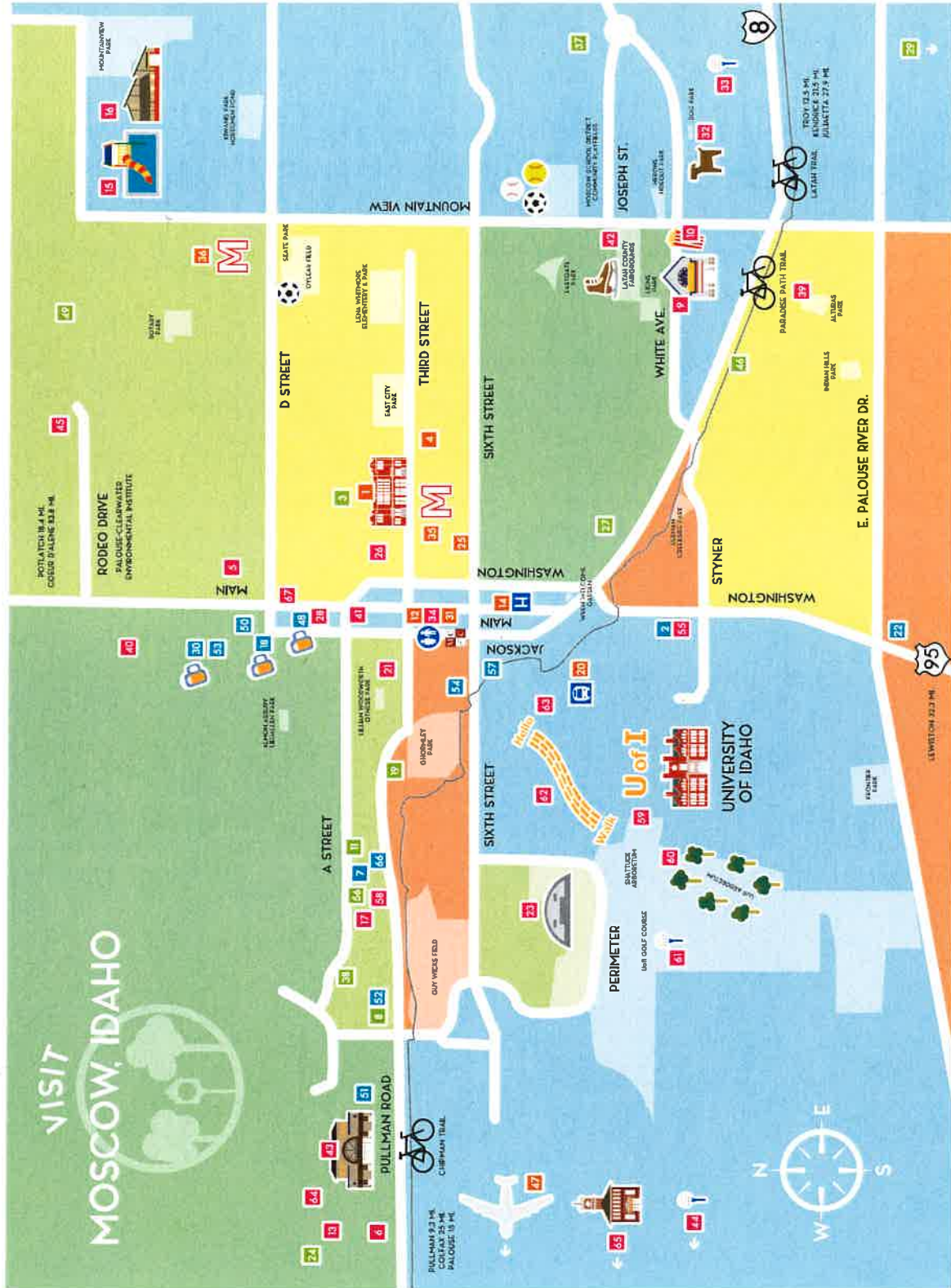
Please accept this e-mail as confirmation that the City of Moscow Police Department (MPD) actively participates with the ITD Office of Highway Safety grant program through High Visibility Enforcement Mobilizations and the child passenger safety programs. MPD has partnered with ITD OHS for over 10 years. MPD has active child passenger safety technicians and receives grant funds to purchase and distribute seats to those who may need them.

Lisa Losness, Grant Contracts Officer
Office of Highway Safety
P: (208) 334-8103
F: (208) 334-4430

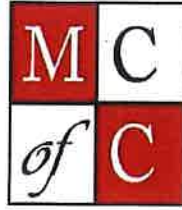
MAP KEY

- SEE & EXPLORE
- EAT & DRINK
- MEET & PLAN
- STAY & PLAY

- 1972 Center & Heart of the Arts, Inc.
- A & W Restaurant of Moscow
- Antidote's Bed, Bath, and Beyond
- American Legion Post 6
- Anytime Fitness
- Appaloosa Museum and Heritage Center
- Arby's of Moscow
- Best Western Plus University Inn
- Eastside Marketplace
- Eastside Cinemas
- Friendship Square
- Goodwill Industries of the Inland Northwest
- Grimm's Medical Center
- Hamilton-Lowe Aquatics Center
- Hamilton-Lowe Indoor Recreation Center
- Hope Center Thrift Store
- Hunga Dunga Brewing Co
- Idaho Inn
- Intermodal Transit Center
- Intrigue-Accents for Home & Living
- Iron Wok
- Kibble Denim
- La Quinta Inn
- Latah County Courthouse
- Latah County Library District
- Little Green Guesthouse
- Main St. Antique Mall
- Meadowlands Bed & Breakfast and Chapel
- Moscow Brewing Company
- Moscow Chamber of Commerce/Visitor Center
- Moscow Dog Park
- Moscow Elk #269
- Moscow Farmers Market
- Moscow High School
- Moscow Middle School Bear Den
- Moscow-Pullman Bedfinders Motel 6
- Northwest River Supplies
- Palouse Empire Gymnastics
- Palouse Habitat for Humanity
- Surplus Store
- Palouse Ice Link
- Palouse Mall
- Palouse Ridge Golf Course
- Palouse-Clearwater Environmental Institute Nature Center
- Peterson Barn Guesthouse
- Pullman-Moscow Regional Airport
- Rain & River Brewery
- Red Pheasant House
- Rowlers
- Sangria Grille
- Seasons Public House
- Sisters Cookie Company
- Stax Sandwich Shop
- Summit Sports, Inc.
- Super 8
- Taco Time
- Tri-State Outfitters
- University of Idaho
- University of Idaho Alumni
- University of Idaho Golf Course
- University of Idaho Health Walk
- Vandal Store
- Wal-Mart
- Washington State University
- Wendy's
- Woodland Enterprises
- Smoky Bear Gifts



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 17-H-04-SM
 83



January 29, 2020

Brian Ness, Director
 Bill Moad, Chairman
 Idaho Department of Transportation
 PO Box 7129
 Boise, ID 83707-1129

Re: Transportation Alternatives Program (TAP) 2020 Funding Application -
 City of Moscow - South Main Pedestrian Underpass

Dear Director Ness and Chairman Moad,

As the Executive Director of the Moscow Chamber of Commerce and Visitors Center, as well as a representative of the Moscow business community, I would like to take this opportunity to express our support for the project the City of Moscow is submitting to ITD for TAP funding. The proposed US Hwy. 95 Pedestrian Underpass project will provide a significantly safer and more convenient crossing on the state highway for all pedestrian and multimodal users of Paradise Path throughout the downtown business corridor. This area has become very congested with both pedestrians/bicyclists and traffic which creates an unsafe bottleneck at the intersections near the project location.

There is new business development surrounding the project area to include a bank and multi-tenant building providing personal services, automotive repair, and the continued expansion of the services at Gritman Medical Center. The area also includes many high-density residential apartments blended with medical offices, convenience store, fast foods, and of course the entrance to the University of Idaho (UofI) campus which includes the Intermodal Transit Center.

There are a large number of pedestrians and bicyclists, to include UofI staff, faculty and students, which travel the project location throughout the entire day going to their homes or downtown to the many restaurants, coffee shops, and retail businesses. The proposed underpass will provide a much safer route to all of these destinations outlined above and will eliminate pedestrian/bicyclist conflicts and traffic delays on US Highway 95 and Sweet Avenue.

This underpass project would link with the City's recently completed State Hwy. 8 pedestrian underpass project which also received TAP funding and has been well received by the business community. These two underpasses will eliminate two major roadway conflicts by providing continued connectivity on Paradise Path creating a safe route and expanded use of the pathway system as an alternative travel option to downtown.

The Moscow Chamber of Commerce and Visitors Center strongly encourages the approval and funding of this important project and looks forward to promoting the travel route to the local community and the many tourists who visit Moscow looking forward to walking and biking throughout the City.

Sincerely,

Jenny Ford, Executive Director

411 S. Main, P.O. Box 8936 ♦ Moscow, Idaho 83843

(208)882-1800 ♦ www.moscowchamber.com



Partnership for Economic Prosperity

PO Box 9464 • 1006 Railroad Street • Moscow, Idaho 83843



January 28, 2020

Brian Ness, Director
Bill Moad, Chairman
Idaho Department of Transportation
PO Box 7129
Boise, ID 83707-1129

Dear Director Ness and Chairman Moad,

As the Executive Director of the Partnership for Economic Prosperity (PEP), I am writing this letter in support of the City of Moscow's funding request to the Transportation Alternatives Program for the South Main Underpass Project on US Hwy. 95.

The intent of PEP is to bring business, government, education and community leadership together for the purpose of strengthening the economy through business development. We work with the City of Moscow and the small towns located in Latah County. We support projects that provide safety and physical connectivity among the residents and those infrastructure improvements that support non-motorized development of systems for pedestrians and bicyclists alike in Moscow. An underpass that provides continued connectivity on Paradise Path also promotes routes to travel throughout Latah County with the direct connection to the Latah Trail.

There is new business development throughout the proposed project area in the fields of banking, personal care, and expansion of Gritman Medical Center services. The area also includes multitenant residential apartments mixed with a convenience stores, fast foods, and the University of Idaho (UI) campus. If constructed the underpass will provide a safer route to all of these commercial and residential locations listed above and will greatly reduce pedestrian/bicyclist conflicts and traffic delays on US Highway 95 and Sweet Avenue.

PEP strongly encourages ITD's approval of the City's funding request and we look forward to promoting the new safe route to the community and the many tourists who visit Moscow and Latah County.

Sincerely,

Gina Taruscio, MPA Executive Director

The Partnership for Economic Prosperity, Inc.

CITY OF MOSCOW – 2020 TAP APPLICATION FOR THE US HWY. 95 UNDERPASS PROJECT**DEMOGRAPHICS - ADDITIONAL DATA – SUPPORTING INFORMATION****Demographics of the Project Area**

Page 4-6 of *Moscow on the Move* states Low Income states "the highest density of low-income residents, defined as households earning at or below the federal poverty level. Figure 6 in this section shows the highest density of low-income residents is concentrated along Sixth Street on the actual campus of the University of Idaho, which are the dormitories occupied by students" is included in the 4 Block Group shown on the next page.

The 2015, the City and County Low to Moderate Income Data (LMI) provided by the Idaho Department of Commerce under Communities - Grant Resources shows the City of Moscow as the 16th highest city in the State with a Low-Income Population of 8,300, and Low-Moderate Population of 11,950 of a total population of 21,415 with the City of Moscow's Low-to-Moderate Income Population calculated at 55.8% of the total City population.

The FY2019 HUD Section 8 Income Limits for Latah County list a one (1) Person Household for Extra-Low Income at \$14,500, Very-Low Income \$23,600 and Low-Income of \$37,750. A Demographic Profile provided by ERSI in Attachment Y on the next page shows current information in a 4 Block Group to include the project area. This chart states the Median Household Income is \$22,761 which is considered Very Low Income under HUD criteria. The Demographic Profile provides additional statistical information about the Block Group encompassing the project location.

DEMOGRAPHIC PROFILE

4 Block Groups

Geography: Black Group

Moscow



EDUCATION

2%

No High School Diploma



14%
High School Graduate



32%
Some College



52%
Bachelor's/Grad /Prof Degree

EMPLOYMENT



White Collar



Blue Collar



Services

64%

15%

21%

8.6%

Unemployment Rate

KEY FACTS

7,723

Population

22.5

Median Age

2,407

Households

\$19,770

Median Disposable Income

INCOME



\$22,761
Median Household Income

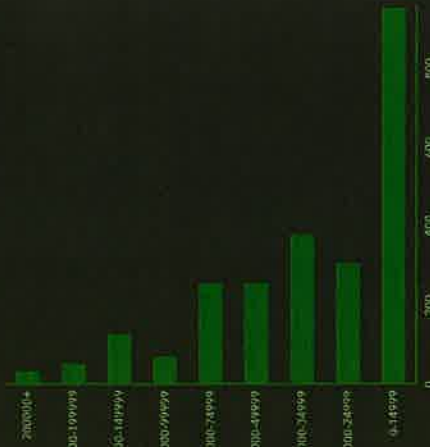


\$12,622
Per Capita Income



\$9,511
Median Net Worth

HOUSEHOLD INCOME (\$)



This report does not provide current information but is included to provide an example of the data that has been tracked and is not currently available in this format. due to volunteer and staff transitions.

Attachment Z



iCount

Summary Report

Preliminary analysis of bicycle and pedestrian counts

Submitted to

City of Moscow Active Living Task Force

by

Aaron Buckley and Mike Lowry
Bioregional Planning and Community Design Program
University of Idaho
February 3, 2012

iCount Summary Report

Abstract

On October 13, 2011 “iCount” was conducted by volunteers working with the City of Moscow’s Active Living Task Force to count the number of cyclists and pedestrians at selected intersections and streets throughout Moscow. Counts were collected at 29 locations. Most locations had volunteer counters for the morning peak hours 7:00 – 9:00 am and evening peak hours 4:00 – 6:00 pm. This report summarizes preliminary findings from the data and makes recommendations for future iCount events.

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Analysis and Findings.....	2
Discussion	14
Recommendations for Future Work.....	15
Appendix A: Data Entry Forms for Excel	17

Introduction

October 13, 2011 the City of Moscow's Active Living Task Force put on the city's first "iCount" to count cyclists and pedestrians at locations around Moscow, Idaho. With the use of 44 volunteers counts were collected at 29 different locations. The counts included information about turning movements, through movements, helmet use, and sidewalk/street use for cyclists, pedestrians, skateboarders, and assisted people. A series of community meetings were conducted before and after the event to help train volunteers, answer questions, and to recap the effort.

Our research team was asked to explore the data and make preliminary observations. The next section of this report describes how we entered the data into Excel. This is followed by a section explaining our analysis and findings. In the final two sections, we discuss the findings and offer recommendations for future iCount events.

Data Entry

We created two "data entry forms" for Microsoft Excel. The forms mimic the hardcopy printed data-sheets used by the volunteer "recorders" in the field. Screenshots of the Microsoft Excel forms are shown in Appendix A. Both forms have an area for the recorder's name, location ID, date of the count, the 15 minute interval, and any comments made by the recorder in the field.

On the intersection data entry form, Figure A-1, there is space to record the number of cyclists, pedestrians, and assisted/other (wheelchairs, skateboards, etc.) along with their turning direction, the recorders location, and each of the streets either north/south or east/west.

For the screenline data entry form, Figure A-2, the counted street, cross streets, and different categories are recorded. A screenline indicates that there is an imaginary line drawn across a path or roadway that when a person passes through they are recorded. Additionally, the screenline locations used two different categories to distinguish individuals. These categories include helmet use or no helmet use and roadway or sidewalk use. As the forms were transferred from paper to this electronic form an Excel spreadsheet was populated as the electronic forms were submitted.

Analysis and Findings

After we entered the data, we used Excel to calculate totals and ArcGIS and Google to make maps. Our analysis sought to answer the questions listed below.

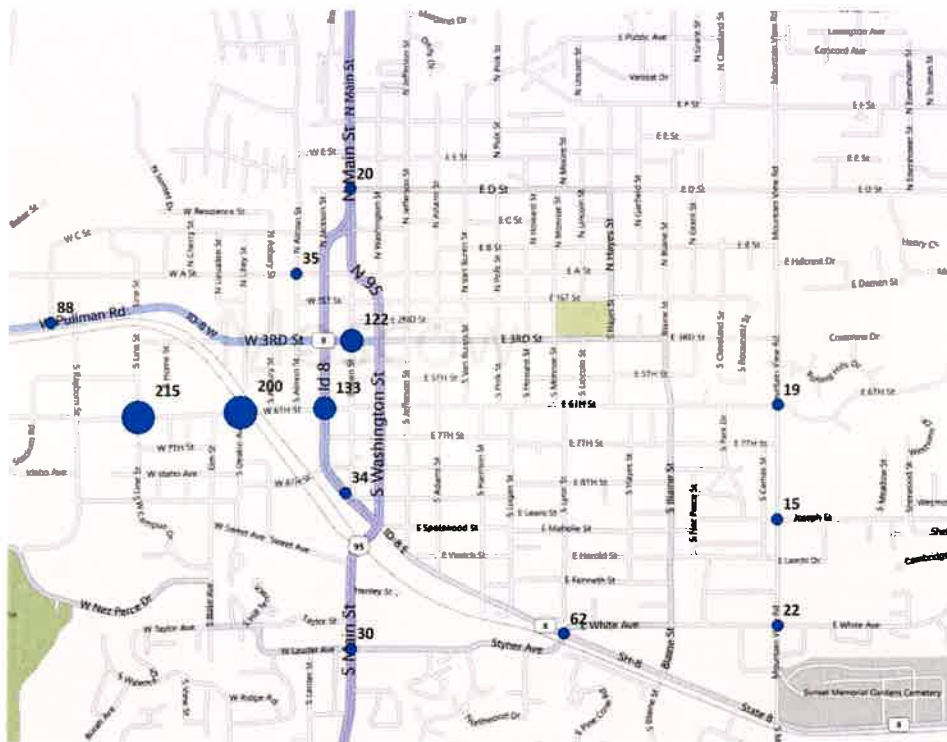
Analysis Questions

- Question 1. *How do the intersections compare in terms of total bicycle and pedestrian volumes?*
- Question 2. *Where were "other" modes, including mobility assisted devices, observed?*
- Question 3. *What are the turn movement volumes for Jackson Street and 6th Street?*
- Question 4. *What are the turn movement volumes for Styner Avenue and Highway 95?*
- Question 5. *What are the directional bicycle and pedestrian volumes for the paradise path at the locations that were counted?*
- Question 6. *What percentage of bicyclists were wearing helmets along the Paradise Path screenline locations?*
- Question 7. *What percentage of bicyclists were riding on the sidewalk at the three screenline locations?*
- Question 8. *How many bicyclists and pedestrians were headed toward school on the day of iCount and how does that compare to the day before which was a Safe Routes to School event (counts were made for the Jr. High School, McDonald Elementary, and Lena Whitmore Elementary)?*

These questions were chosen as illustrative examples. Many other questions might be answered with the iCount data (see the Recommendation section of this report). The following figures help answer each question and are discussed in the next section.



Figure 1. (continued next page)



1c. PM bicyclists



1d. PM pedestrians

Figure 1. How do the intersections compare in terms of total bicycle and pedestrian volumes?

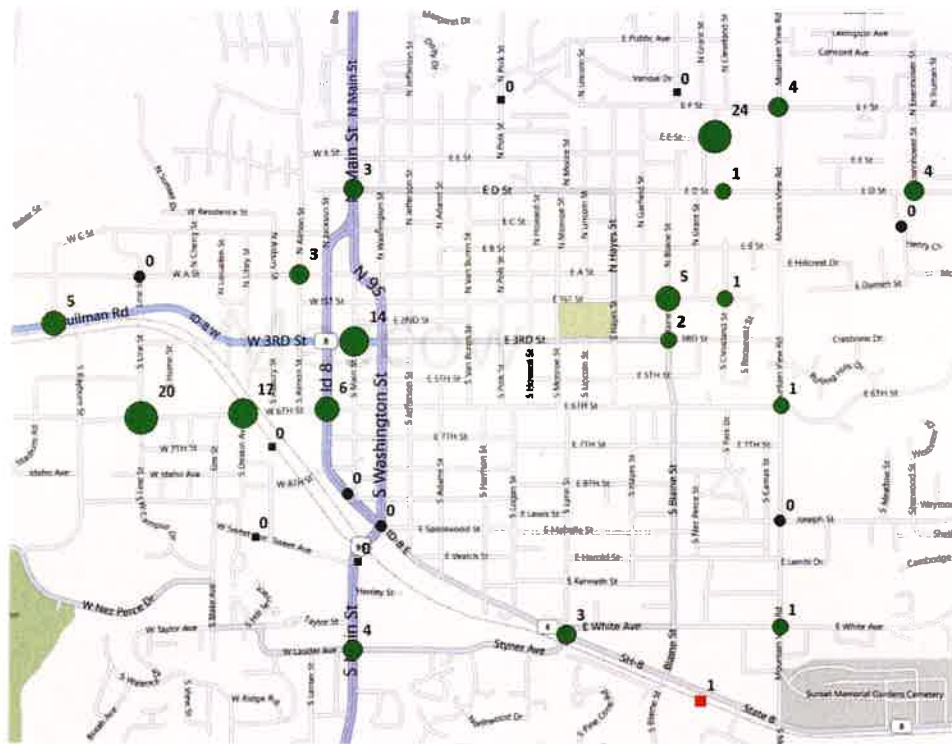
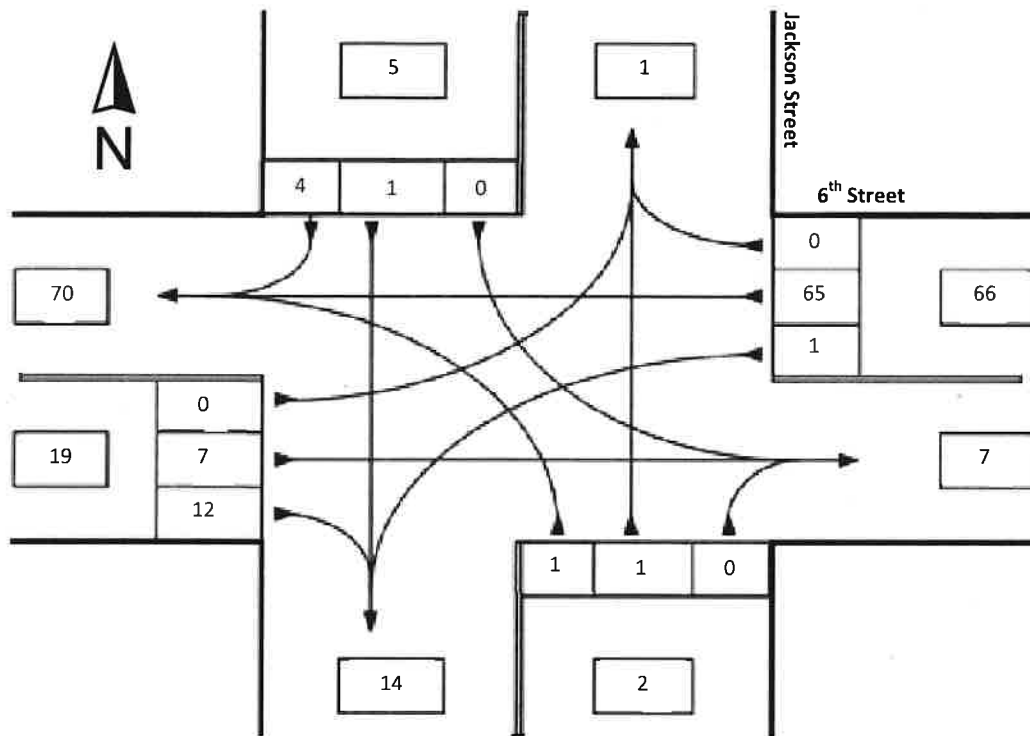
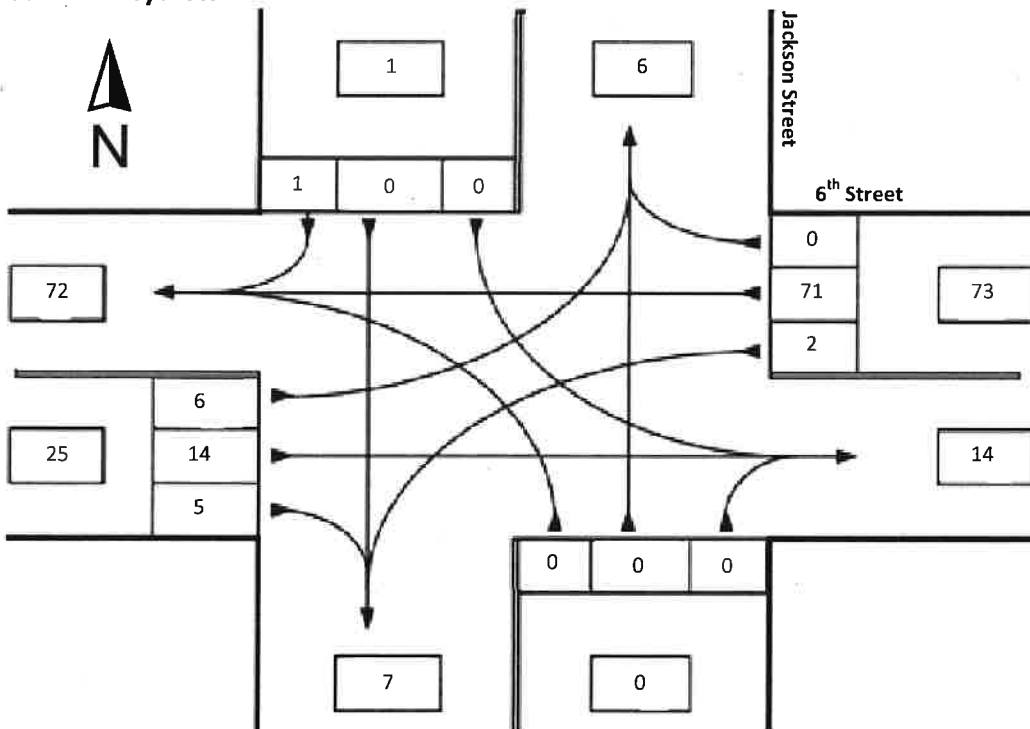


Figure 2. Where were “other” modes, including mobility assisted devices, observed?

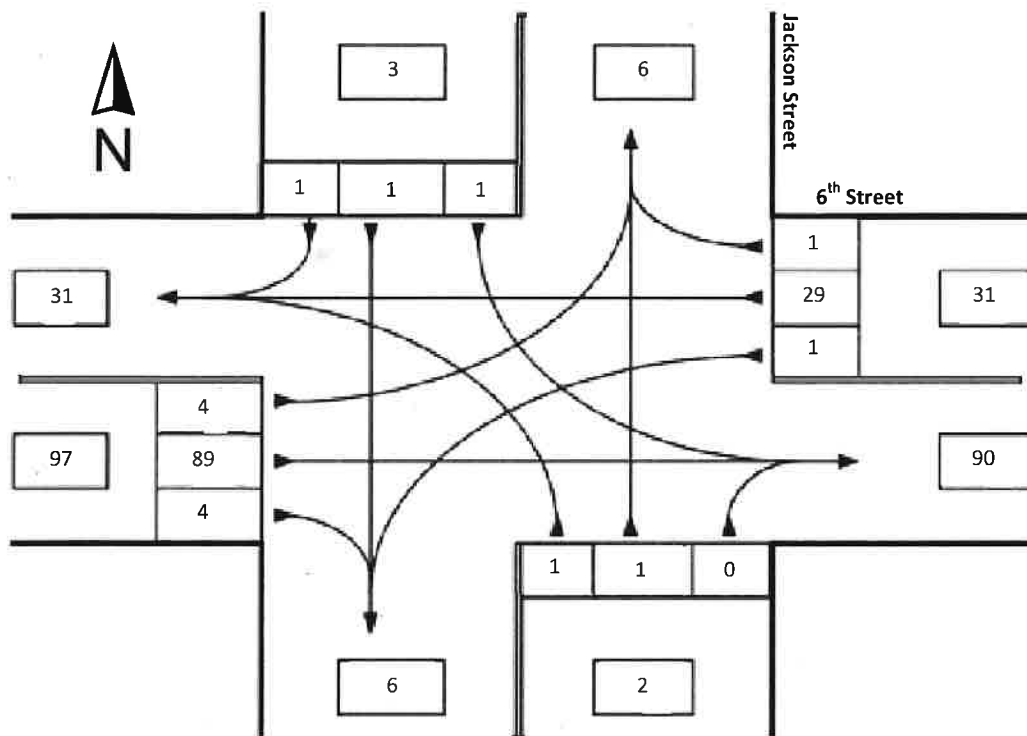


3a. AM bicyclists

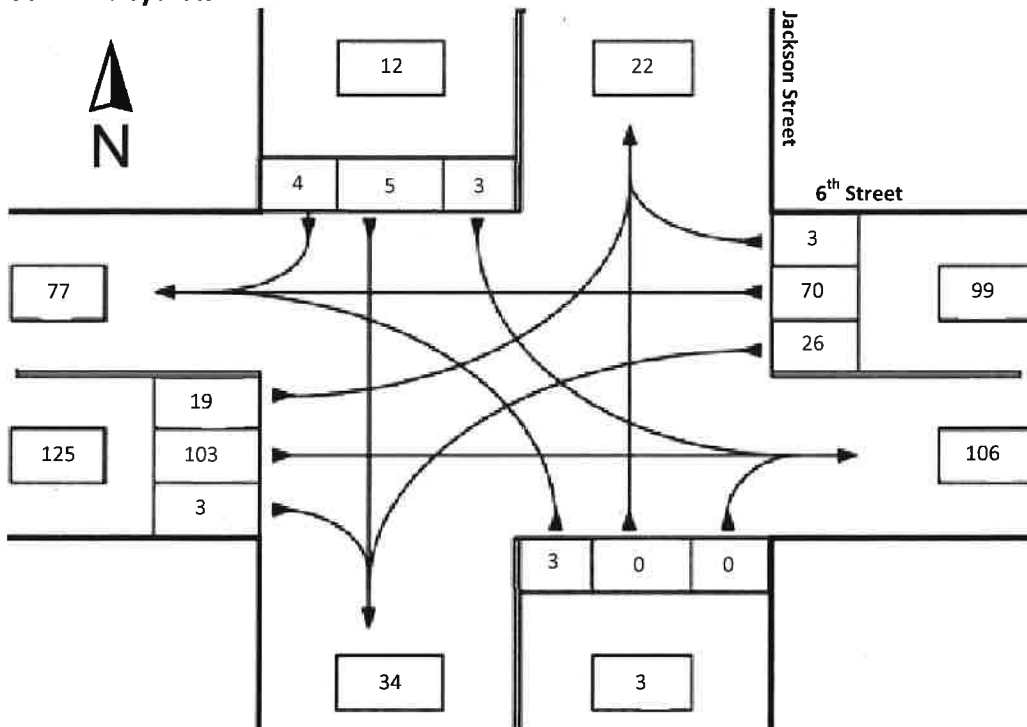


3b. AM pedestrians

Figure 3. (continued next page)

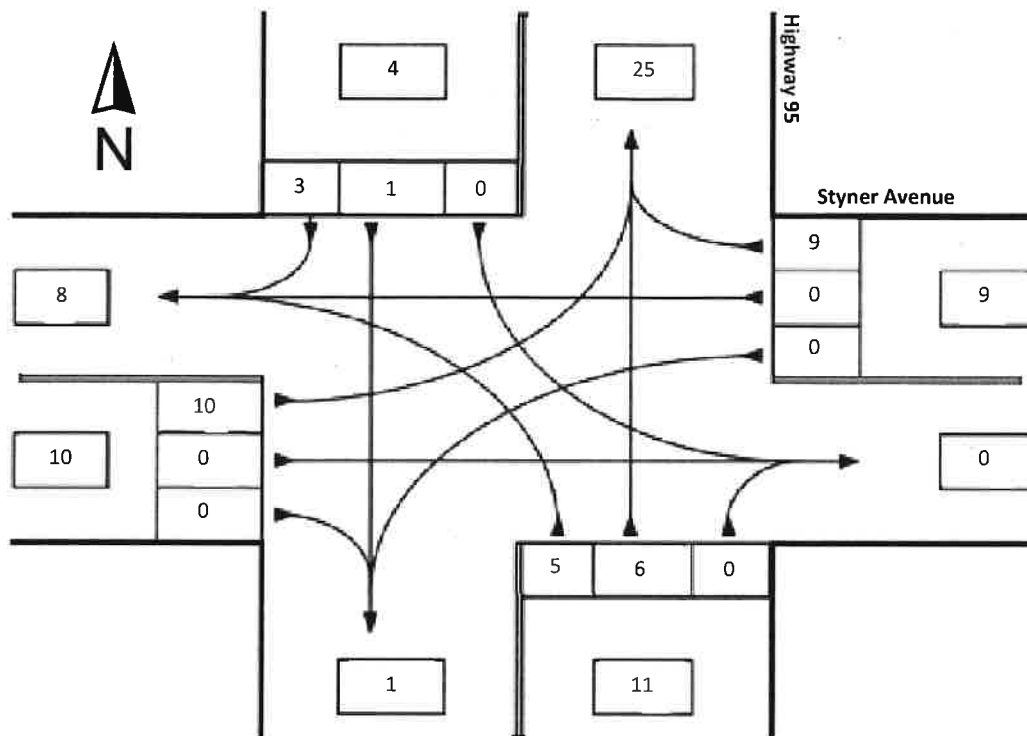


3c. PM bicyclists

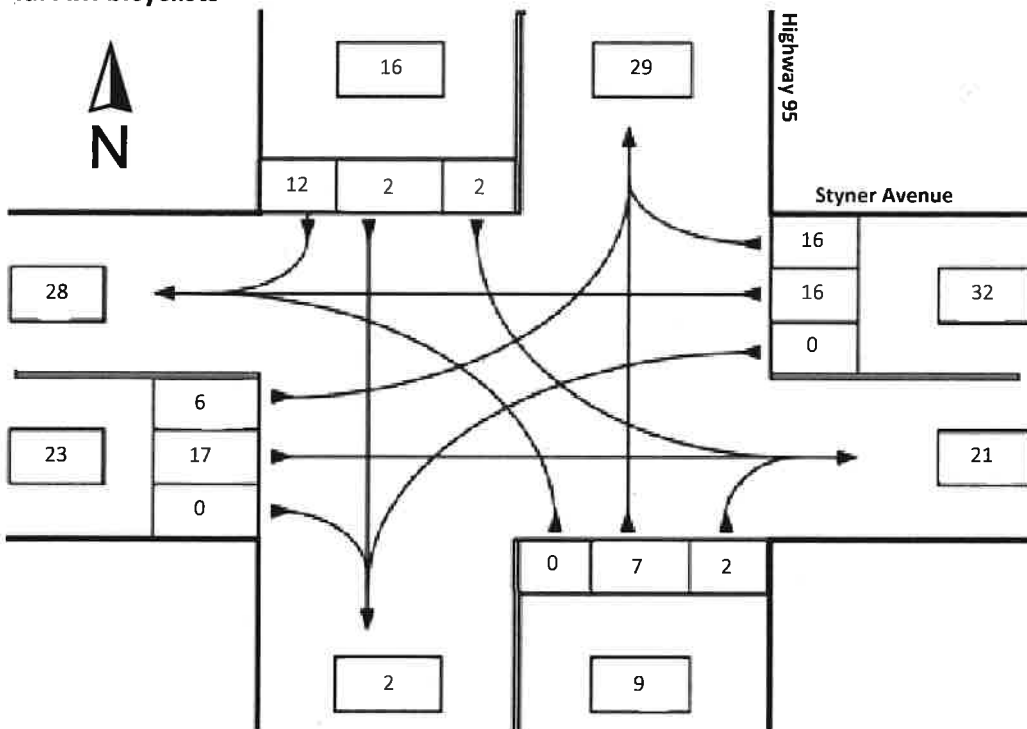


3d. PM pedestrians

Figure 3. What are the turn movement volumes for Jackson Street and 6th Street?

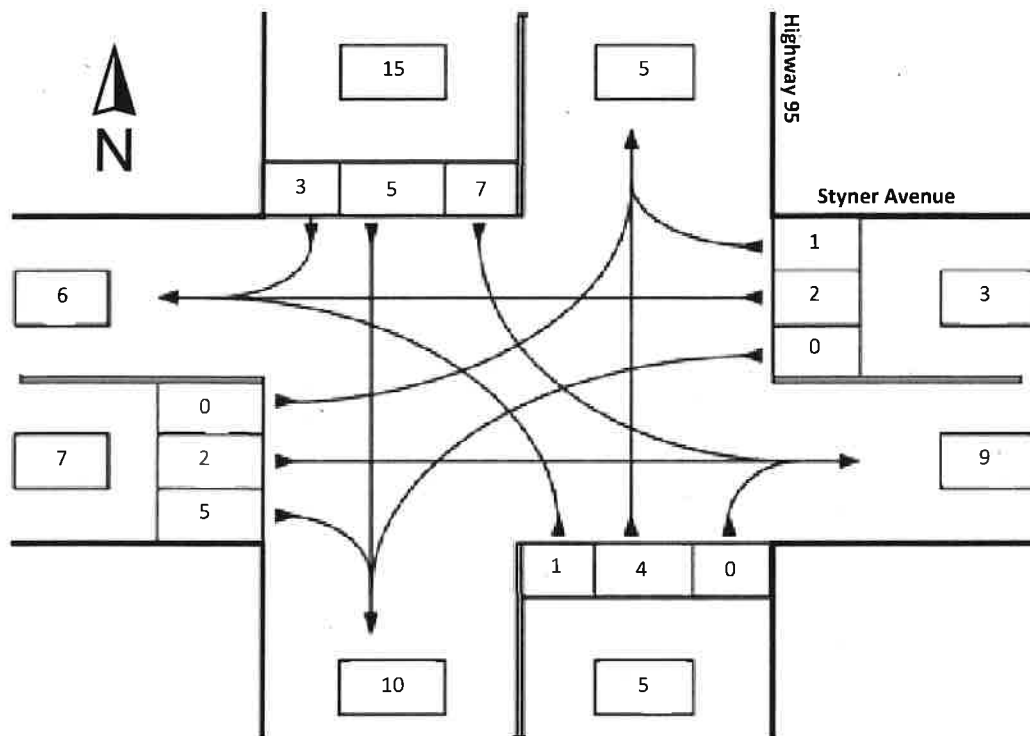


4a. AM bicyclists

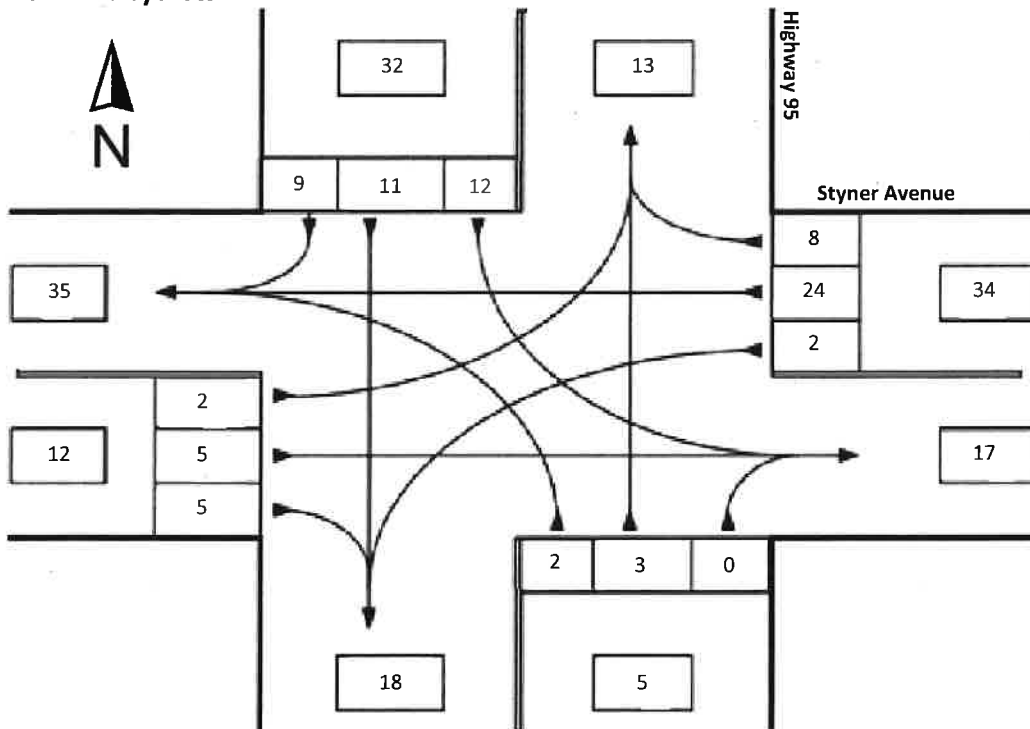


4b. AM pedestrians

Figure 4. (continued next page)



4c. PM bicyclists



4d. PM pedestrians

Figure 4. What are the turn movement volumes for Styner Avenue and Highway 95?



99

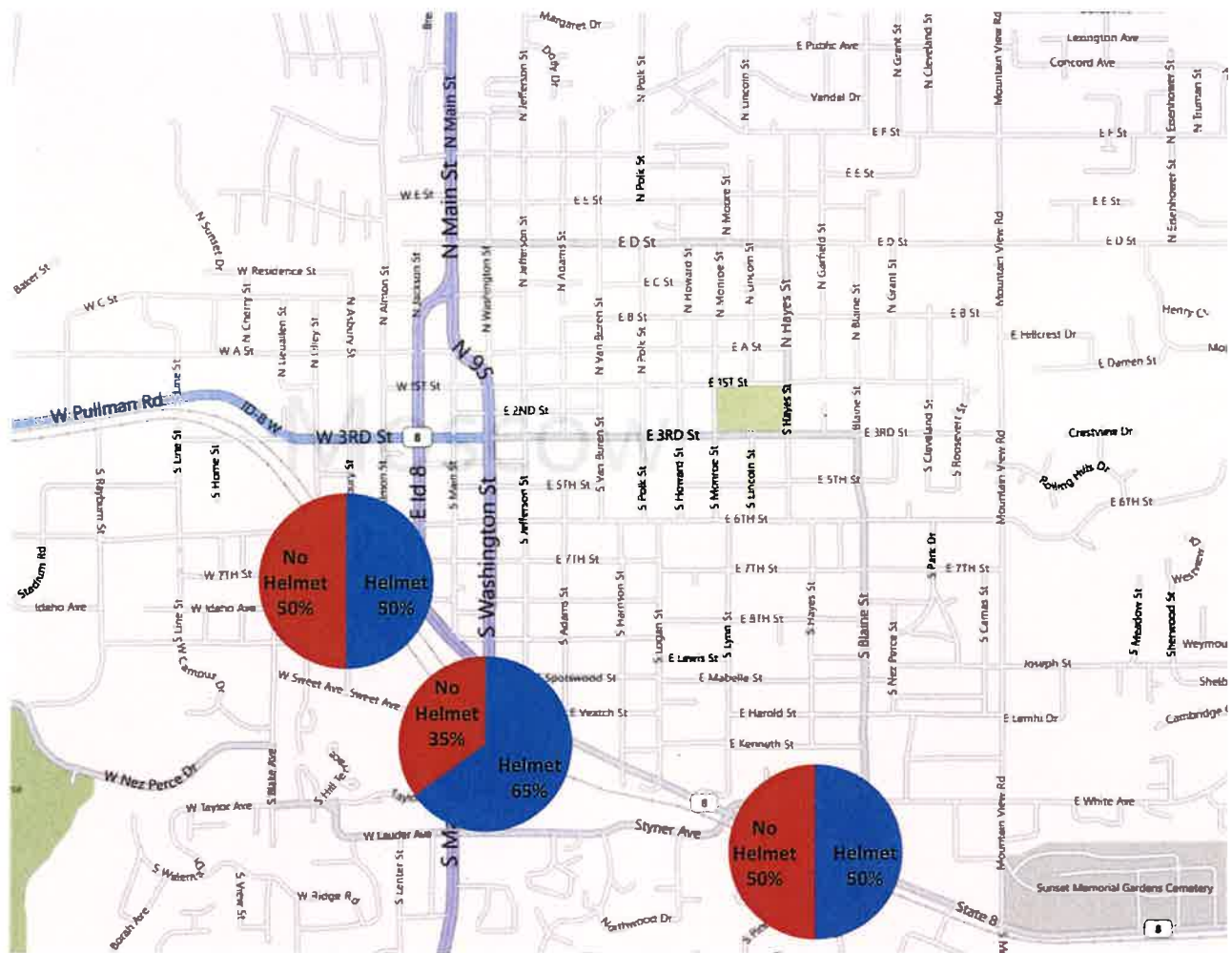


Figure 6. What percentage of bicyclists were wearing helmets along the three Paradise Path Helmet/No Helmet screenline locations?

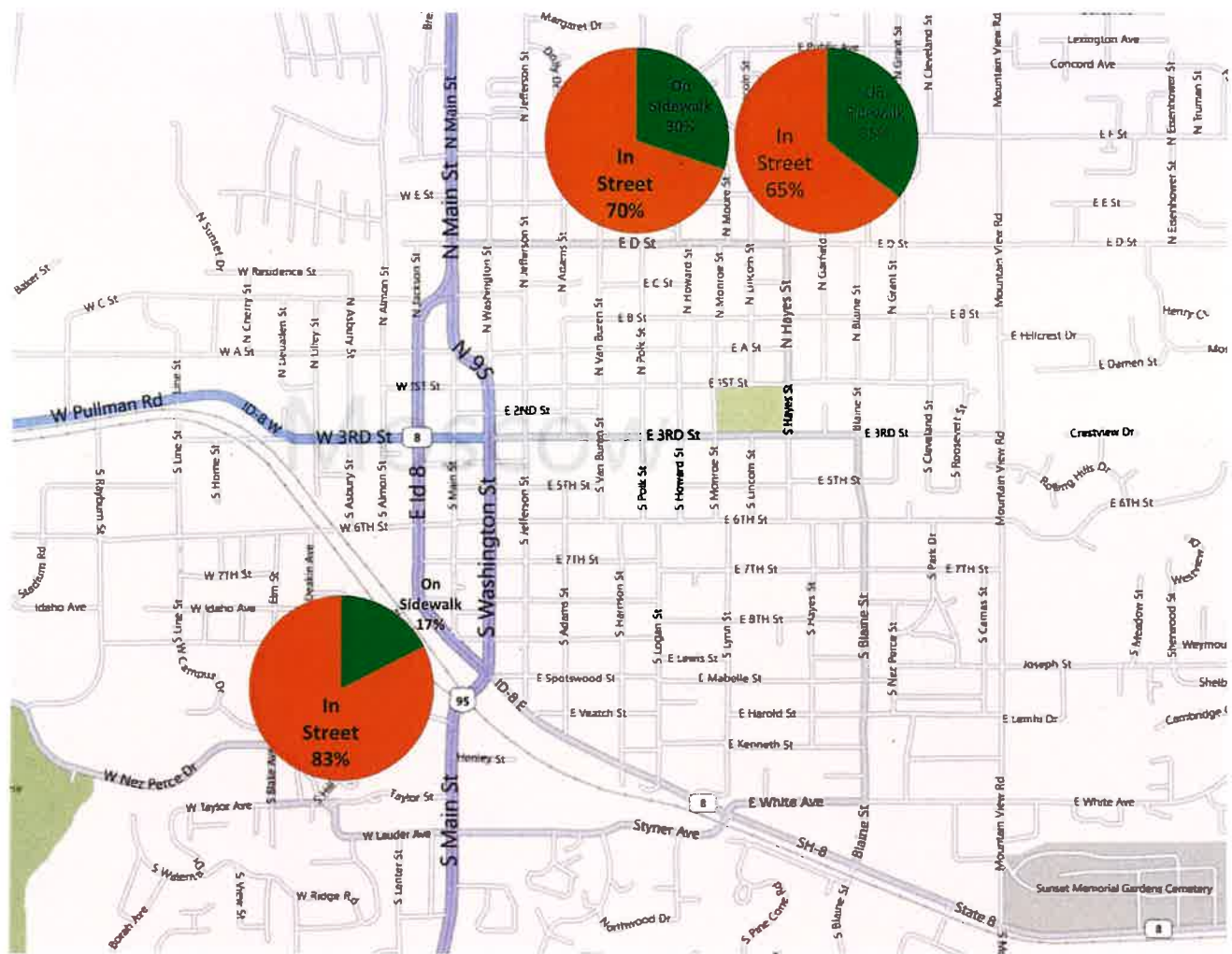


Figure 7. What percentage of bicyclists were riding on the sidewalk at the three On Street/On Sidewalk screenline locations?

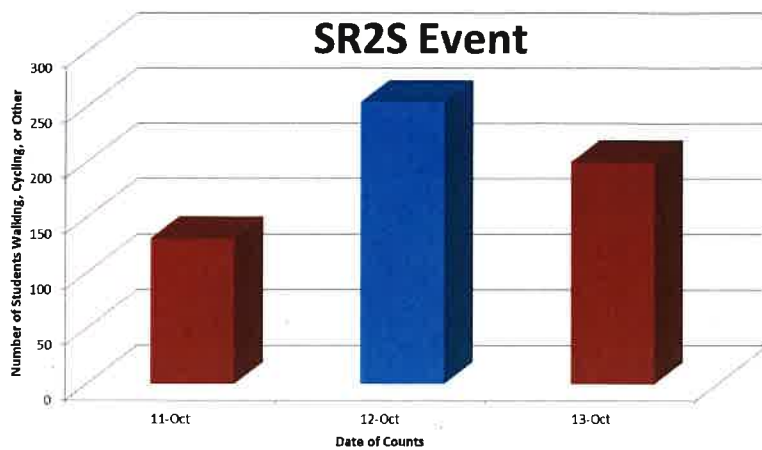
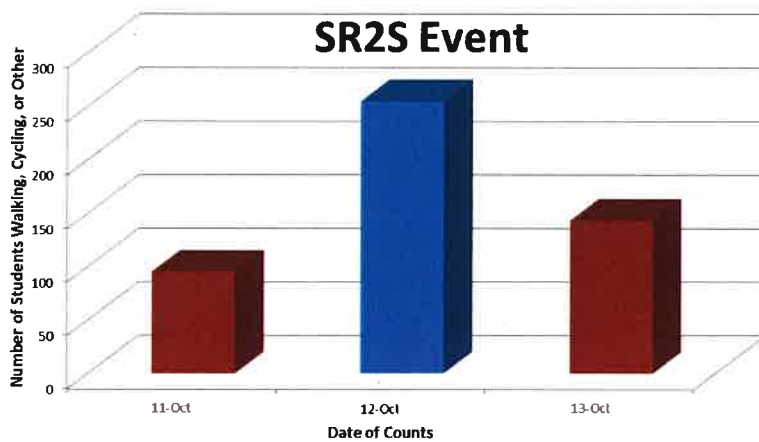
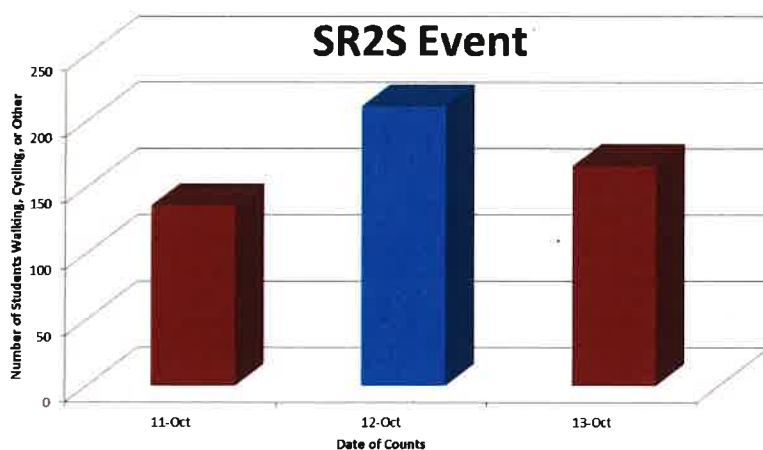
**8a. Jr. High School****8b. McDonald Elementary****8c. Lena Whitmore Elementary**

Figure 8. How many bicyclists and pedestrians were headed toward school on the day of iCount and how does that compare to the day before which was a Safe Routes to School event?

Discussion

Figure 1 shows the total intersection counts for pedestrians and bicyclists¹. As might be expected, high volumes of pedestrians were recorded at the intersections near the University of Idaho. The highest recorded location for pedestrians was 6th and Line Street with 477 pedestrians in the morning and 656 in the evening. A large number of people entered the University of Idaho campus in the morning using 6th street (However, a few entrance possibilities were did not have counters established). In the evening, high bicycle and pedestrian numbers were recorded along 6th Street and also at the intersection of 3rd and Main Street.

Figure 2 highlights all morning counts of people in the “other” category, which includes mobility assisted devices. High “other” counts occurred near Moscow Jr. High and two locations near the University of Idaho. The data entry form for the screenline locations distinguished mobility assisted devices. One person using a mobility assisted device was counted along the eastern portion of the Latah Trail. Otherwise, the remaining 5 screenline locations turned up zero.

Figure 3 and 4 show turning movements for two selected intersections in Moscow: Jackson and 6th Street; and Styner Avenue and Highway 95 (Similar figures could be made for other intersections). As expected, high numbers of pedestrians and bicyclists were headed west toward campus on 6th Street in the morning. In the evening, there were a surprisingly high number going in both directions on 6th Street. Relatively fewer bicyclists used Highway 95. However, surprisingly 7 bicyclists were counted going north on Highway 95; it is not known if the bicyclists were going the wrong way in the street or if they were traveling on the sidewalk. A high number of bicyclists were counted at the intersection of Highway 95 and Styner and most made a turning movement. It is not known if the pedestrians crossed the street before turning (The task force might consider returning to this location to do a closer study of crosswalk usage. See the Recommendation section of this report).

Figure 5 shows the directional movement along the Paradise Path take as screenline counts. These highlight the number of people headed toward and away from the general direction of campus. As expected there are a larger number of people headed towards campus in the morning and a larger number headed away from campus in the evening².

Figures 6 shows about 50% of the bicyclists along Paradise Path were wearing a helmet (These were the only locations where helmet use was counted).

Figure 7 show the percent of bicyclists riding in the street or on the sidewalk. A similar figure could be made for pedestrians.

¹ The intersections near Moscow Jr. High School, McDonald Elementary School, and Lena Whitmore Elementary School were only counted in the morning. These locations were counted the Tuesday and Wednesday before iCount (Thursday) in order to assess the impact of a Safe Routes to School event that occurred on Wednesday (See Question 8). Figure 1 only shows the counts for the day of iCount.

² This figure also highlights the need for clear communication with the volunteers because one location was not exactly the same for the morning and evening.

Figure 8 shows the possible effect of a Safe Routes to School (SRTS) event that occurred the day before iCount. SRTS is a federally funded initiative to promote bicycling and walking for students K-12 nationwide. Coincidentally, the day before the iCount there was a SRTS event already scheduled; for this reason, special counts were made Tuesday and Wednesday before iCount at three schools: Moscow Jr. High School, McDonald Elementary School, and Lena Whitmore Elementary School. Estimates for the number of people going to school were made using turning movement counts. Figure 10 reveals a substantially higher number of bicyclists and pedestrians going toward each school on the day of the SRTS event. This suggests the efforts made by SRTS helped increase the number students choosing active travel.

Recommendations for Future Work

There are other questions that might be answered with the data collected from iCount. Some questions might be easily answered using Excel and ArcGIS. Other questions might require more time and more sophisticated analysis. For example, a “Gap Acceptance Study” seeks to determine if pedestrians have sufficient opportunity to cross a busy street or if instead a new traffic control should be implemented, such as a stop-sign or pedestrian actuated lights.

Additional questions could be answered through future iCount events. For example, important questions about trends and seasonal behavior might be answered through periodic counts a few times a year over many years. For certain locations, it might be possible to assess the impacts from intervention (i.e. before and after studies of infrastructure improvements or other intervention like increased law enforcement).

Furthermore, other important questions could be answered through new data collection techniques. For example, at some locations “intercept” surveys can be used to ask bicyclists and pedestrians about specific concerns. New forms, besides the intersection and screenline forms, could be created to collect richer data. For example, a more detailed form could be created to collect crosswalk volumes or an “open-ended” form could be created to collect general observations.

Finally, additional questions could be answered by choosing count locations more strategically. Every location should have a specific purpose (i.e. to answer specific questions) and the data collection form used at that location needs to serve that purpose. The purpose of some locations might be to determine annual and seasonal trends. Sometimes, a group of locations can be used to answer questions about movement across a “cordon line”. For example, we were able to answer question 8 about bicyclists and pedestrians going to school because the locations surrounding the schools created a complete cordon line. Cordon lines could be created for the downtown area, East Side Market place, the University of Idaho campus³, the Palouse Mall area, or for specific neighborhoods.

³ A partial cordon line was counted.

In summary, we recommend the following steps for future work:

- Meet with the Public Works Department to brainstorm additional questions and prioritize the most important. Some questions might require other data, such as traffic volumes.
- Conduct iCount four times a year to determine trends and seasonal behavior.
- Create new techniques for collecting data that might answer other questions.
- Choose count locations strategically to (1) determine annual and seasonal trends, (2) calculate "cordon movements," and (3) evaluate before and after impacts.

Appendix A: Data Entry Forms for Excel

Recorder: _____ North South Road: _____

Location ID: _____ East West Road: _____

Numerical Date 01/01/2011: _____ Other: 0 0 0

Month: Day: Year: Pedestrian: 0 0 0

Select 15 Minute Increment: _____ Bicyclist: 0 0 0

Morning Shift:

☐ 7:00 - 7:15 AM ☐ Recorder Location NW    ☐ Recorder Location NE   

☐ 7:15 - 7:30 AM Bike: 0 0 0 Ped: 0 0 0 Other: 0 0 0

☐ 7:30 - 7:45 AM      

☐ 7:45 - 8:00 AM      

☐ 8:00 - 8:15 AM      

☐ 8:15 - 8:30 AM      

☐ 8:30 - 8:45 AM      

☐ 8:45 - 9:00 AM      

Evening Shift:

☐ 4:00 - 4:15 PM ☐ Recorder Location SW    ☐ Recorder Location SE   

☐ 4:15 - 4:30 PM Bike: 0 0 0 Ped: 0 0 0 Other: 0 0 0

☐ 4:30 - 4:45 PM      

☐ 4:45 - 5:00 PM      

☐ 5:00 - 5:15 PM      

☐ 5:15 - 5:30 PM      

☐ 5:30 - 5:45 PM      

☐ 5:45 - 6:00 PM      

Comments:

General Form Instructions: Rotate your sheet based on the North Arrow provided and the streets involved. Fill in the boxes appropriately inserting a zero when necessary. Ensure that all boxes are filled out completely. Thank You!

Clear Form Data Submit Data Close

Figure A-1. Intersection data entry form.

Recorder: _____ Numerical Date 12/31/2011 _____ Counted Street Name: _____ Comments:

Location ID: _____

Select 15 Minute Increment: _____

Morning Shift: Evening Shift:

Top Category: Bottom Category:

Bike: 0 0 0 0 Ped: 0 0 0 0 Assist: 0 0 0 0 Other: 0 0 0 0

General Form Instructions: Fill in the boxes appropriately inserting a zero when necessary. Ensure that all boxes are filled out completely. Thank You!

Cross Street Name: Cross Street Name:

Clear Form Data Submit Data Close

Figure A-2. Screenline data entry form.

EXHIBIT B

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions.
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- 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); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.

2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin, sex, or disability; the nature of the complaint; the date the complaint was filed; the date the investigation was completed; the disposition; the date of the disposition; and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.
6. Collect statistical data (race and sex) of participants in, and beneficiaries of the Transportation programs and activities conducted by the Sponsor.
7. Conduct Title VI reviews of the Sponsor and sub-recipient contractor/consultant program areas and activities. Revise where applicable, policies, procedures and directives to include Title VI requirements.
8. Attend training programs on Title VI and related statutes conducted by ITD's EEO Office.
9. Participate in an annual review of the Sponsor's Title VI Program, the purpose of which is to determine to what extent the Sponsor has complied with Title VI requirements including the ADA. This review is conducted one year from the date of approval of the Non-Discrimination Agreement and then annually on the same date. The format for the Title VI review will be provided each year to the Sponsor for completion. A determination of compliance will be made by ITD's EEO Office based on the information supplied in the review. This review of the Sponsor's Title VI Program may also include an on-site review in order to determine compliance.

Discrimination Complaint Procedure

Any person who believes that he or she, individually, as a member of any specific class, or in connection with any disadvantaged business enterprise, has been subjected to discrimination prohibited by Title VI of the Civil Rights Act of 1964, the American with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and the Civil Rights Restoration Act of 1987, as amended, may file a complaint with the Sponsor. A complaint may also be filed by a representative on behalf of such a person. All complaints will be referred to the Sponsor's Title VI Coordinator for review and action.

In order to have the complaint consideration under this procedure, the complainant must file the complaint no later than 180 days after:

- a) The date of alleged act of discrimination; or
- b) Where there has been a continuing course of conduct, the date on which that conduct was discontinued.

In either case, the Sponsor or his/her designee may extend the time for filing or waive the time limit in the interest of justice, specifying in writing the reason for so doing.

Complaints shall be in writing and shall be signed by the complainant and/or the complainant's representative. Complaints shall set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In the event that a person makes a verbal complaint of discrimination to an officer or employee of the Sponsor, the person shall be interviewed by the Title VI Coordinator. If necessary, the Title VI Coordinator will assist the person in reducing the complaint to writing and submit the written version of the complaint to the person for signature. The complaint shall then be handled according to the Sponsor's investigative procedures.

Within 10 days, the Title VI Coordinator will acknowledge receipt of the allegation, inform the complainant of action taken or proposed action to process the allegation, and advise the complainant of other avenues of redress available, such as ITD and USDOT.

The Sponsor will advise ITD within 10 days of receipt of the allegations. Generally, the following information will be included in every notification to ITD:

- a) Name, address, and phone number of the complainant.
- b) Name(s) and address(es) of alleged discriminating official(s).
- c) Basis of complaint (i.e., race, color, national origin or sex)
- d) Date of alleged discriminatory act(s).
- e) Date of complaint received by the Sponsor.
- f) A statement of the complaint.
- g) Other agencies (state, local or Federal) where the complaint has been filed.
- h) An explanation of the actions the Sponsor has taken or proposed to resolve the issue raised in the complaint.

Within 60 days, the Title VI Coordinator will conduct an investigation of the allegation and based on the information obtained, will render a recommendation for action in a report of findings to the Sponsor's authorized representative. The complaint should be resolved by informal means whenever possible. Such informal attempts and their results will be summarized in the report of findings.

Within 90 days of receipt of the complaint, the Sponsor's authorized representative will notify the complainant in writing of the final decision reached, including the proposed disposition of the matter. The notification will advise the complainant of his/her appeal rights with ITD, or USDOT, if they are dissatisfied with the final decision rendered by the Sponsor. The Title VI Coordinator will also provide ITD with a copy of this decision and summary of findings upon completion of the investigation.

Contacts for the different Title VI administrative jurisdictions are as follows:

Idaho Transportation Department
Equal Employment Opportunity Office – External Programs
EEO Manager
PO Box 7129
Boise, ID 83707-1129
208-334-8884

Federal Highway Administration
Idaho Division Office
3050 Lakeharbor Lane, Suite 126
Boise, ID 83703
208-334-9180

Sanctions

In the event the Sponsor fails or refuses to comply with the terms of this agreement, the ITD may take any or all of the following actions:

1. Cancel, terminate, or suspend this agreement in whole or in part;
2. Refrain from extending any further assistance to the Sponsor under the program from which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Sponsor.
3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Distribution: EEO Office
Revised: 03-09, 08-10, 08-17

EXHIBIT B

1050.20 Appendix A:

During the performance of work covered by this Agreement, the Consultant for themselves, their assignees and successors in interest agree as follows:

1. **Compliance With Regulations.** The Consultant shall comply with all regulations of the United States Department of Transportation relative to Civil Rights, with specific reference to Title 49 CFR Part 21, Title VI of the Civil Rights Act of 1964 as amended, and Title 23 CFR Part 230 as stated in the ITD EEO Special Provisions and Title 49 CFR Part 26 as stated in the appropriate ITD DBE Special Provisions.
<http://apps.itd.idaho.gov/apps/ocr/index.aspx>
2. **Nondiscrimination.** The Consultant, with regard to the work performed by them during the term of this Agreement, shall not in any way discriminate against any employee or applicant for employment; subcontractor or solicitations for subcontract including procurement of materials and equipment; or any other individual or firm providing or proposing services based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
3. **Solicitations for Subcontracts, Including Procurement of Materials and Equipment.** In all solicitations, either by bidding or negotiation, made by the Consultant for work or services performed under subcontract, including procurement of materials and equipment, each potential subcontractor or supplier shall be made aware by the Consultant of the obligations of this Agreement and to the Civil Rights requirements based on race, color, sex, national origin, age, disability, limited English proficiency or economic status.
4. **Information and Reports.** The Consultant shall provide all information and reports required by regulations and/or directives and sources of information, and their facilities as may be determined by the State or the appropriate Federal Agency. The Consultant will be required to retain all records for a period of three (3) years after the final payment is made under the Agreement.
5. **Sanctions for Noncompliance.** In the event the Consultant or a Subconsultant is in noncompliance with the EEO Special Provisions, the State shall impose such sanctions as it or the appropriate Federal Agency may determine to be appropriate, including, but not limited to:
 - Withholding of payments to the Consultant until they have achieved compliance;
 - Suspension of the agreement, in whole or in part, until the Consultant or Subconsultant is found to be in compliance, with no progress payment being made during this time and no time extension made;
 - Cancellation, termination or suspension of the Agreement, in whole or in part;
 - Assess against the Consultant's final payment on this Agreement or any progress payments on current or future Idaho Federal-aid Projects an administrative remedy by reducing the final payment or future progress payments in an amount equal to 10% of this agreement or \$7,700, whichever is less.
6. **Incorporation of Provisions.** The Consultant will include the provisions of paragraphs 1 through 5 above in every subcontract of \$10,000 or more, to include procurement of materials and leases of equipment unless exempt by the Acts, the Regulations, and directives pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the State or the appropriate Federal Agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Consultant may request the State to enter into any litigation to protect the interest of the State. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

1050.20 Appendix E

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with all non-discrimination statutes and authorities; including but not limited to:

Pertinent Non-Discrimination Authorities:

- 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); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 4 71, Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U .S.C. 1681 et seq).

Implementation Procedures

This agreement shall serve as the Sponsor's Title VI plan pursuant to 23 CFR 200 and 49 CFR 21.

For the purpose of this agreement, "Federal Assistance" shall include:

1. grants and loans of Federal funds,
2. the grant or donation of Federal property and interest in property,
3. the detail of Federal personnel,
4. the sale and lease of, and the permission to use (on other than a casual or transient basis), Federal property or any interest in such property without consideration or at a nominal consideration, or at a consideration which is reduced for the purpose of assisting the Sponsor, or in recognition of the public interest to be served by such sale or lease to the Sponsor, and
5. any Federal agreement, arrangement, or other contract which has as one of its purposes, the provision of assistance.

The Sponsor shall:

1. Issue a policy statement, signed by the Sponsor's authorized representative, which expresses its commitment to the nondiscrimination provisions of Title VI. The policy statement shall be circulated throughout the Sponsor's organization and to the general public. Such information shall be published where appropriate in languages other than English.

2. Take affirmative action to correct any deficiencies found by ITD or the United States Department of Transportation (USDOT) within a reasonable time period, not to exceed 90 days, in order to implement Title VI compliance in accordance with this agreement. The Sponsor's authorized representative shall be held responsible for implementing Title VI requirements.
3. Designate a Title VI Coordinator who has a responsible position in the organization and easy access to the Sponsor's authorized representative. The Title VI Coordinator shall be responsible for initiating and monitoring Title VI activities and preparing required reports.
4. Adequately implement the civil rights requirements.
5. Process complaints of discrimination consistent with the provisions contained in this agreement. Investigations shall be conducted by civil rights personnel trained in discrimination complaint investigation. Identify each complainant by race, color, national origin, sex, or disability; the nature of the complaint; the date the complaint was filed; the date the investigation was completed; the disposition; the date of the disposition; and other pertinent information. A copy of the complaint, together with a copy of the Sponsor's report of investigation, will be forwarded to ITD's EEO Office – External Programs within 10 days of the date the complaint was received by the Sponsor.
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Boise, ID 83703
208-334-9180

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3. Take such other action that may be deemed appropriate under the circumstances, until compliance or remedial action has been accomplished by the Sponsor;
4. Refer the case to the Department of Justice for appropriate legal proceedings.

Distribution: EEO Office
Revised: 03-09, 08-10, 08-17

CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Leading Idaho Local Bridge Program Grant Application - Nate Suhr / Alisa Anderson

RESPONSIBLE STAFF

Alisa Anderson, Grants Manager, Nate Suhr, Senior Engineering Technician

REVIEWED BY

Public Works/Finance Committee

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

SB 1359 authorized \$200 million in one-time funding for the repair or replacement of bridges greater than 20' in length. Bridges must be in poor condition or be posted for load weight limits to qualify. The goal of the project is to replace 1/3 of local bridges in poor or posted conditions. The only qualifying bridge in the City of Moscow is the Sand Road Bridge over the South Fork of the Palouse River. This 51' long bridge is posted with a load restriction and recommended for replacement due to its decreased load capacity. The Leading Idaho Local Bridge Grant has no maximum request amount and no local match requirement. The Local Highway Technical Assistance Committee (LHTAC) will be managing the program with support from local staff and the design firms will be contracting directly with LHTAC, reducing the City of Moscow's required management time. Based on preliminary estimates and recently submitted prices, the bridge is estimated not to exceed the cost of \$1.8 million.

STAFF RECOMMENDATION

Authorize staff to prepare for the Mayor's signature and submittal a funding request for the Leading Idaho Local Bridge Grant Program for replacement of the Sand Road Bridge not to exceed \$1,800,000 to include a Memorandum of Understanding; and corresponding Resolution.

PROPOSED ACTIONS

ACTION: Authorize staff to prepare for the Mayor's signature and submittal a funding request for the Leading Idaho Local Bridge Grant Program for replacement of the Sand Road Bridge not to exceed \$1,800,000 to include a Memorandum of Understanding; and corresponding Resolution.

FISCAL IMPACT

There is no match required.

PERSONNEL IMPACT

The project will be administered, designed, and inspected by City of Moscow staff.

ATTACHMENTS

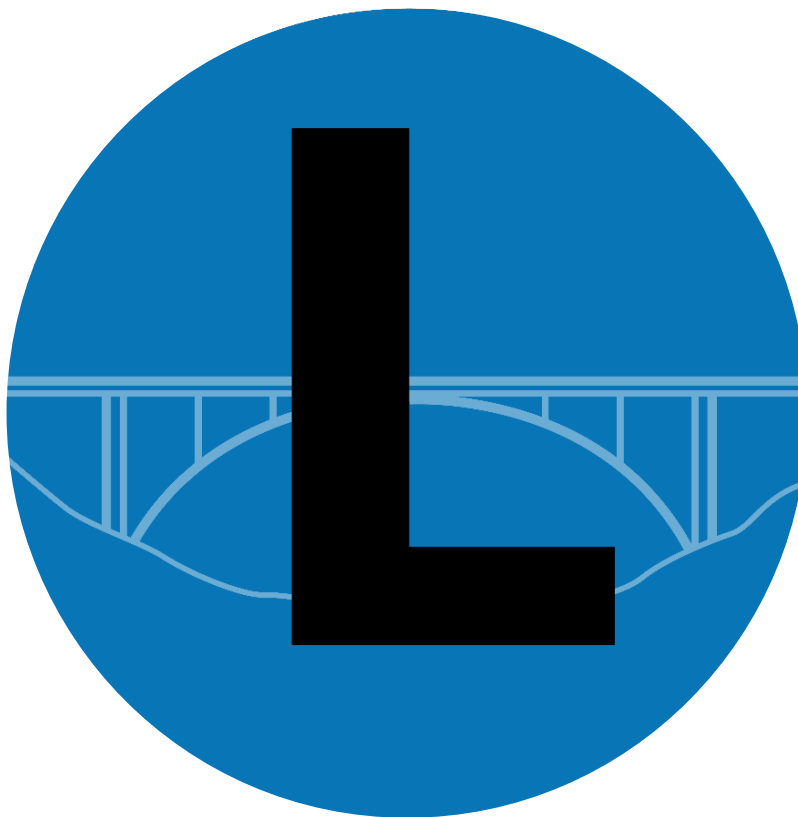
1. LILB-Application-FY22
2. LILB-Memorandum-of-Understanding-FY22
3. LILB-Resolution 2022-XX-FY22

Leading Idaho Local Bridge Program

2022 Application

Idaho Local Highway Jurisdictions

Submittal Deadline: June 8, 2022



Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
(208) 344-0565
www.LHTAC.org



Leading Idaho Local Bridge Program

Application

Fiscal Year 2022

Program Background

On March 16, 2022, Governor Little signed Senate Bill 1359, a landmark funding bill for local transportation in Idaho. The bill provides up to \$200 million for local bridges and \$10 million for the Children Pedestrian Safety program. The Local Highway Technical Assistance Council (LHTAC) will administer the bridge funds through the Leading Idaho Local Bridge (LILB) Program.

Eligible Projects

The LILB Program will focus on local bridges in poor condition or posted with load restrictions. Eligible bridges are identified by LHTAC using bridge inspection reports as of April 1, 2022. LHTAC has provided a map of the eligible bridges at http://gis.lhtac.org/eligible_bridges/. A list of the eligible bridges can be downloaded from the interactive mapping tool. A local agency may apply for up to half (rounded up) of their eligible bridges and agencies with two or fewer eligible bridges may apply for all of their bridges.

Application

All applications for the Leading Idaho Local Bridge (LILB) Program are due **Wednesday, June 8, at 5:00 MDT**.

Applications can be completed online at www.lhtac.org/programs/LILB. Applications via phone with LHTAC staff can be scheduled by calling (208) 344-0565 or emailing bridge@lhtac.org. Paper applications can also be made available. Paper applications can be returned via mail to LHTAC at 3330 W. Grace St, Boise ID 83703 and must be post marked by June 8.

The applications will be scored by LHTAC Council and staff. The applications will be scored by a combination of technical analysis completed by LHTAC staff and information provided by the local agencies.

Technical Analysis – Seventy-five percent (75%) of score

Bridge Condition (deck, superstructure, substructure, age)	25%
Scour	6%
Posted/Load Restriction	10%
Length	10%
Highway information (detour length and ADT)	9%
Constructability (replacement cost and environmental risk)	15%

Local Highway Jurisdiction Information - Twenty five percent (25%) of score

Short Answer (safety, mobility, economic benefit, uncategorized)	5% each
Right of Way	5%

Funding and Project Administration

LHTAC will administer projects in the LILB program. Local agencies do not need to provide local cash match and have no out-of-pocket expenses for the design and construction of approved projects for funding by LHTAC in this program. In limited circumstances, LHTAC may approve locally funded expanded scope, however if approved, any additional costs will be provided by the local agency upfront at the time of project agreement execution.

Leading Idaho Local Bridge Program Application – Fiscal Year 2022

1. Contact Information

Name of Local Highway Jurisdiction	Primary Contact Person
Email Address	Phone Number
Mailing Address	City, State, ZIP

2. Bridge Information

How to find bridge information:

You can search for LILB-eligible bridges at gis.lhtac.org/eligible_bridges/.

Click the "Click to Pan" button at the top left of the map. Zoom and pan to any bridge. When you have isolated the correct bridge, click the "Click to Select" tool. Click and drag over the triangle symbol to select the bridge. When selected, the relevant bridge information will appear at the bottom of the screen.

Bridge Key Number	
Route (Carrying)	Route, river or railroad bridge crosses

Does this bridge have a design that is at least 50% complete? If yes, LHTAC may request plan sheets at a later date.

NOTE: this question is not graded and will not effect the total score of the application.

Yes		No	
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3. Right-of-Way

This is worth 5% of the application score. Significant ROW acquisition may impact prioritization for funding.

Does your jurisdiction own or control all right-of-way for this bridge?

Yes		No		Unsure	
-----	--	----	--	--------	--

4. Short Answer

Please provide four short answers that demonstrate the importance of this bridge. There are three specific areas of focus: safety, mobility, and economic benefit. A fourth short answer section may include additional information not captured in the first three answers. Each answer is limited to 100 words.

Examples: Specific business, services, annual events, seasonal access, neighborhood connectivity, safety benefits, fiscal impact, or other activity that is vital to your jurisdiction.

Each answer is worth up to 5% of the total application score:

0-1: Blank, irrelevant, or non-impactful information

2-3: Demonstrates minor importance of the bridge

4-5: Demonstrates the significant importance of the bridge

Short Answer #1: Safety

Short Answer #2: Mobility

Short Answer #3 Economic Benefit

Short Answer #4: Additional information you would like to include

LHTAC must enter into a Memorandum of Understanding (one per agency) with the Local Highway Jurisdiction to execute an agreement for the LILB Program. The MOU is attached to this application packet. Please complete the MOU and submit to LHTAC via e-mail by June 8 or mail (post marked by June 8).

Mailing Address:

Local Highway Technical Assistance Council
3330 W Grace Street
Boise, ID 83703

Signature: _____

Date: _____

Memorandum of Understanding - Leading Idaho Local Bridge Program

Between

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

And

_____, hereinafter referred to as **LOCAL HIGHWAY JURISDICTION or LHJ**

Purpose:

The purpose of this memorandum is for the Local Highway Technical Assistance Council (LHTAC) and local agencies with bridges in poor or posted condition to apply for award, manage and track projects in the Leading Idaho Local Bridge (LILB) Program. This program is intended to economically and efficiently fully fund local bridges and not serve for local match or supplemental funding on any federally funded projects.

Legal Authority:

Senate Bill 1359 (2022), an appropriations bill, was signed by the Governor on March 16, 2022 funding the Strategic Initiatives Program (Idaho Code 40-719) with up to \$200 Million intended for local bridge maintenance. LHTAC has created a Leading Idaho Local Bridge Program from this legislation.

Procedures:

LHTAC will conduct a two month call for applications from April 11 to June 8, 2022. Local agencies with eligible bridges may apply for a maximum of half of their eligible bridges (rounded up) or two (2) eligible bridges, whichever is most. Applications will be scored on technical information (75%) and local knowledge (25%). The technical information is extracted from bridge inspection reports and bridge locations and the right of way status is reported by the **LHJ**. The **LHJ** will also provide four additional points of information on the importance of the bridge. LHTAC staff and Council will score the applications after the application period closes with LHTAC staff presenting the scores and recommendations to Council in an open meeting.

LHTAC Council will award funding to projects in up to five (5) rounds of funding. LHTAC will implement a bundled award process to accelerate delivery and complete the largest number of highest scoring projects as possible. Project bundling will be utilized throughout all Rounds of funding. The rounds of funding are expected to use the following strategies:

Round 1 – High scoring projects that will have quick delivery and have limited to no barriers such as right-of-way acquisition or environmental complications. Also included in Round 1 will be bridges with low-cost repairs, bridges that have 50% or more design completed, and/or projects that are material purchase only.

Round 2 – High scoring applications that have longer projected delivery timelines.

Round 3 – Strategies to be determined.

Round 4 – Strategies to be determined.

Round 5 – Remaining funding to highest rated projects that funds the most possible projects.

As applications are awarded funding, the responsible **LHJ** will be expected to sign an individual project agreement within thirty (30) days of award by the LHTAC Council. This project agreement will have the details of funding, project roles/responsibilities and reporting milestones used for the project.

Responsibilities:

Under this program LHTAC shall:

Administer the LILB program within the constraints of Idaho Code which includes soliciting for projects, reviewing the merits of applications (scoring), recommending projects and reporting progress at regular intervals.

Specific duties LHTAC will exercise for this program are:

- Overall Administration of projects from advancement of funding to completion of construction;
- Advance projects through a bundling process to increase the number of bridges awarded with the fixed funding level while considering need and use of each bridge;
- Develop a process and select engineering firms for the development of the projects awarded through the LILB program;
- Advertise and award projects through a low-bid process to construction contracting firms or;
- Authorize qualified Local Highway Jurisdictions able to demonstrate experience to self-perform construction. Eligible invoiced expenses will be limited to materials, rental equipment, traffic control, or others approved by LHTAC.

Specific duties **LOCAL HIGHWAY JURISDICTION** will exercise for this program are:

- Prioritize eligible bridges within jurisdiction and apply for funding;
- Present this memorandum and all attachments to the responsible elected officials at an open meeting in compliance with the Idaho Open Meetings requirements (Idaho Code 74-204);
- Provide a list of all applications under this program (Attachment A to this MOU);
- Provide a resolution from the responsible elected officials (Attachment B to this MOU);
- Enter into project agreements with LHTAC within thirty (30) days of award;
- Notify LHTAC in writing, via First Class Mail, Electronic Mail or hand delivered mail, the removal of any application from consideration for program funding or termination of this MOU.
- If eligible, request approval to self-perform construction.

Specific responsibilities will be formalized in each individual project agreement.

Financial Obligations

LOCAL HIGHWAY JURISDICTION will have no financial obligation or commitment on any project until the project is advanced for funding. The details of financial obligations will be contained in the individual project agreement related to future maintenance, additional scope and project termination.

No advance funds, deposits or local match is required for this program. However, if a local sponsor would like to increase the scope of an individual project, this will be addressed during project agreement execution and the **LHJ** will be responsible for any scope beyond the proposed LHTAC scope. Any additional scope that could encroach on delivery schedules may negatively impact the advancement of the project. LHTAC reserves the authority to accept or deny any additional scope proposed by the local agencies. Funds for additional scope will be collected at the execution of the project agreement.

Limitations

Nothing in the Memorandum of Understanding between LHTAC and **LHJ** shall be construed as limiting or expanding the statutory or regulatory responsibilities or authorities of any involved individual in performing functions granted to them by law; or as requiring either entity to expand any sum in excess of its appropriation. Each and every provision of this memorandum is subject to the laws and regulations of the State of Idaho and the United States.

Nothing in this Memorandum of Understanding shall be construed as expanding liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

Effective Date

This Memorandum shall become effective upon signature of the LHTAC Administrator or delegate and will remain in effect until the termination of this MOU.

Method of Termination

This memorandum may be terminated by **LHJ** at any time prior to the awarding of any project. After awarding of at least one (1) project, this MOU will remain in effect until completion of funded projects.

After awards, **LHJ** may terminate funded projects as outlined in future project agreements and may terminate this MOU if there are no active funded projects listed in Attachment A.

LHTAC may terminate this MOU in the event that all funding has been awarded and no additional funding is authorized by the Idaho Legislature.

This MOU will terminate upon the completion of the LILB program.

Amendments

Amendments to this memorandum shall effective upon mutual agreement and written approval by the LHTAC Administrator or Delegate and the signing authority of **LHJ**.

Signatures

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

By _____ Date _____
Administrator or Delegate

Local Agency

By _____ Date _____
Title _____
Mayor, Chairman or Delegate

Attachment A – List of Applications for the Leading Idaho Local Bridge Program

LOCAL HIGHWAY JURISDICTION to provide a list of intended applications including the bridge ID, highway name/number and if applicable bridge name

Bridge Key Number	Carries	Crosses
29520	SAND ROAD	South Fork of the Palouse River

RESOLUTION NO. 2022 -

A RESOLUTION OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO, TO ENTER INTO A MEMORANDUM OF UNDERSTANDING – LEADING IDAHO LOCAL BRIDGE PROGRAM BETWEEN THE LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL AND THE CITY OF MOSCOW, IDAHO; AND PROVIDING THIS RESOLUTION SHALL BE IN EFFECT UPON ITS PASSAGE AND APPROVAL

WHEREAS, the Local Technical Assistance Council (LHTAC) is assisting local agencies with bridges in poor or posted condition to apply and be awarded funding under the Leading Local Bridge (LILB) Program intended to fully fund bridge projects; and

WHEREAS, Senate Bill 1359 (2022) became law on March 16, 2022 appropriating funding under the Strategic Initiatives Program (Idaho Code 40-179) with up to \$200 million intended for bridge maintenance and LHTAC created the LILB from this legislation; and

WHEREAS, the City of Moscow has presented the Leading Idaho Local Bridge Program Memorandum of Understanding at an open meeting on May 23, 2022 and June 6, 2022 in accordance with the Idaho Open Meetings Law (see Exhibit “A”); and

WHEREAS, the City of Moscow has prepared and presented the listed application in Exhibit “B” at an open meeting on June 6, 2022, in accordance with the Idaho Open Meetings Law;

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

1. That the Mayor and City Clerk be granted authority to execute and enter in the Leading Idaho Local Bridge Program Memorandum of Understanding with the Local Highway Technical Assistance Council, attached as Exhibit A; and
2. That the Mayor and City Clerk be granted authority to execute the Application for the Leading Idaho Local Bridge Program, attached as Exhibit B; and
3. That duly certified copies of this Resolution shall be furnished to the Local Highway Technical Assistance Council.

That this Resolution shall become effective as of the 6th day of June, 2022.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, Idaho this 6th day of June, 2022.

Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on June 6, 2022 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Exhibit A

Memorandum of Understanding - Leading Idaho Local Bridge Program

Between

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

And

, hereinafter referred to as LOCAL HIGHWAY JURISDICTION or LHJ

Purpose:

The purpose of this memorandum is for the Local Highway Technical Assistance Council (LHTAC) and local agencies with bridges in poor or posted condition to apply for award, manage and track projects in the Leading Idaho Local Bridge (LILB) Program. This program is intended to economically and efficiently fully fund local bridges and not serve for local match or supplemental funding on any federally funded projects.

Legal Authority:

Senate Bill 1359 (2022), an appropriations bill, was signed by the Governor on March 16, 2022 funding the Strategic Initiatives Program (Idaho Code 40-719) with up to \$200 Million intended for local bridge maintenance. LHTAC has created a Leading Idaho Local Bridge Program from this legislation.

Procedures:

LHTAC will conduct a two month call for applications from April 11 to June 8, 2022. Local agencies with eligible bridges may apply for a maximum of half of their eligible bridges (rounded up) or two (2) eligible bridges, whichever is most. Applications will be scored on technical information (75%) and local knowledge (25%). The technical information is extracted from bridge inspection reports and bridge locations and the right of way status is reported by the LHJ. The LHJ will also provide four additional points of information on the importance of the bridge. LHTAC staff and Council will score the applications after the application period closes with LHTAC staff presenting the scores and recommendations to Council in an open meeting.

LHTAC Council will award funding to projects in up to five (5) rounds of funding. LHTAC will implement a bundled award process to accelerate delivery and complete the largest number of highest scoring projects as possible. Project bundling will be utilized throughout all Rounds of funding. The rounds of funding are expected to use the following strategies:

Round 1 – High scoring projects that will have quick delivery and have limited to no barriers such as right-of-way acquisition or environmental complications. Also included in Round 1 will be bridges with low-cost repairs, bridges that have 50% or more design completed, and/or projects that are material purchase only.

Round 2 – High scoring applications that have longer projected delivery timelines.

Round 3 – Strategies to be determined.

Round 4 – Strategies to be determined.

Round 5 – Remaining funding to highest rated projects that funds the most possible projects.

As applications are awarded funding, the responsible LHJ will be expected to sign an individual project agreement within thirty (30) days of award by the LHTAC Council. This project agreement will have the details of funding, project roles/responsibilities and reporting milestones used for the project.

Responsibilities:

Under this program LHTAC shall:

Administer the LILB program within the constraints of Idaho Code which includes soliciting for projects, reviewing the merits of applications (scoring), recommending projects and reporting progress at regular intervals.

Specific duties LHTAC will exercise for this program are:

- Overall Administration of projects from advancement of funding to completion of construction;
- Advance projects through a bundling process to increase the number of bridges awarded with the fixed funding level while considering need and use of each bridge;
- Develop a process and select engineering firms for the development of the projects awarded through the LILB program;
- Advertise and award projects through a low-bid process to construction contracting firms or;
- Authorize qualified Local Highway Jurisdictions able to demonstrate experience to self-perform construction. Eligible invoiced expenses will be limited to materials, rental equipment, traffic control, or others approved by LHTAC.

Specific duties **LOCAL HIGHWAY JURISDICTION** will exercise for this program are:

- Prioritize eligible bridges within jurisdiction and apply for funding;
- Present this memorandum and all attachments to the responsible elected officials at an open meeting in compliance with the Idaho Open Meetings requirements (Idaho Code 74-204);
- Provide a list of all applications under this program (Attachment A to this MOU);
- Provide a resolution from the responsible elected officials (Attachment B to this MOU);
- Enter into project agreements with LHTAC within thirty (30) days of award;
- Notify LHTAC in writing, via First Class Mail, Electronic Mail or hand delivered mail, the removal of any application from consideration for program funding or termination of this MOU.
- If eligible, request approval to self-perform construction.

Specific responsibilities will be formalized in each individual project agreement.

Financial Obligations

LOCAL HIGHWAY JURISDICTION will have no financial obligation or commitment on any project until the project is advanced for funding. The details of financial obligations will be contained in the individual project agreement related to future maintenance, additional scope and project termination.

No advance funds, deposits or local match is required for this program. However, if a local sponsor would like to increase the scope of an individual project, this will be addressed during project agreement execution and the LHJ will be responsible for any scope beyond the proposed LHTAC scope. Any additional scope that could encroach on delivery schedules may negatively impact the advancement of the project. LHTAC reserves the authority to accept or deny any additional scope proposed by the local agencies. Funds for additional scope will be collected at the execution of the project agreement.

Limitations

Nothing in the Memorandum of Understanding between LHTAC and LHJ shall be construed as limiting or expanding the statutory or regulatory responsibilities or authorities of any involved individual in performing functions granted to them by law; or as requiring either entity to expand any sum in excess of its appropriation. Each and every provision of this memorandum is subject to the laws and regulations of the State of Idaho and the United States.

Nothing in this Memorandum of Understanding shall be construed as expanding liability of either party. In the event of a liability claim, each party shall defend their own interests. Neither party shall be required to provide indemnification of the other party.

Effective Date

This Memorandum shall become effective upon signature of the LHTAC Administrator or delegate and will remain in effect until the termination of this MOU.

Method of Termination

This memorandum may be terminated by LHJ at any time prior to the awarding of any project. After awarding of at least one (1) project, this MOU will remain in effect until completion of funded projects.

After awards, LHJ may terminate funded projects as outlined in future project agreements and may terminate this MOU if there are no active funded projects listed in Attachment A.

LHTAC may terminate this MOU in the event that all funding has been awarded and no additional funding is authorized by the Idaho Legislature.

This MOU will terminate upon the completion of the LILB program.

Amendments

Amendments to this memorandum shall effective upon mutual agreement and written approval by the LHTAC Administrator or Delegate and the signing authority of LHJ.

Signatures

LOCAL HIGHWAY TECHNICAL ASSISTANCE COUNCIL

By _____ Date _____
Administrator or Delegate

Local Agency

By _____ Date _____
Title _____
Mayor, Chairman or Delegate

Attachment A – List of Applications for the Leading Idaho Local Bridge Program

LOCAL HIGHWAY JURISDICTION to provide a list of intended applications including the bridge ID, highway name/number and if applicable bridge name

Bridge Key Number	Carries	Crosses

Attachment B

Leading Idaho Local Bridge Program – Local Highway Jurisdiction Resolution

Res. No. [REDACTED]

WHEREAS, SB 1359 became law on March 16, 2022 appropriating funding for the repair and replacement of local bridges in poor and posted condition; and

WHEREAS, LOCAL HIGHWAY JURISDICTION has presented the Leading Idaho Local Bridge Program Memorandum of Understanding at an open meeting in accordance with the Idaho Open Meetings Law; and

WHEREAS, LOCAL HIGHWAY JURISDICTION has prepared and presented the listed applications in Attachment A at an open meeting in accordance with the Idaho Open Meetings Law; and

NOW, THEREFORE BE IT RESOLVED, that LOCAL HIGHWAY JURISDICTION is granted authority by (BOARD or COUNCIL NAME) to enter in the Leading Idaho Local Bridge Program Memorandum of Understanding with the Local Highway Technical Assistance Council.

I hereby certify that the above is a true copy of a resolution passed at a public meeting held in accordance with the Idaho Open Meetings Law, by LOCAL HIGHWAY JURISDICTION [REDACTED] day of [REDACTED], 2022

Signed [REDACTED] of LOCAL HIGHWAY JURISDICTION [REDACTED]
Seal (Mayor, Chairman, or Delegate) (Signature)

Leading Idaho Local Bridge Program 2022 Application

Idaho Local Highway Jurisdictions
Submittal Deadline: June 8, 2022



Local Highway Technical Assistance Council

3330 Grace Street
Boise, Idaho 83703
(208) 344-0565
www.LHTAC.org



Leading Idaho Local Bridge Program Application – FY22

Leading Idaho Local Bridge Program Application Fiscal Year 2022

Program Background

On March 16, 2022, Governor Little signed Senate Bill 1359, a landmark funding bill for local transportation in Idaho. The bill provides up to \$200 million for local bridges and \$10 million for the Children Pedestrian Safety program. The Local Highway Technical Assistance Council (LHTAC) will administer the bridge funds through the Leading Idaho Local Bridge (LILB) Program.

Eligible Projects

The LILB Program will focus on local bridges in poor condition or posted with load restrictions. Eligible bridges are identified by LHTAC using bridge inspection reports as of April 1, 2022. LHTAC has provided a map of the eligible bridges at http://gis.lhtac.org/eligible_bridges/. A list of the eligible bridges can be downloaded from the interactive mapping tool. A local agency may apply for up to half (rounded up) of their eligible bridges and agencies with two or fewer eligible bridges may apply for all of their bridges.

Application

All applications for the Leading Idaho Local Bridge (LILB) Program are due **Wednesday, June 8, at 5:00 MDT**.

Applications can be completed online at www.lhtac.org/programs/LILB. Applications via phone with LHTAC staff can be scheduled by calling (208) 344-0565 or emailing bridge@lhtac.org. Paper applications can also be made available. Paper applications can be returned via mail to LHTAC at 3330 W. Grace St, Boise ID 83703 and must be post marked by June 8.

The applications will be scored by LHTAC Council and staff. The applications will be scored by a combination of technical analysis completed by LHTAC staff and information provided by the local agencies.

Technical Analysis – Seventy-five percent (75%) of score

Bridge Condition (deck, superstructure, substructure, age)	25%
Scour	6%
Posted/Load Restriction	10%
Length	10%
Highway information (detour length and ADT)	9%
Constructability (replacement cost and environmental risk)	15%

Local Highway Jurisdiction Information - Twenty five percent (25%) of score

Short Answer (safety, mobility, economic benefit, uncategorized)	5% each
Right of Way	5%

Funding and Project Administration

LHTAC will administer projects in the LILB program. Local agencies do not need to provide local cash match and have no out-of-pocket expenses for the design and construction of approved projects for funding by LHTAC in this program. In limited circumstances, LHTAC may approve locally funded expanded scope, however if approved, any additional costs will be provided by the local agency upfront at the time of project agreement execution.

Leading Idaho Local Bridge Program Application – FY22

Leading Idaho Local Bridge Program Application – Fiscal Year 2022

1. Contact Information

Name of Local Highway Jurisdiction	Primary Contact Person
Email Address	Phone Number
Mailing Address	City, State, ZIP

2. Bridge Information

How to find bridge information:

You can search for LILB-eligible bridges at gis.lhtac.org/eligible_bridges/.

Click the "Click to Pan" button at the top left of the map. Zoom and pan to any bridge. When you have isolated the correct bridge, click the "Click to Select" tool. Click and drag over the triangle symbol to select the bridge. When selected, the relevant bridge information will appear at the bottom of the screen.

Bridge Key Number	
Route (Carrying)	Route, river or railroad bridge crosses

Does this bridge have a design that is at least 50% complete? If yes, LHTAC may request plan sheets at a later date.

NOTE: this question is not graded and will not effect the total score of the application.

Yes	☐	No	☐
-----	--------------------------	----	--------------------------

3. Right-of-Way

This is worth 5% of the application score. Significant ROW acquisition may impact prioritization for funding.

Does your jurisdiction own or control all right-of-way for this bridge?

Yes	☐	No	☐	Unsure	☐
-----	--------------------------	----	--------------------------	--------	--------------------------

4. Short Answer

Please provide four short answers that demonstrate the importance of this bridge. There are three specific areas of focus: safety, mobility, and economic benefit. A fourth short answer section may include additional information not captured in the first three answers. Each answer is limited to 100 words.

Examples: Specific business, services, annual events, seasonal access, neighborhood connectivity, safety benefits, fiscal impact, or other activity that is vital to your jurisdiction.

Each answer is worth up to 5% of the total application score:

- 0-1: Blank, irrelevant, or non-impactful information
- 2-3: Demonstrates minor importance of the bridge
- 4-5: Demonstrates the significant importance of the bridge

Short Answer #1: Safety

Short Answer #2: Mobility

Short Answer #3 Economic Benefit

Short Answer #4: Additional information you would like to include

Leading Idaho Local Bridge Program Application – FY22

LHTAC must enter into a Memorandum of Understanding (one per agency) with the Local Highway Jurisdiction to execute an agreement for the LILB Program. The MOU is attached to this application packet. Please complete the MOU and submit to LHTAC via e-mail by June 8 or mail (post marked by June 8).

Mailing Address: Local Highway Technical Assistance Council
3330 W Grace Street
Boise, ID 83703

Signature: _____

Date: _____

Leading Idaho Local Bridge Program Application – FY22

CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Andrew Becker Memorial Public Artwork - Megan Cherry

RESPONSIBLE STAFF

Megan Cherry, Arts Program Manager

REVIEWED BY

Public Works / Finance Committee
Moscow Arts Commission

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

The family of Andrew Becker has donated funds to support the installation of a permanent public art piece at the Intermodal Transit Center Sculpture Garden. In January 2022, City Council voted to approve a contract with J. Casey Doyle to create two designs to be considered for the Becker Memorial at the ITC Sculpture Garden. Doyle's designs have been reviewed by the donor, whose recommendation was presented to the MAC during the Commission's regular meeting on Tuesday, May 10. The MAC echoes the donor's recommendation for the design with the working title of "Ribbon Clouds." If approved by City Council, staff will complete an artwork commission agreement approved by City Council in January 2022. The project timeline indicates installation of the artwork at the Intermodal Transit Center Sculpture Garden in October 2022.

STAFF RECOMMENDATION

Approve "Ribbon Clouds" design by J. Casey Doyle.

PROPOSED ACTIONS

ACTION: Approve "Ribbon Clouds" design by J. Casey Doyle.

FISCAL IMPACT

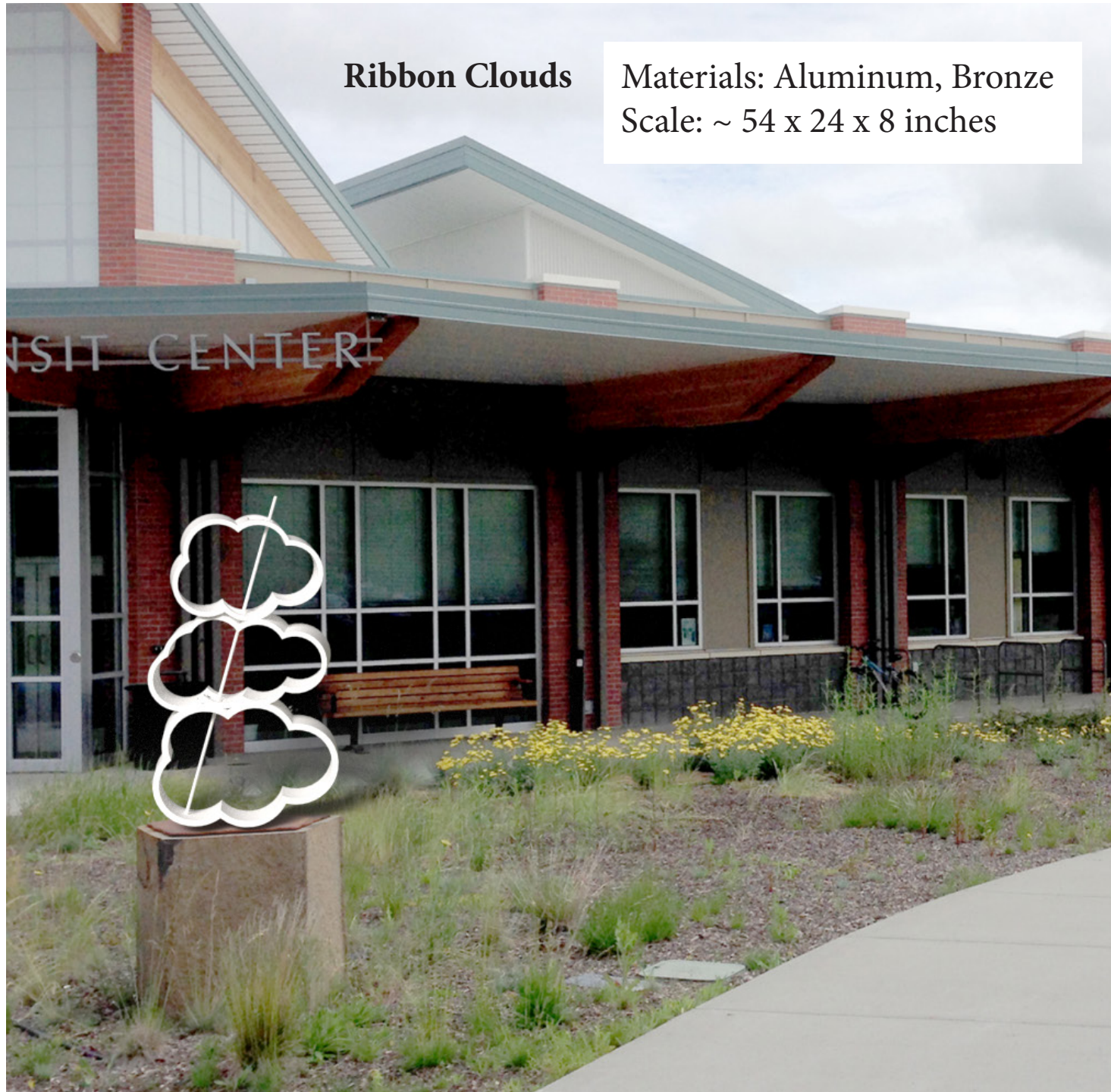
There is no fiscal impact beyond existing FY2022 appropriations.

PERSONNEL IMPACT

There is no additional staff impact.

ATTACHMENTS

1. 2022_Becker Memorial_Doyle, Casey_Design Proposals



Ribbon Clouds

Materials: Aluminum, Bronze
Scale: ~ 54 x 24 x 8 inches



Materials: Aluminum, Bronze
Scale: ~ 54 x 24 x 12 inches



CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Cornhole for a Cause Alcohol Use request in East City Park (ACTION ITEM) - Amanda Argona

RESPONSIBLE STAFF

Amanda Argona, Community Events Manager

REVIEWED BY

ADDITIONAL PRESENTER(S)

Jen Pfiffner, Deputy City Supervisor - Recreation, Culture and Employee Services

OTHER RESOURCES

DESCRIPTION

Story Real Estate is sponsoring Cornhole for a Cause on Saturday, July 2, from 3 to 7 pm in East City Park. This event features food trucks, one licensed beer/wine vendor, free games open to the public, as well as a registered cornhole tournament in support of a non-profit. Following standard operating procedures for events with alcohol within a City Park, Story Real Estate is requesting the allowance of attendees to possess and consume alcoholic beverages within the event footprint during the aforementioned date and time. Per Moscow City Code, Section 5-13-4, a draft resolution has been prepared by the Community Events Division and reviewed by the Legal Department for the Council's consideration to permit this typically prohibited activity.

STAFF RECOMMENDATION

Approve the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Cornhole for a Cause for the duration of the event; or provide staff with further direction.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve the resolution allowing for the possession and consumption of alcoholic beverages in East City Park within the event footprint of Cornhole for a Cause for the duration of the event; or take other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. 07.02.2022 Draft Resolution 2022- Beer-Wine_City Parks_Corn Hole

RESOLUTION NO. 2022 –

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 5-13-4B; PROVIDING THIS RESOLUTION TO BE EFFECTIVE UPON ITS PASSAGE AND APPROVAL.

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

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

WHEREAS, Story Real Estate (hereinafter “the Event Sponsor”) desires to have its sponsored event Cornhole for a Cause, (hereinafter “the Permitted Event”), in East City Park (see Attachment “A”); and

WHEREAS, the Permitted Event is an event sponsored by 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; and

WHEREAS, Council wishes to prevent the sale and/or consumption of liquor during the Permitted Event; 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 alcoholic beverages; 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 (including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit); 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, 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 FROM JULY 2, 2022:

Intent:

This Resolution is intended to allow the sale and consumption of beer and wine only (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. 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 is not a waiver of any State, County, or local requirement of a permit or licensure related to sales and/or distribution of alcohol including a requirement for a catering permit; a beer and wine permit for benevolent, charitable and public purpose events; or a winery sponsored event permit. This Resolution shall not establish precedent nor shall it apply to any event other than the Permitted Event held on the 2nd day of July from 3:00 p.m. to 7:00 p.m.

Liability, Insurance and Safety:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor(s) will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the licensed vendor has current, paid up, off-premise liquor 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 herein described, the Event Sponsor shall deliver to the Community Events Division one (1) copy of written proof that the Permitted Event 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.
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, the Event Sponsor shall deliver to the Community Events Division the signed original of the Agreement, attached as Attachment “B”, 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’s 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 designee to terminate all or part of the Permitted Event.

Vendor/Event Sponsor:

1. There shall be only one (1) licensed vendor of beer and/or wine at the Permitted Event;
2. Event Sponsor is required to ensure that all beer and/or wine shall be sold only by a licensed vendor.
3. Licensed vendor(s) shall obtain and shall comply with all alcohol related laws and regulations, including, but not limited to, the City requirement of a City catering permit; a State beer and

wine permit for benevolent, charitable, or public purpose events; or a winery sponsored event 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 at which such licensed vendor shall sell beer and/or wine.
5. The City shall play no role in determining which vendor(s) shall be selected to sell alcoholic beverages in the Park during the Permitted Event; 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. These persons shall be clearly identified and shall be stationed at a central identification checking station where they shall issue one (1) wristband per individual 21 years of age or older.
7. The Event Sponsor shall provide at least two (2) law enforcement officers or two (2) guards from a recognized private security firm to provide security for the Permitted Event. Such officers or guards shall be clearly identified as such and shall be on duty at all times beer and/or wine is being served during the Permitted Event. The Event Sponsor shall have sole discretion on who will provide security at the Permitted Event and shall be responsible for all payment and costs associated with such security services.
8. The Event Sponsor and City both specifically understand and acknowledge that the Event Sponsor shall be solely responsible for any and all liability resulting from action or inaction, and/or negligence, and/or gross negligence by security provided by the Event Sponsor for the Permitted Event.

Sales and Consumption:

1. No less than ten (10) days prior to the Permitted Event at which the licensed vendor will sell beer and/or wine, the Event Sponsor shall deliver to the Community Events Division a finalized site map which shall be drawn to show the locations, dimensions of, and relative distances between the following: (a) the beer and/or wine sales and dispensing area within the Park; (b) food sales and service areas; (c) identification check station. Said site design and any subsequent alterations shall be approved in writing by Moscow Deputy City Supervisor – Recreation, Culture, and Employee Services or her designee, and by the Moscow Chief of Police prior to the Permitted Event.
2. All beer and/or wine sales, dispensing, 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 event shall be physically separated from the rest of the Park by a barrier which is no less than forty-four inches (44”) 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 area.
4. All food sales and service shall have a space of no less than ten feet (10’) between the approved beer and/or wine sales and dispensing area and the food sales or service area.
5. No person shall be allowed to purchase beer and/or wine other than within the area designated for beer and/or wine sales and dispensing as shown on the map required by this Resolution and only persons with a designated wristband shall be allowed to purchase and possess beer and/or wine.
6. There shall be no more than one (1) entry point into the event footprint, 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 allowed to wear the designated wristband at any time during the Permitted Event.
10. A sign shall be prominently posted at or near the entrance and exit to the Event, stating that purchase and/or use of wristbands and/or alcohol by persons under twenty-one (21) years of age is prohibited.
11. Beer and/or wine shall be sold and consumed only within the Event area in the Park between the hours of 3:00 p.m. and 7:00 p.m. local time on the 2nd day of July, 2022, during the Permitted Event.
12. No person shall carry or consume any alcoholic beverage within the Park which is not purchased or dispensed from the licensed vendor at the Permitted Event and consumed within the designated area. Consumption of alcohol within the Park and outside of the approved designated area shall be considered a violation of the City's open container ordinance.

Fee:

The Event Sponsor shall submit to the Community Events Division, within ten (10) days of the event, the required fee established by Council that is associated with this Resolution.

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 on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow, this 6th day of June, 2022.

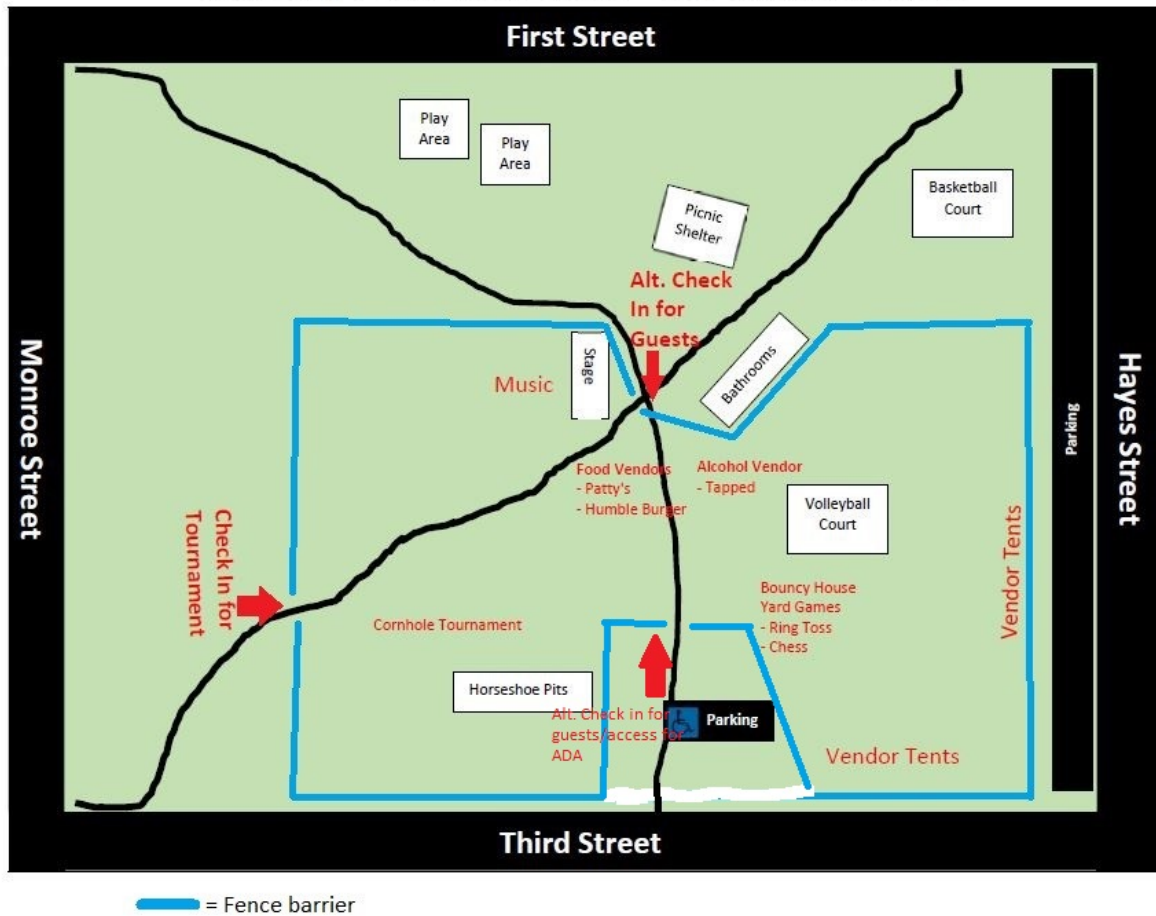
Arthur D Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____ and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

Attachment A

East City Park Aerial View – *not drawn to scale*



Attachment B

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY
BETWEEN CITY OF MOSCOW, IDAHO AND
STORY REAL ESTATE, FOR
THE CORNHOLE FOR A CAUSE EVENT

THIS AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY, between City of Moscow, Idaho, a municipal corporation of the State of Idaho, 206 East Third Street, Moscow, Idaho, 83843 (hereinafter “CITY”) and the sponsor of the event, Story Real Estate (hereinafter “SPONSOR”), is made and entered into this 6th day of June, 2022.

WHEREAS, Resolution No. 2022-_____ of the City of Moscow, Idaho, passed and approved on the 6th day of June, 2022, 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 SPONSOR agree as follows:

AGREEMENT TO DEFEND, HOLD HARMLESS, AND INDEMNIFY;

SPONSOR, 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 SPONSOR’s own agents, officers, employees and representatives to which SPONSOR might otherwise be immune, arising from the event scheduled to occur July 2, 2022, permitted under the terms of Resolution No. 2022-_____.

SPONSOR expressly agrees that this indemnity provision extends to any and all claims, losses, actions or judgments for damages to property or injury, sickness or death to persons, arising out of, or in connection with, the acts and/or any performances or activities of SPONSOR, SPONSOR’s officers, employees, agents, and representatives, or caused by the presence, dispensing, sale, gift, or ingestion of alcohol by SPONSOR or its officers, employees, agents, and representative including, but not limited to, the caterer and/or vendor of alcohol during the event.

Inspection, review and/or acceptance by CITY of any activity performed by or during the event 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 SPONSOR on behalf of CITY contained in this Agreement.

SPONSOR 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, Chris Carpenter, certify under penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I have the authority to bind Story Real Estate to this Agreement.

SIGNED this ____ day of _____, 2022.

STORY REAL ESTATE

CITY OF MOSCOW, IDAHO

Chris Carpenter

Arthur D Bettge, Mayor

ATTEST:

Laurie M. Hopkins, City Clerk

CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

Public Hearing: 536 S Mountain View Road Proposed Rezone (ACTION ITEM) - Mike Ray

RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

REVIEWED BY

Planning and Zoning Commission

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

The City of Moscow is requesting to rezone an approximately 1.7-acre area located at 536 S Mountain View Road. The parcel is currently zoned Agriculture/Forestry (AF) which the applicant is proposing to rezone to the Moderate Density Single Family Residential (R-2) Zone. The Planning and Zoning Commission conducted a public hearing on April 13, 2022 and recommended approval of the rezone request with no conditions.

STAFF RECOMMENDATION

Conduct the public hearing and upon consideration of any testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria.

PROPOSED ACTIONS

PROPOSED ACTIONS: Conduct the public hearing and upon consideration of any testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria; or consider the Zoning Ordinance on first reading; or reject the Zoning Ordinance and direct staff to prepare a Reasoned Statement of Relevant Criteria; or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Staff Report
2. Notice of Public Hearing
3. Packet
4. P&Z RCS
5. P&Z Minutes
6. Ordinance 2022 - 536 S Mountain View Rd Rezone_final (002)

CITY OF MOSCOW COMMUNITY DEVELOPMENT DEPARTMENT STAFF REPORT

HEARING DATE: June 6, 2022

GENERAL INFORMATION

Hearing Body: City Council

Subject: Proposal for Rezone of an approximately 1.7-acre area located at 536 S Mountain View Road from the Agriculture/Forestry (AF) Zone to the Moderate Density Single Family Residential (R-2) Zone - LUP2022-0009

Attachments:

1. Public Hearing Notice
2. Rezone Application
3. Neighborhood Meeting Materials

Prepared by: Mike Ray, AICP – Planning Manager

STAFF REVIEW

Proposal: The applicant, the City of Moscow, is requesting to rezone an approximately 1.7-acre area located at 536 S Mountain View Road. The parcel is currently zoned Agriculture/Forestry (AF) which the applicant is proposing to rezone to the Moderate Density Single Family Residential (R-2) Zone.



Aerial of Subject Property



Close-up Aerial of Subject Property

Background: The subject property was first annexed into the City of Moscow in 1996 as part of an effort to annex properties that were County islands completely surrounded by the City. Although there were records of the City proposing to rezone the property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone, there was never any documentation that the rezone ever occurred upon annexation. So, the property has remained within the Agriculture/Forestry Zone (AF) ever since it was annexed into the City in 1996.

In 2013, the City initiated a project to improve traffic flow and enhance safety on Mountain View Road from the Sixth Street intersection south to Joseph Street. The project includes:

- Widening the roadway from 24 feet to 36 feet between Joseph Street and East Sixth Street.
- Constructing a new roundabout at the Mountain View Road/East Sixth Street intersection.
- Adding left-turn bays at the Mountain View Road/Joseph Street intersection.
- Enhancing storm drains and lighting.
- Building bike lanes, curb, gutter and sidewalks along Mountain View Road.

During the design phase of the project, it was determined that in order for a roundabout to be constructed at the Mountain View Road/Sixth Street intersection, property needed to be acquired from the four property owners adjacent to the intersection. Over the last two years the City has been working with the property owners to purchase the needed property. As part of the property purchase

agreement for the portion of the property located on 536 S Mountain View Road, the City is required to initiate, present, and administer the rezoning of the entire property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone. The Mountain View Road improvement project is scheduled to begin construction this year.

Site and Area Land Use: The subject property consists of a 1.7-acre area of land located on the northeast corner of Sixth Street and Mountain View Road. The subject property currently a single-family dwelling and a large yard.

The property is surrounded primarily by a single-family residential neighborhood to the north, east, and south. Pickard Orthodontics and the Church of the Nazarene are located to the west across Mountain View Road.

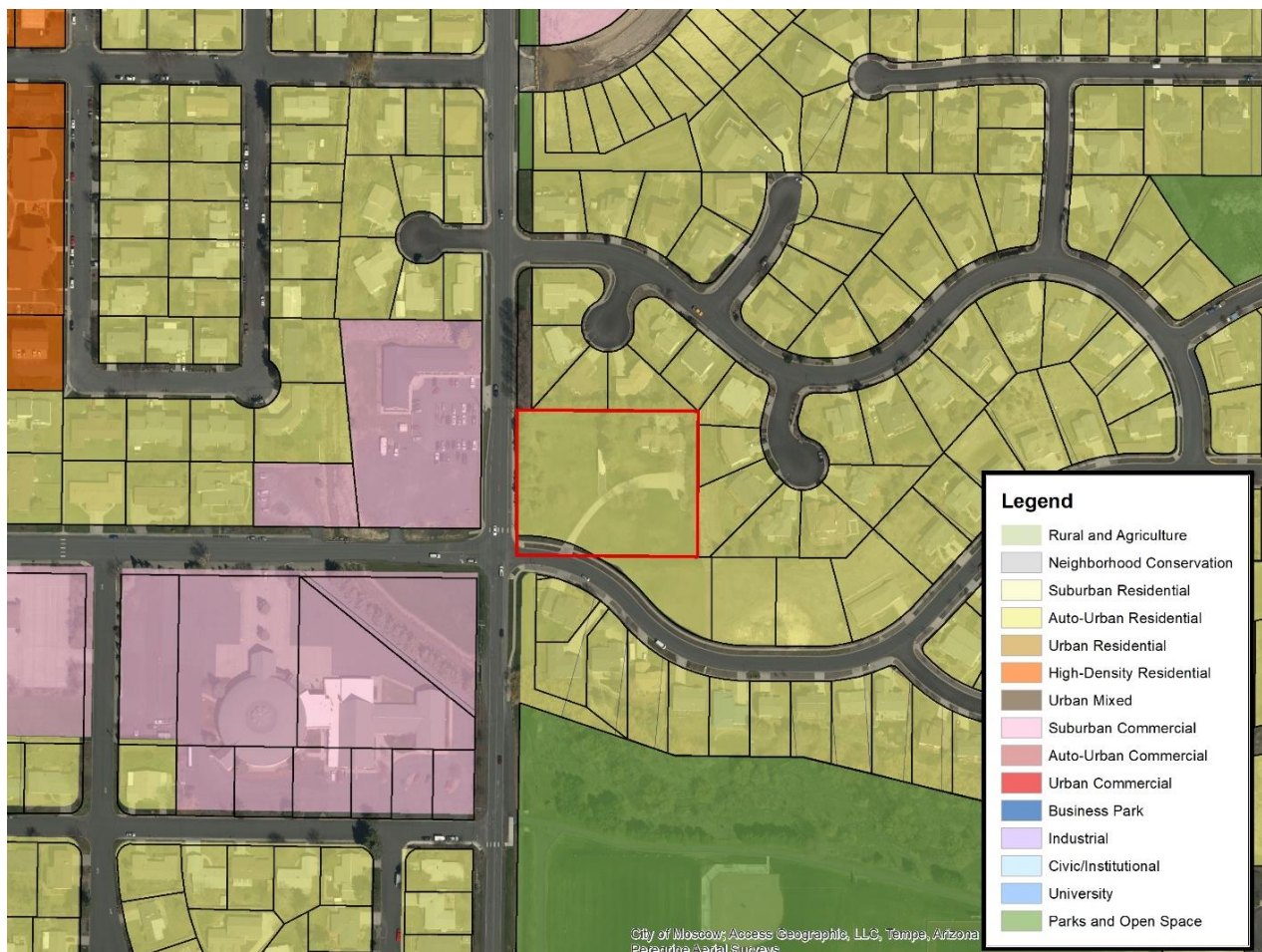
Comprehensive Plan Land Use Designation:

The entirety of the subject property is currently designated as Auto-Urban Residential (AU-R). According to the Comprehensive Plan, AU-R designated areas,

“contain predominantly single-family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation. This designation includes those areas generally anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings. Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate.”

The surrounding properties to the north, east, and south are also designated as Auto-Urban Residential (AU-R). Pickard Orthodontics and the Church of the Nazarene to the west are designated as Suburban Commercial (SC).

The subject property has property frontage on Mountain View Road which is designated as a minor arterial and Sixth Street which is designated as a collector east of Mountain View Road.



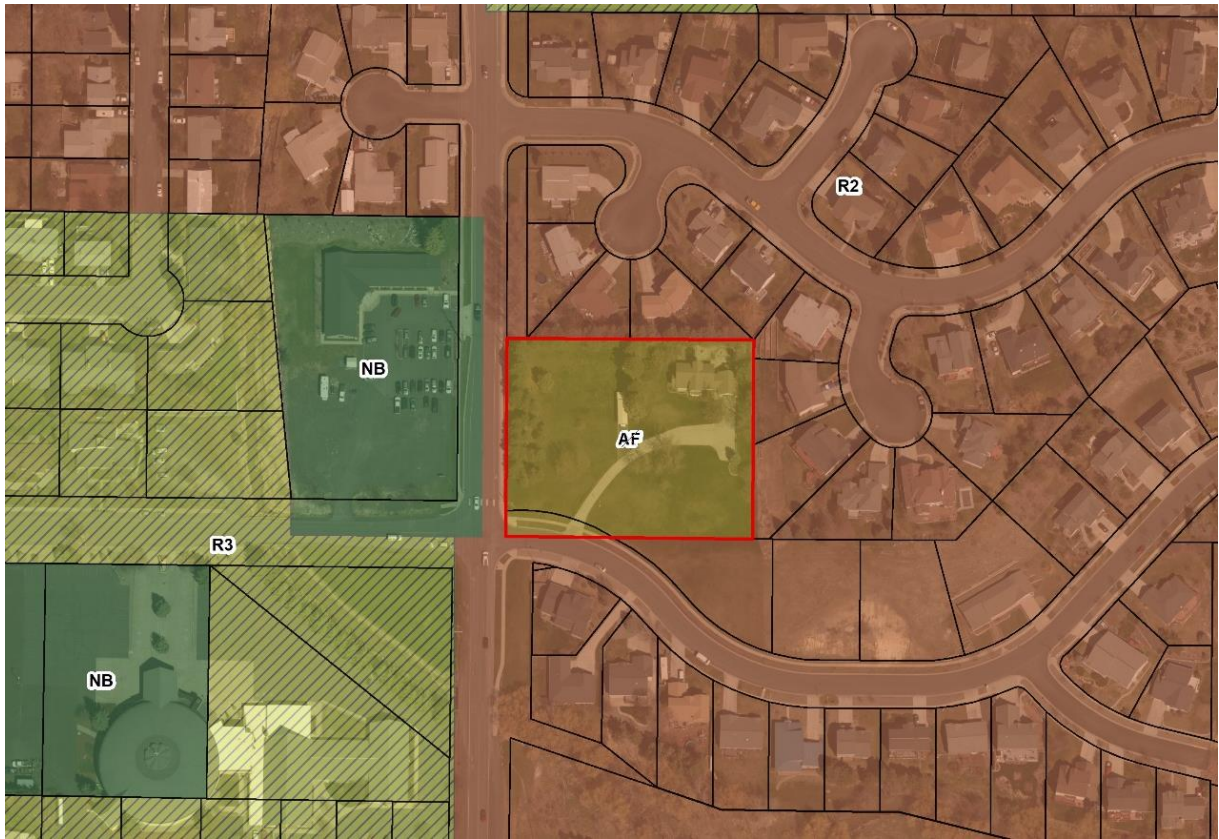
Current Comprehensive Plan Land Use Designation

Zoning: The proposal is to rezone the subject property from its current designation of Agriculture/Forestry (AF) to the Moderate Density Single Family Residential (R-2) Zone. Surrounding properties to the north, south, and east are all located within the R-2 Zone, while the properties on the west side of Mountain View Road are within the Neighborhood Business (NB) and Medium Density Residential (R-3) Zones.

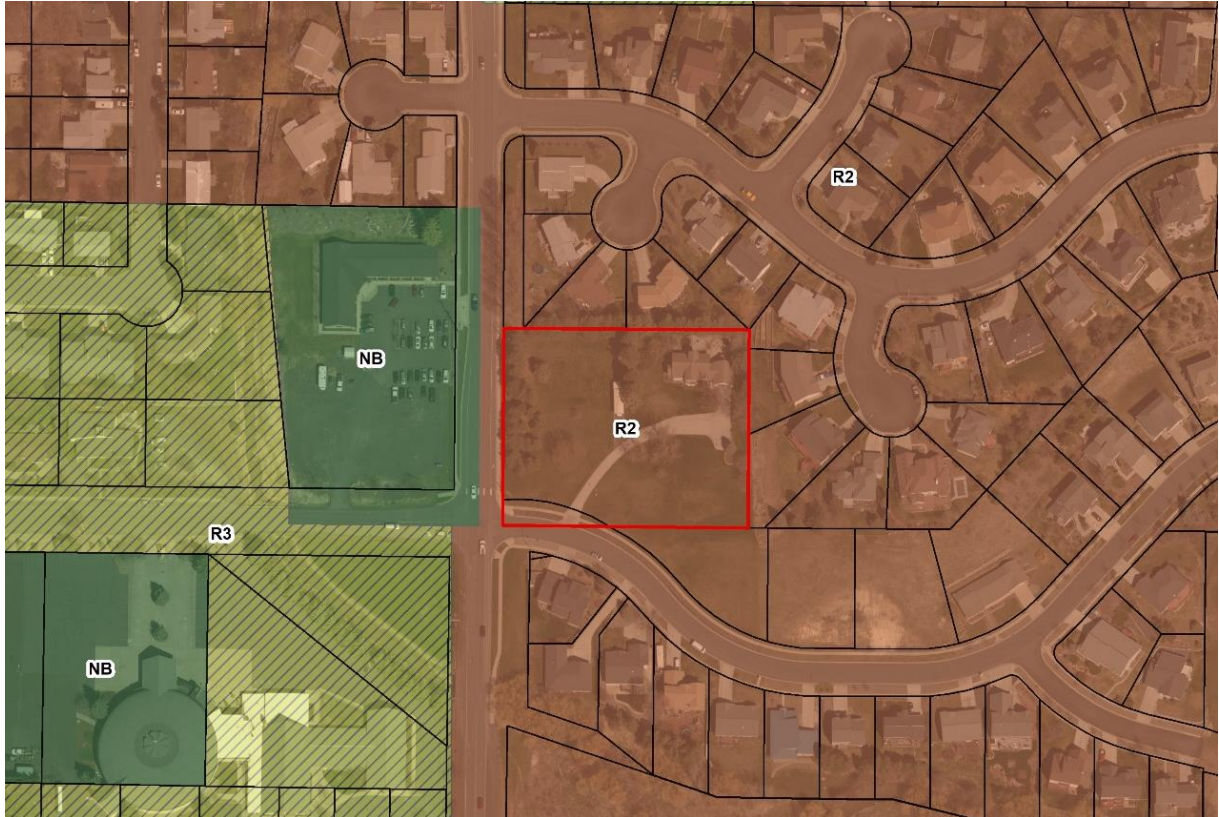
The R-2 zoning district is a moderate density residential zone appropriate where the following circumstances are present:

1. Single family dwellings predominate.
2. The terrain is not harshly irregular and smaller lot sizes can be accommodated without extensive earthwork.
3. Utilities and other public facilities are adequate for the densities allowed.
4. Existing lot development patterns and policies embodied in the Plan will also guide application of this zoning district.

Uses permitted within the R-2 Zone include single-family residential dwellings, market and community gardens, group child care facilities, and public parks and recreational facilities.



Current Zoning



Proposed Zoning

Water and Sewer: There are existing water and sewer mains within the surrounding streets which are of sufficient capacity to accommodate any future use that the R-2 Zone would allow on the subject property.

Access, Streets, Traffic: The subject property has property frontage on Mountain View Road which is designated within the Thoroughfare Plan as a minor arterial and Sixth Street which is designated as a collector east of Mountain View Road. There is currently one vehicular approach to the existing single-family dwelling on Sixth Street.

Other Issues: The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on March 9, 2022 to discuss the proposed rezone. All neighborhood meeting materials are attached.

Input from Other Agencies: None received.

RELEVANT CRITERIA & STANDARDS:

Rezone:

1. The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.
2. The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.
3. The uses expected to occur as a result of the rezone will be compatible with the surrounding area.
4. The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.
5. The size, type, and density of development expected to occur as a result of the rezone can be adequately served by the existing transportation network, public facilities and services.

RECOMMENDATIONS:

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed rezone on April 13, 2022 and recommended approval with no conditions.

Conduct the public hearing and upon consideration of any testimony received, approve the proposed Zoning Ordinance under suspension of the rules requiring three complete and separate readings and that it be read by title and published by summary and adopt the Planning and Zoning Commission Reasoned Statement of Relevant Criteria and Standards.

AMENDED NOTICE OF PUBLIC HEARING

Proposal for Rezone of an approximately 1.7-acre area located at 536 S Mountain View Road
Permit Application LUP2022-0009

A public hearing at which you may be present and speak will be conducted by the City Council of the City of Moscow at which time the following proposal will be considered:

1. Rezoning of the subject property from the Agriculture/Forestry (AF) Zone to the Moderate Density Single Family Residential (R-2) Zone.

The City of Moscow Planning and Zoning Commission conducted a public hearing for the proposed Rezone on April 13, 2022 and recommended approval with no conditions.

MEETING DATE: Monday, ~~May 16~~ June 6, 2022

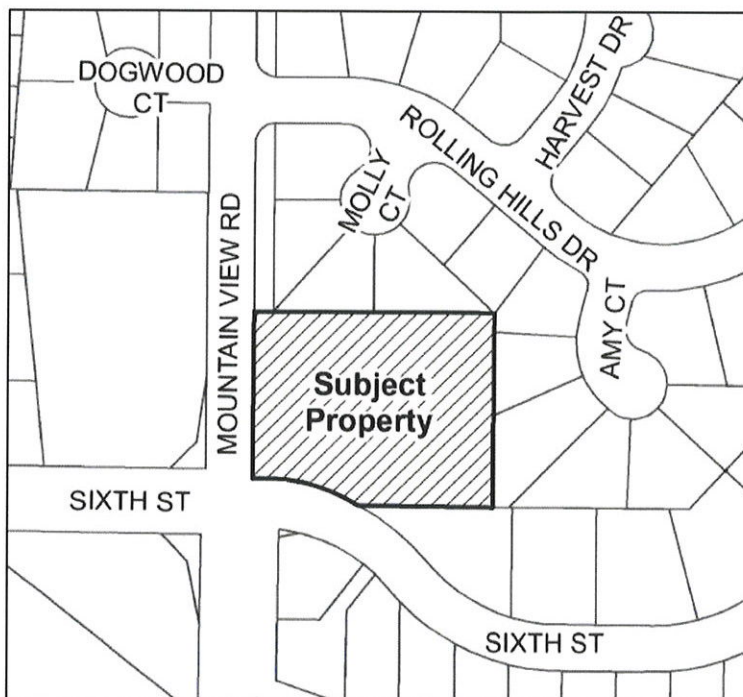
HEARING LOCATION: Council Chambers, Second Floor, Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 7:00 p.m.

Note: Meeting start time is not necessarily indicative of the hearing start time for the proposal advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting. The file containing information on this matter is available for public review at the Community Development Department located in the Haddock Building, 504 S. Washington Street, Moscow, Idaho. Call 883-7035 to get a meeting agenda and further information about the matter.

Verbal testimony at the hearing is generally limited to three (3) minutes time. Minor amounts of written materials (less than two (2) pages) may be submitted to the hearing body at any time prior to the close of comments, as determined by the hearing body. More in-depth written materials require at least five (5) calendar days for review prior to the hearing. You may obtain further information about the public hearing process and procedures on the City's Website at:

<https://www.ci.moscow.id.us/593/Public-Hearing-Notices>



Laurie M. Hopkins, Moscow City Clerk


Jennifer Fleischman, Deputy City Clerk

Publish: ~~April 30~~ May 14, 2022



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT**
Ph.: 208-883-7035
Fax: 208-883-7033
504 S. Washington Street
jfleischman@ci.moscow.id.us

For City Use Only			
Date Received		03-17-2022	
Dept	Fee Type	Fees	Paid
CDV	Application Fee	\$1,000.00	Waived
Receipt Number		LUP2022-0009	

APPLICATION FOR ZONING AMENDMENT

(Please type or print plainly with blue ink.)

GENERAL INFORMATION

1. Applicant

Name: City of Moscow Community Development Telephone: 208-883-7022
504 S Washington Street, Moscow ID 83843
 (Home address)

Relationship to affected property (please check one):

Owner ☐ Purchaser ☐ Lessee ☐ Other ☒ (explain below)

City is rezoning the property as part of a property purchase agreement pertaining to land purchased for future roundabout construction at the intersection of Mountain View Road and Sixth Street

2. Owner of Affected Property (if other than applicant)

Name: Randy Rauch Telephone: 509-330-1697
536 S Mountain View Road Moscow ID 83843
 (Home address)

3. Location of Affected Property: 536 S Mountain View Road Moscow ID 83843

Legal Description: N/A N/A N/A
 (Subdivision) (Block) (Lot)

If described by Metes and Bounds, please attach deed on a separate sheet.

INFORMATION ON REQUESTED REZONE

4. Proposal: The applicant requests a rezone on the above-described property as follows:

From: Agriculture/Forestry (AF) Zone to Moderate Density, Single Family Residential (R-2) Zone
 (Current zoning) (Proposed zoning)

5. Reason: Applicant requests a rezone for the following reason(s):

As part of a property purchase agreement for property purchased by the City in order to facilitate the construction of a roundabout at the intersection of Mountain View Road and Sixth Street, the City is required to initiate, present, and administer the rezoning of the owner's entire property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone

6. Before the Moscow Planning and Zoning Commission can approve a zoning amendment request, the Commission must first make findings of compliance with the following five Relevant Criteria and Standards. Please indicate in the spaces provided below what you believe to be justification showing compliance with each item:

A. The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.

The subject property is currently designated as Auto-Urban Residential within the Comprehensive Plan which states that the appropriate zoning districts are the R-1, R-2, and R-3 zones.

B. The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.

The proposed R-2 Zone provides a continuation of the existing R-2 Zone to the north, east, and south. The proposed zoning and uses are consistent with the surrounding area and will not unduly burden the neighborhood of public infrastructure.

C. The uses expected to occur as a result of the rezone will be compatible with the surrounding area.

The proposed zoning is consistent with adjacent zoning districts and will create a logical and orderly zoning configuration for the subject area.

D. The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.

The proposed zoning and uses are suitable for the area and will not unduly burden the area of public infrastructure.

E. The size, type, and density of development expected to occur as a result of the rezone can be adequately served by existing transportation network, public facilities and services.

The subject property has street access via Mountain View Road which is a minor arterial street and Sixth Street which is a collector street. Both streets can adequately serve any proposed development allowed in the R-2 Zone. City water, sanitary sewer, and storm sewer mains are currently extended to the subject property.

Notification: The Idaho Code requires that all property owners located within 300 feet of the affected property receive notification of the public hearing to be conducted by the Planning and Zoning Commission regarding any rezone request.

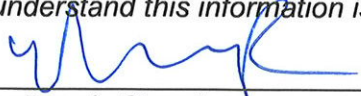
The Planning and Zoning Commission shall have the authority to require any additional information they consider necessary to render a fair decision and recommendation on a rezone request. The Commission may recommend and the City Council may require additional conditions and limitations as specified in Section 4-9-3C of the Moscow Code.

All questions addressed on this application and the application itself must be filed with the Moscow City Planner at least twenty-one (21) days prior to the hearing date. The applicant will be notified by the City as to the time and place of the hearing pertaining to this application. The applicant or his/her duly-appointed representative must be present at the public hearings held before both the Planning & Zoning Commission and the City Council.

The following materials must be included with this application:

1. Application fee.
2. Copy of neighborhood meeting invitation, mailing list, attendance list and minutes.
3. If a legal description of the affected property is given by Metes and Bounds, a separate sheet containing that description.

I understand this information is a public record and may be posted to a public website.

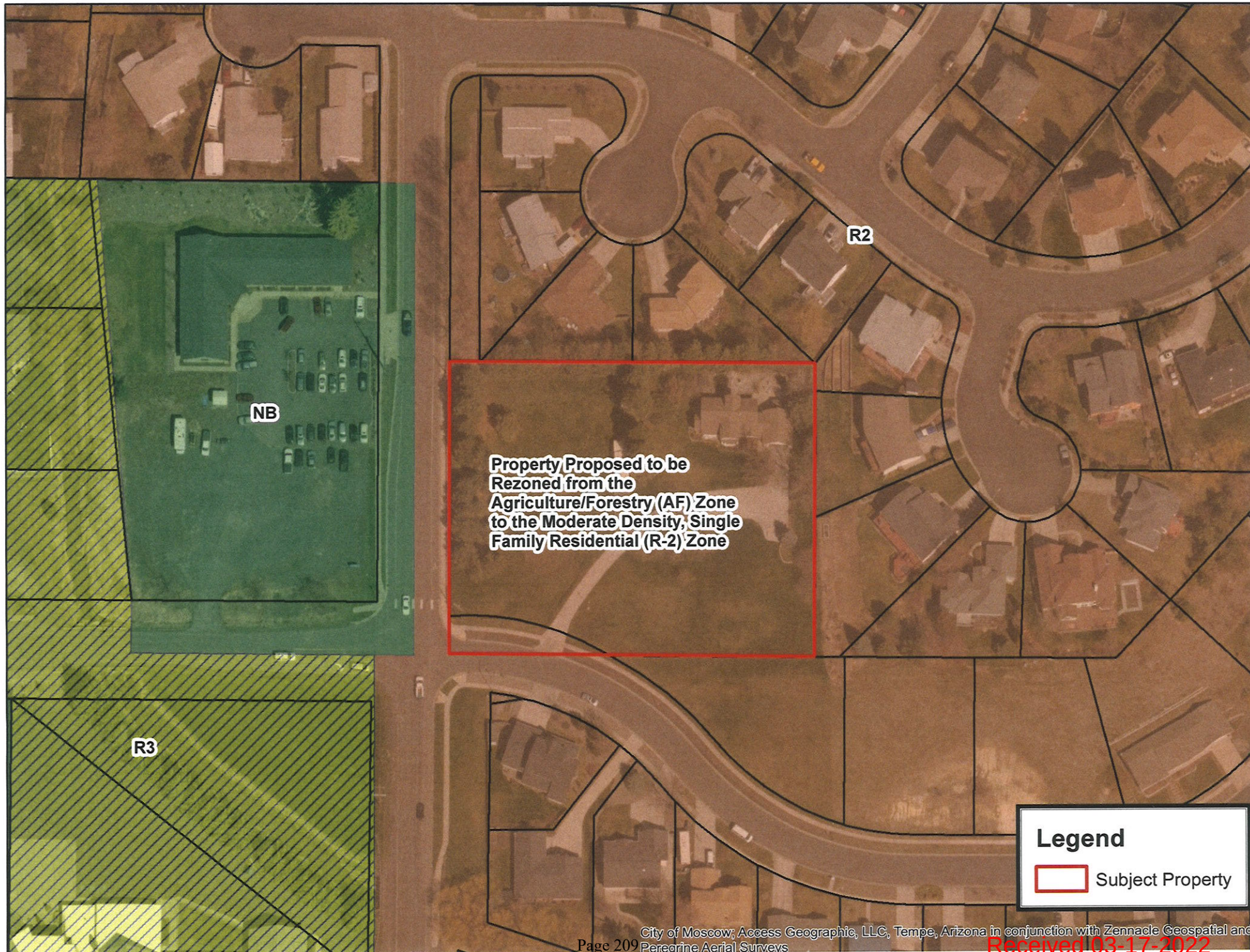

Applicant's Signature

3/17/22
Date

Property Owner's Signature

Date





City of Moscow Open House Neighborhood Meeting for the Rezoning of Property Located at 536 S Mountain View Road

You are invited to an informational Open House Neighborhood Meeting for a City initiated rezoning of the property located at 536 S Mountain View Road, as shown on the vicinity map below. The property is currently zoned Agriculture/Forestry (AF) and the proposal is to rezone the property to the Single-Family Moderate Density Residential (R-2) Zone to be consistent with the surrounding area. The rezoning of the property is an obligation of the City under a property purchase agreement between the current property owner and the City, in order to facilitate the construction of a new roundabout at the intersection of Sixth Street and Mountain View Road.

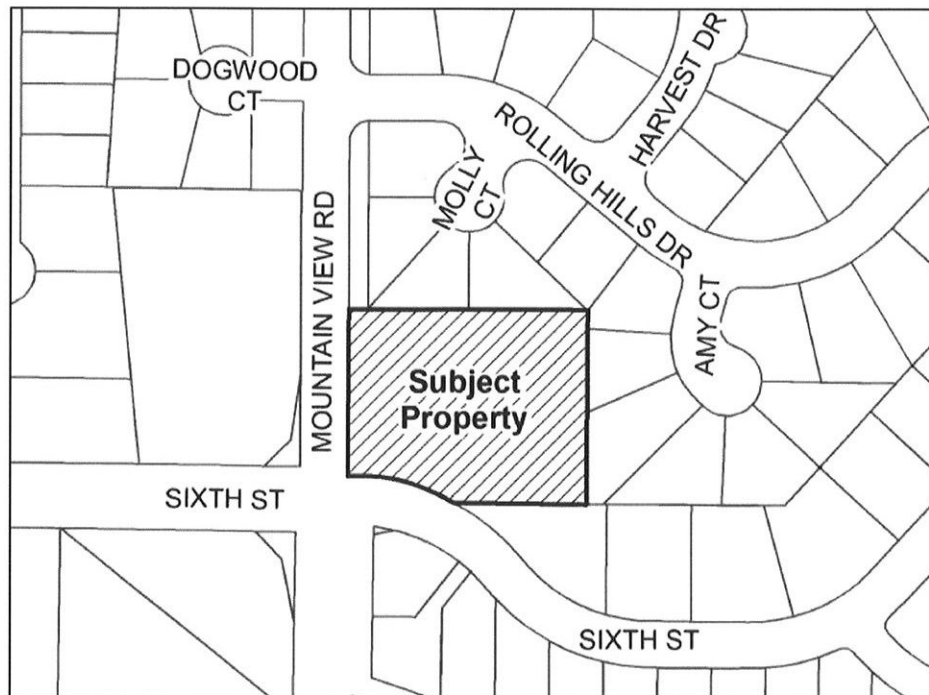
Meeting Date: **Wednesday, March 9, 2022**

Time: **5:00 pm to 6:00 pm**

Location: **Moscow City Hall
Council Chambers, 2nd Floor
206 E. Third Street**

Contact: **Mike Ray
Planning Manager
City of Moscow Community Development Department
(208) 883-7008
mray@ci.moscow.id.us**

Vicinity Map:



ALESSA, LILIAN
1795 AMY CT
MOSCOW, ID 83843

ALLEN, MALLORY
1426 E FIFTH ST
MOSCOW, ID 83843

ANDERSON, ALISA
1941 CRESTVIEW DR
MOSCOW, ID 83843

ANDERSON, BRUCE
1410 E SIXTH ST
MOSCOW, ID 83843

ANDERSON, DWIGHT
433 HARVEST RD
MOSCOW, ID 83843

ANDERSON, KATHERINE
1505 E THIRD ST
MOSCOW, ID 83843

ARMSTRONG, PATRICIA
126 HOLMES RD
PRIEST RIVER, ID 83856

ATONDO, ALYSON
1651 E THIRD ST
MOSCOW, ID 83843

BACON, ADAM
1628 ROLLING HILLS DR
MOSCOW, ID 83843

BARENDREGT, MORGAN
486 HARVEST DR
MOSCOW, ID 83843

BARHAM, ALEX
1811 AMY CT
MOSCOW, ID 83843

BARTON, BENJAMIN
1785 E SIXTH ST
MOSCOW, ID 83843

BECKER, ANDREW
1915 WESTVIEW DR
MOSCOW, ID 83843

BECKER, JAMES
1942 CRESTVIEW DR
MOSCOW, ID 83843

BENARD, PHILIP
323 S ROOSEVELT ST
MOSCOW, ID 83843

BENTLEY, ROBERT
316 S WASHINGTON ST
MOSCOW, ID 83843

BERG, MITCHELL
435 HARVEST DR
MOSCOW, ID 83843

BERGLEY, CLIFFORD
1836 ROLLING HILLS DR
MOSCOW, ID 83843

BLUTO, JASSEN
460 HARVEST DR
MOSCOW, ID 83843

BOWERS, REBECCA
1830 E SIXTH ST
MOSCOW, ID 83843

BURNHAM, KATHERINE
1747 AMY CT
MOSCOW, ID 83843

CAMPBELL, MARTIN
1875 ROLLING HILLS DR
MOSCOW, ID 83843

CARPENTER, LEILANI
1548 DOGWOOD CT
MOSCOW, ID 83843

CATHY ROHEIM TRUST
1945 CRESTVIEW DR
MOSCOW, ID 83843

CHRISTENSON, CAROLINE
1654 ROLLING HILLS DR
MOSCOW, ID 83843

CHURCH OF THE NAZARENE
ATTN: TREASURER
1400 E SEVENTH ST
MOSCOW, ID 83843

CHRISTIAN SCIENCE CHURCH
PO BOX 9726
MOSCOW, ID 83843

CLARK, KENNETH
1876 WEST VIEW DR
MOSCOW, ID 83843

CROUT, JOHN
1416 E FIFTH ST
MOSCOW, ID 83843

CRUMP, ROBERT
1827 ROLLING HILLS DR
MOSCOW, ID 83843

DAVIS, NATHAN
704 CAMAS ST
MOSCOW, ID 83843

DUKE, KATHLEEN
PO BOX 3554
MOSCOW, ID 83843

FALEN, DENNIS
411 S ROOSEVELT ST
MOSCOW, ID 83843

FALETTI, DAVID
1811 E SIXTH ST
MOSCOW, ID 83843

FEMREITE, DONNA
1579 DOGWOOD CT
MOSCOW, ID 83843

FERRERO, LISA
1962 E SIXTH ST
MOSCOW, ID 83843

FOILES, CONNIE
1531 DOGWOOD CT
MOSCOW, ID 83843

FRANCK, JOSHUA
1645 E THIRD ST
MOSCOW, ID 83843

FREI, HERBERT
1572 DOGWOOD CT
MOSCOW, ID 83843

GUENTHNER, JOSEPH
1945 E SIXTH ST
MOSCOW, ID 83843

HADLEY, VINCE
1859 ROLLING HILLS DR
MOSCOW, ID 83843

HALSTEAD, THOMAS
1602 ROLLING HILLS DR
MOSCOW, ID 83843

HANSEN, JEREMY
1715 ROLLING HILLS DR
MOSCOW, ID 83843

HARVEST HILLS DEVELOPMENT
PO BOX 8986
MOSCOW, ID 83843

HOWARD, MICAH
1871 E SIXTH ST
MOSCOW, ID 83843

HUBNER, GENEVA
PO BOX 8215
MOSCOW, ID 83843

HULST, DONALD
1902 WESTVIEW DR
MOSCOW, ID 83843

JENSEN, ERIC
1907 ROLLING HILLS DR
MOSCOW, ID 83843

KARN, KRYSTINA
412 S ROOSEVELT ST
MOSCOW, ID 83843

KELTON, WILLIAM
1202 CANTERBURY CIR
MIDDLETONI, WI 53562

KONIGSBERG, REGINA
1837 E SIXTH ST
MOSCOW, ID 83843

LAWFORD, JANE
317 ROOSEVELT ST
MOSCOW, ID 83843

LYLE, SHERRY
1545 DOGWOOD CT
MOSCOW, ID 83843

MA, XIAOGANG
1863 WESTVIEW DR
MOSCOW, ID 83843

MADDOX, TIMBERLY
1627 MOLLY CT
MOSCOW, ID 83843

MC KINLAY, KIRK
1649 MOLLY CT
MOSCOW, ID 83843

MILLS, PETER
1878 ROLLING HILLS DR
MOSCOW, ID 83843

MORDHORST, TODD
1709 E THIRD ST
MOSCOW, ID 83843

MOSCOW HOLDING LLC
3155 RIVER RD S, STE #100
SALEM, OR 97302

MOSCOW SCHOOL DIST #281
ATTN: GREG BAILEY
650 CLEVELAND ST
MOSCOW, ID 83843

OWEN, KEVIN
1884 E SIXTH ST
MOSCOW, ID 83843

PAYTON, R MARK
425 SUMMIT RD
MOSCOW, ID 83843

PICKARD, MICHAEL
221 PANORAMA DR
MOSCOW, ID 83843

PIERCE-GARNETT, DAVID
434 HARVEST DR
MOSCOW, ID 83843

PLUMMER, DONALD
316 S ROOSEVELT ST
MOSCOW, ID 83843

RAINER, KYLE
705 CAMAS ST
MOSCOW, ID 83843

RAUCH, RANDY
536 S MOUNTAIN VIEW RD
MOSCOW, ID 83843

REHDER, TERRY
1843 ROLLING HILLS DR
MOSCOW, ID 83843

RILEY, JOHN
1681 E SIXTH ST
MOSCOW, ID 83843

ROSGEN, MICHAEL
324 S ROOSEVELT ST
MOSCOW, ID 83843

RUSSELL, STEVEN
1731 ROLLING HILLS DR
MOSCOW, ID 83843

SCHROEDER, DOUGLAS
1763 AMY CT
MOSCOW, ID 83843

SHEARER REVOCABLE LIVING TRUST
1707 E SIXTH ST
MOSCOW, ID 83843

SMITH, LLOYD
1947 CRESTVIEW DR
MOSCOW, ID 83843

SMITH, MARY
1526 DOGWOOD CT
MOSCOW, ID 83843

ST HILAIRE PROPERTIES, LLC
PO BOX 486
NEWPORT, WA 99156

STEVENS, ELIZABETH
1603 E SIXTH ST
MOSCOW, ID 83843

STONE, TERRY
1936 E SIXTH ST
MOSCOW, ID 83843

TAYLOR, WILLIAM
437 HARVEST DR
MOSCOW, ID 83843

TENNEY, BARRY
1505 E FIFTH ST
MOSCOW, ID 83843

THERESA MARIE PADDOCK REV TRST
1655 E SIXTH ST
MOSCOW, ID 83843

THOMAS, GARY
1889 WESTVIEW DR
MOSCOW, ID 83843

TREADWELL, JOHN
1891 ROLLING HILLS DR
MOSCOW, ID 83843

TRIBBLE, GARY & KATHLEEN TRUST
2027 E SIXTH ST
MOSCOW, ID 83843

TRIVELPIECE, MARCUS
411 HARVEST DR
MOSCOW, ID 83843

TRUJILLO-BARRERA, ANDRES
1810 ROLLING HILLS DR
MOSCOW, ID 83843

TYLER, DONALD
1671 MOLLY CT
MOSCOW, ID 83843

UDC PROPERTIES LLC
PO BOX 8477
MOSCOW, ID 83843

UNLU, GULHAN
1862 ROLLING HILLS DR
MOSCOW, ID 83843

VADYVALOO, VIVEKA
1752 ROLLING HILLS DR
MOSCOW, ID 83843

VAN ECK, PETER
1040 BARTHO LN
TROY, ID 83871

VAN GERPEN, JON
1858 E SIXTH ST
MOSCOW, ID 83843

VORHIES, ROBERT
404 S ROOSEVELT ST
MOSCOW, ID 83843

WATERMAN, JAMES
1629 E SIXTH ST
MOSCOW, ID 83843

WNEK, BRITTANY
310 S ROOSEVELT ST
MOSCOW, ID 83843

XING, TAO
1910 E SIXTH ST
MOSCOW, ID 83843

YATES, DIANE
1605 MOLLY CT
MOSCOW, ID 83843

ZHU, PINGCHAO
1759 E SIXTH ST
MOSCOW, ID 83843

City of Moscow Open House Neighborhood Meeting for the Rezoning of Property Located at 536 S Mountain View Road

Introduction:

Welcome to the neighborhood meeting for the proposed rezoning of an approximately 1.70-acre property located at 536 S Mountain View Road. The neighborhood meeting process is a City Code requirement that needs to occur prior to public hearings before the Planning and Zoning Commission and City Council. The purpose of the neighborhood meeting is to allow the applicant to present the proposal to neighbors and other members of the public prior to the formal public hearing so that the parties can discuss and gather information.

Background:

The subject property was first annexed into the City of Moscow in 1996 as part of an effort to annex properties that were County islands completely surrounded by the City. Although there were records of the City proposing to rezone the property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone, there was never any documentation that the rezone ever occurred upon annexation. So, the property has remained within the Agriculture/Forestry Zone (AF) ever since it was annexed into the City in 1996.

In 2013, the City initiated a project to improve traffic flow and enhance safety on Mountain View Road from the Sixth Street intersection south to Joseph Street. The project includes:

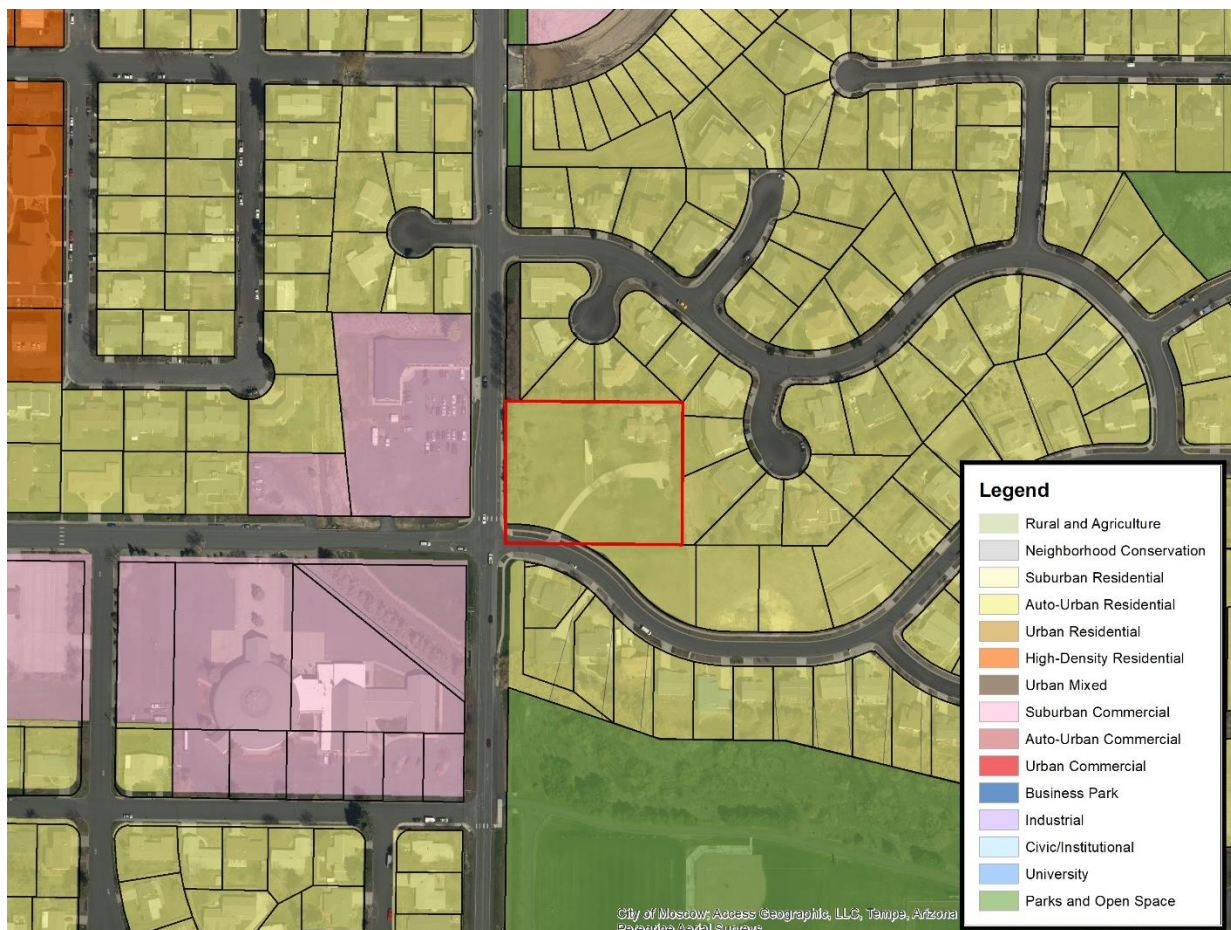
- Widening the roadway from 24 feet to 36 feet between Joseph Street and East Sixth Street.
- Constructing a new roundabout at the Mountain View Road/East Sixth Street intersection.
- Adding left-turn bays at the Mountain View Road/Joseph Street intersection.
- Enhancing storm drains and lighting.
- Building bike lanes, curb, gutter and sidewalks along Mountain View Road.

During the design phase of the project, it was determined that in order for a roundabout to be constructed at the Mountain View Road/Sixth Street intersection, property needed to be acquired from the four property owners adjacent to the intersection. Over the last two years the City has been working with the property owners to purchase the needed property. As part of the property purchase agreement for the portion of the property located on 536 S Mountain View Road, the City is required to initiate, present, and administer the rezoning of the entire property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone. The Mountain View Road improvement project is scheduled to begin construction this year.

Comprehensive Plan:

When determining the most appropriate zoning district to be applied to a particular property, the Comprehensive Plan land use designation for the property provides the primary guidance. The proposed zoning district is required to be consistent with the Comprehensive Plan. The subject property is currently designated as Auto-Urban Residential within the Comprehensive Plan as shown on the map below. The Comprehensive Plan states that the Auto-Urban Residential designation:

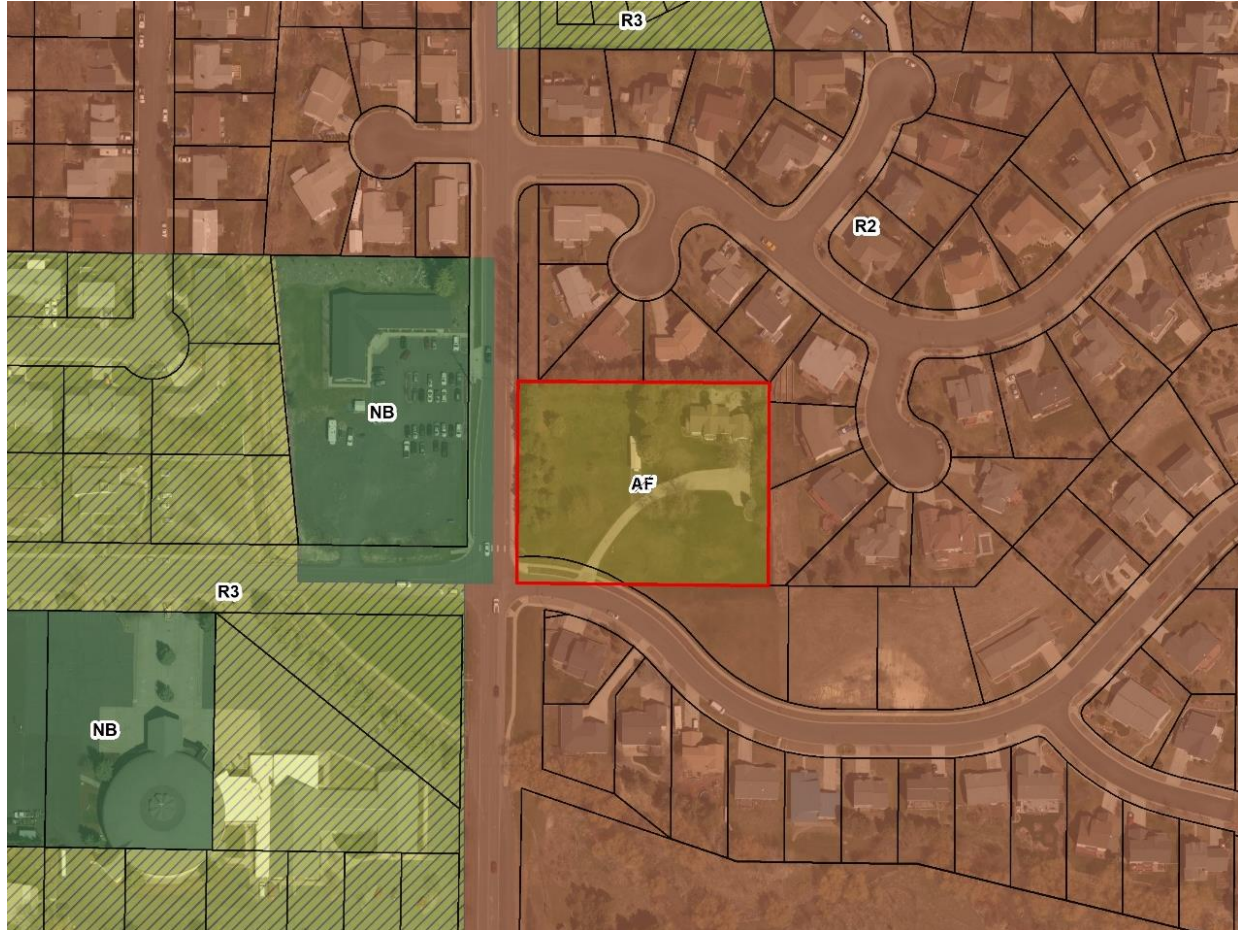
- Contains predominantly single family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation.
- This designation includes those areas generally anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings
- Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate



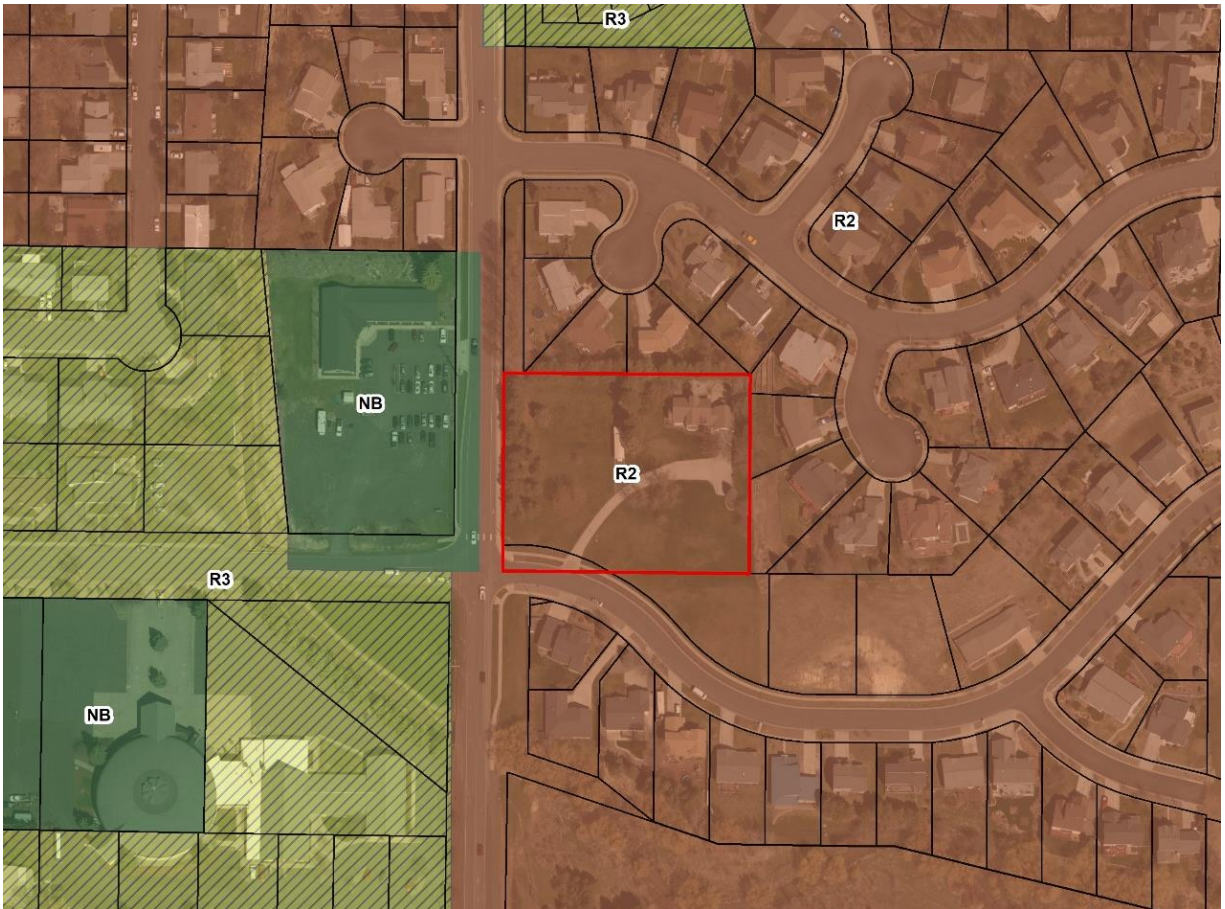
Comprehensive Plan Land Use Designation Map

Zoning:

Based upon the Auto-Urban Residential Comprehensive Plan Land Use Designation as well as the current zoning of the surrounding area, the most appropriate zone for the subject property is the Moderate Density, Single Family Residential (R-2) Zone. The R-2 Zone is primarily a single-family residential zoning district, but also allows urban agriculture, group child care facilities, and public parks and recreational facilities. Below are maps showing the existing AF Zone and the proposed R-2 Zone.



Current Zoning



Proposed Zoning

Next Steps:

After this neighborhood meeting is conducted, public hearings will be scheduled before the Planning and Zoning Commission and City Council. Identical to the neighborhood meeting, all property owners within 600 feet of the subject property will be notified and a public hearing sign will be posted on the property at least seven days prior to the hearings. The Planning and Zoning Commission will make a recommendation to City Council and the Council will then make the final decision.

Any questions or public comments can be submitted to:

Mike Ray, AICP
Planning Manager
City of Moscow
504 S. Washington Street
Moscow, ID 83843
mray@ci.moscow.id.us
(208) 883-7008

A question regarding street access to the subject property was discussed. Through the property purchase agreement, the City has agreed to an additional approach to the subject property from Mountain View Road. Every property is entitled to at least one approach, so the number of approaches on Sixth Street would depend on whether additional lots were created in the future. The approaches would be located away from the roundabout because of safety issues.

A question about a driveway that was developed to access some hillside property to the east was discussed. This property is also owned by the applicant but isn't part of the rezone proposal. The lots on the property were already platted within one of the earlier Rolling Hills Additions.

There were questions regarding the project schedule of the Mountain View Road improvements. Construction is scheduled to begin this spring and the duration of the construction will last about 60 days. Attendees were encouraged to reach out to the Engineering Department if they would like additional information regarding the project.

All attendees from the public left the meeting at 5:30pm and nobody else attended the remainder of the meeting.

Rezone of 536 S Mountain View Road

Neighborhood Meeting Sign-In Sheet

March 9, 2022 at 5:00 PM – Council Chambers, 206 E Third St, Moscow ID

Name	Address
Jon & Mary Jo Van Gerpen	1858 E. 6 th St.
Emily & Joe Campbell	1875 Rolling Hills Dr.
Mel Abrams	1837 E 6 th St.
Tyler Lawrence	1615 Cedar St #2 Colfax WA 99111

Questions about this process? Please contact Jennifer Fleischman at 208-883-7035 or
jfleischman@ci.moscow.id.us.

City of Moscow
Neighborhood Meeting for
the Rezoning of Property at
536 S Mountain View Road
~Minutes~

Wednesday
March 9, 2022

5:00-6:00 PM

City Hall, Council
Chambers
206 E Third Street

The meeting started at 5:00 PM

MEMBERS OF THE PUBLIC PRESENT: Jon and Mary Jo Von Gerpen, Emily and Joe Campbell, Mel Abrams, Tyler Larcie

STAFF: Mike Ray, Planning Manager

1. Discussion regarding the proposed rezone at 536 S Mountain View Road

Ray introduced himself and passed out a handout that had been created by staff to explain the rezone proposal as well as the public input process. Ray then gave an overview of the history of the proposal, Comprehensive Plan, zoning, and the next steps.

The subject property was first annexed into the City of Moscow in 1996 as part of an effort to annex properties that were County islands completely surrounded by the City. Although it was contemplated, there was never any documentation that the rezone to the R-2 Zone ever occurred upon annexation. In 2013, the City initiated a project to improve traffic flow and enhance safety on Mountain View Road from the Sixth Street intersection south to Joseph Street. During the design phase of the project, it was determined that in order for a roundabout to be constructed at the Mountain View Road/Sixth Street intersection, property needed to be acquired from the four property owners adjacent to the intersection. Over the last two years the City has been working with the property owners to purchase the needed property. As part of the property purchase agreement for the portion of the property located on 536 S Mountain View Road, the City is required to initiate, present, and administer the rezoning of the entire property from the Agriculture/Forestry (AF) Zone to the Moderate Density, Single Family Residential (R-2) Zone.

A question pertaining to what it meant to rezone the property to the R-2 Zone was discussed. The R-2 Zone is the most appropriate zone given the Comp Plan land use designation as well as the zoning of the surrounding area. The R-2 Zone is primarily a single-family residential zone.

A question regarding the process for subdividing the property in the future was discussed. It was explained that if the property was to be subdivided in the future into a subdivision, that a similar process that would include a neighborhood meeting and two public hearings would be required. All lots would need to meet code requirements pertaining to lot size, lot width, street frontage, etc.

A question about the Mountain View Road improvement project was discussed. The scope of the project was explained including the details of the roundabout construction. A follow-up question regarding the size of the roundabout and large vehicle access was discussed. The roundabout is constructed to a single lane and the center of the roundabout is constructed of a rolled curb and impervious surface to allow for the maneuvering of large vehicles.

**BEFORE THE PLANNING AND ZONING COMMISSION
OF THE CITY OF MOSCOW, COUNTY OF LATAH,
STATE OF IDAHO**

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS

REASONED STATEMENT OF RELEVANT CRITERIA AND STANDARDS REGARDING A REQUEST FOR THE REZONE OF AN APPROXIMATELY ONE POINT SEVEN (1.7) ACRE PROPERTY LOCATED AT 536 S MOUNTAIN VIEW ROAD WITHIN THE CITY OF MOSCOW FROM THE AGRICULTURE/FORESTRY (AF) ZONE TO THE MODERATE DENSITY SINGLE FAMILY RESIDENTIAL (R-2) ZONE.

WHEREAS, the applicant filed an application for Rezone on March 17, 2022; and

WHEREAS, this matter came before the Moscow Planning and Zoning Commission during a duly noticed public hearing on April 13, 2022; and

WHEREAS, having reviewed the application, including all exhibits entered, and having considered the issues presented by the applicant and the opponents:

THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW, IDAHO, AFTER DUE DELIBERATION AND CONSIDERATION, HEREBY CONCLUDES:

I. RELEVANT FACTS AND CONCLUSIONS

1. The Planning and Zoning Commission considered the request pursuant to the City of Moscow 2019 Comprehensive Plan, City of Moscow Zoning Ordinance, the Local Land Use Planning Act, and other applicable development regulations.
2. The subject property consists of a 1.7-acre area of land located on the northeast corner of Sixth Street and Mountain View Road. The subject property currently a single-family dwelling and a large yard.
3. The property is surrounded primarily by a single-family residential neighborhood to the north, east, and south. Pickard Orthodontics and the Church of the Nazarene are located to the west across Mountain View Road.
4. Within the 2019 Moscow Comprehensive Plan, the subject property is currently designated as Auto-Urban Residential.
5. According to the 2019 Comprehensive Plan, Auto-Urban Residential designated areas are intended to,

“contain predominantly single family detached homes on lots ranging from 7,000 to 11,000 square feet in size and are more isolated from surrounding uses which may require residents to rely more on automobile transportation. This designation includes those areas generally anticipated to be developed for low- to moderate-density residential uses at densities between three to six units per acre which could include a mix of detached single-family, twinhome, and townhome residential dwellings.

Appropriate current zoning for Auto-Urban Residential designated areas include Low Density Residential (R-1), Moderate Density Single Family Residential (R-2) and Medium Density Residential (R-3) in order to include a mixture of attached and detached dwellings where appropriate."

6. The surrounding properties to the north, east, and south are also designated as Auto-Urban Residential (AU-R). Pickard Orthodontics and the Church of the Nazarene to the west are designated as Suburban Commercial (SC).
7. The subject property is currently zoned Agriculture Forestry (AF) and the applicant is proposing to rezone the property to the Moderate Density Single Family Residential (R-2) Zone.
8. According to the City of Moscow Zoning Code, the R-2 zoning district is a moderate density residential zone appropriate where the following circumstances are present:
 1. Single family dwellings predominate.
 2. The terrain is not harshly irregular and smaller lot sizes can be accommodated without extensive earthwork.
 3. Utilities and other public facilities are adequate for the densities allowed.
 4. Existing lot development patterns and policies embodied in the Plan will also guide application of this zoning district.
9. Uses permitted within the R-2 Zone include single-family residential dwellings, market and community gardens, group child care facilities, and public parks and recreational facilities.
10. There are existing water and sewer mains within the surrounding streets which are of sufficient capacity to accommodate any future use that the R-2 Zone would allow on the subject property.
11. The subject property has property frontage on Mountain View Road which is designated within the Thoroughfare Plan as a minor arterial and Sixth Street which is designated as a collector east of Mountain View Road. There is currently one vehicular approach to the existing single-family dwelling on Sixth Street.
12. The applicant conducted a neighborhood meeting with affected property owners within 600 feet of the subject property on March 9, 2022 to discuss the proposed rezone.

BASED ON THE ABOVE RELEVANT FACTS AND CONCLUSIONS, THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW HEREBY FINDS THE FOLLOWING RELEVANT CRITERIA AND STANDARDS:

II. RELEVANT CRITERIA AND STANDARDS

1. **The proposed rezone is consistent with Comprehensive Plan goals, objectives, and implementation actions.** The proposed rezone is consistent with the existing 2019 Comprehensive Plan Land Use Designation of Auto-Urban Residential.
2. **The proposed rezone would provide for the logical and orderly location of land uses and community services and facilities.** The proposed R-2 Zone provides a continuation of the existing R-2 Zone to the north, east, and south. The proposed zoning and uses are consistent with the surrounding area and will not unduly burden the neighborhood of public infrastructure.

3. **The uses expected to occur as a result of the rezone will be compatible with the surrounding area.** The proposed zoning is consistent with adjacent zoning districts and will create a logical and orderly zoning configuration for the subject area.
4. **The size, type, and density of development expected to occur as a result of the rezone will not place an undue burden upon delivery of services provided by any political subdivision within the planning jurisdiction.** The proposed zoning and uses are suitable for the area and will not unduly burden the area of public infrastructure.
5. **The size, type, and density of development expected to occur as a result of the rezone can be adequately served by the existing transportation network, public facilities and services.** The subject property has street access via Mountain View Road which is designated within the Thoroughfare Plan as a minor arterial and Sixth Street which is designated as a collector and can adequately serve any proposed development permitted in the R-2 Zone. City water, sanitary sewer, and storm sewer mains are currently extended to the subject property.

III. DECISION

Based on the above Reasoned Statement of Relevant Criteria, the Planning and Zoning Commission of the City of Moscow recommends approval of the rezone request for the approximately one point seven (1.7) acre property from the Agriculture Forestry (AF) Zone to the Moderate Density Single Family Residential (R-2) Zone with no conditions.

PASSED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MOSCOW this
11th day of May, 2022.



Robb Parish, Chair
Planning and Zoning Commission

PLANNING & ZONING COMMISSION



Robb Parish
Commission Chair
P&Z@ci.moscow.id.us

Regular Meeting
~Minutes~

Mike Ray
Staff Liaison
208.883.7008

<https://www.ci.moscow.id.us/457/Planning-Zoning-Commission>

Wednesday
April 13, 2022

7:00 PM

Council Chambers
206 E Third Street

The meeting was called to order at 7:01 PM

MEMBERS PRESENT: Robb Parish, Chair; Rich Beebe, Drew Davis, Scott Gropp, Joel Hamilton, Nels Reese, Victoria Seever, Dennis Wilson
OTHERS: Hailey Lewis
STAFF: Jennifer Fleischman, Mike Ray

REGULAR AGENDA

1. Approval of March 9, 2022 Minutes (ACTION ITEM)

Seever moved for approval of the minutes as written, seconded by Beebe. Vote by Acclamation; Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

2. Public Comment

Time limit 15 minutes. Members of the Public may speak to the Commission regarding matters NOT on the Agenda nor currently pending before the Planning and Zoning Commission. Please state your name and resident city for the record and limit your remarks to three (3) minutes.

None.

3. Public Hearing: Proposal for Rezone of an approximately 1.7-acre area located at 536 S Mountain View Road: LUP2022-0009 (ACTION ITEM)

Rezoning of the subject property from the Agriculture/Forestry (AF) Zone to the Moderate Density Single Family Residential (R-2) Zone.

Ray presented the rezone request as described above, and recommended approval with no conditions. The portion of the subject property that was purchased to be used in the Sixth Street and Mountain View Road round-a-bout project was minimal, just enough to make sure the round-a-bout would fit in the intersection. The City agreed to process the rezone of the parcel as part of the negotiations for acquiring property for the round-a-bout.

Public Hearing opened at 7:11 PM

Barry Tenney, Moscow, asked about the Sixth Street bridge replacement project and offered support for that.

Public Hearing closed at 7:12 PM

Seever moved to recommend approval of the proposed Rezone to City Council and direct Staff to prepare the Relevant Criteria and Standards, with no conditions. The motion was seconded by Hamilton. Vote by Acclamation; Ayes: Unanimous (8). Nays: None. Abstentions: None. Motion carried.

The Commission discussed an option of drafting the Relevant Criteria and Standards (RCS) prior to a Public Hearing and making modifications depending on the voting results and recommended conditions. There was consideration for the differences of application types and how some are more complicated than others. They deliberated the possibility of preparing a draft RCS for straight-forward applications, with the accord that it could be modified before approval.

4. Self-Storage Facilities in Residential Zones (ACTION ITEM)

Traditionally, self-storage facilities have only been permitted within certain commercial zoning districts. In reviewing potential locations for self-storage facilities over the years, staff has discussed the concept of permitting self-storage facilities in residential zones with some development standards. Self-storage facilities serve the need of providing additional storage space for nearby neighborhoods and tend to generate minimal nuisances.

Ray provided examples of other municipality's self-service storage unit codes for the Commission to review and contemplate. The Commission discussed what "interior of the site" means, and how that would shield adjacent neighborhoods from seeing the access points for the storage units. The code examples had a variety of different zones that allowed self-storage units. Dead storage is storage of goods that are not for sale.

Gropp liked the idea of having a parcel size requirement. The Commission talk about having architectural standards and requiring street façade improvements. The Rodeo Drive self-storage units are in a Motor-Business (MB) district, and adjacent to R-3 to the east. There are no standards or regulations for self-storage units currently in Moscow City Code, except that they are only allowed in MB and Industrial zones. The Commission discussed two-story storage units and lighted signs. It was mentioned that building apartments with garages or storage spaces would be preferable to the large footprint of a storage unit development. There was some speculation that setting strict standards that restrict developers would discourage development. The Commissioner's agreed that disguising boats and RVs storage would be ideal, as well as only providing access from the interior of the building.

There followed conversation about sloped or pitched roofs versus flat roofs, as well as standards to ensure the storage units fit in with the aesthetic of the surrounding residential area. Encouraging multi-family developments to incorporate storage units was brought up, such as providing incentives to developers. Commission discussed using land for housing versus land for storage. The Commissioner's talked about procuring the public's opinion of storage units next to residential areas. The storage units at the north side of town were not held to any standards except the required landscape buffers.

REPORTS

1. Transportation Commission meeting report.

The Transportation Commission meeting is scheduled to occur Thursday, April 14th. Agenda items include Inter-city Transit Services discussion and an update on the Downtown Streetscape project.

ANNOUNCEMENTS

Commissioner Mike Nelsen resigned from Planning & Zoning. Election of 2nd Vice Chair will be added to the agenda for the next meeting.

UPCOMING EVENTS/MEETINGS

Next Planning & Zoning Commission regular meeting is scheduled for April 27, 2022.

The meeting adjourned at 8:26 PM


Robb Parish, Chair

ORDINANCE NO. 2022 -

AN ORDINANCE OF THE CITY OF MOSCOW, IDAHO, A MUNICIPAL CORPORATION OF THE STATE OF IDAHO; PROVIDING FOR THE ZONING OF AN APPROXIMATELY ONE POINT SEVEN EIGHT (1.78) ACRE PROPERTY, DESCRIBED IN SECTION 2, AS MODERATE DENSITY SINGLE FAMILY RESIDENTIAL (R-2); PROVIDING THAT THE PROVISIONS OF THIS ORDINANCE BE DEEMED SEVERABLE; PROVIDING FOR THIS ORDINANCE TO BE IN FULL FORCE AND EFFECT FROM AND AFTER ITS PASSAGE, APPROVAL AND PUBLICATION ACCORDING TO LAW.

WHEREAS, the land described in Section 2 of this Ordinance is located within the City of Moscow; and

WHEREAS, the land described in Section 2 of this Ordinance is currently zoned Agriculture/Forestry (AF); and

WHEREAS, the proposed change is to adopt the Moderate Density Single Family Residential (R-2) designation; and

WHEREAS, the proposed change for the property described is consistent with the 2019 Comprehensive Plan; and

WHEREAS, the proposed uses allowed by the proposed zoning are consistent and compatible with the surrounding land uses; and provide for the logical, orderly and efficient development of the subject property; and

WHEREAS, on April 13, 2022, the Moscow Planning and Zoning Commission held a duly noticed public hearing and recommended approval of zoning the subject property R-2; and

WHEREAS, the Moscow City Council conducted a duly noticed public hearing and passed a motion to approve this zoning on June 6, 2022;

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

SECTION 1: All matters stated above are found to be true and correct and are incorporated herein by reference as if copied in their entirety and shall be adopted with the following sections of this Ordinance.

SECTION 2: LEGAL DESCRIPTION.

This Ordinance shall apply to the following described lands in Moscow, Latah County, Idaho, to-wit:

A tract of land located in the southwest quarter of the southwest quarter of Section 9, T 39 N, R 5 W, Boise Meridian, Latah County, Idaho, more particularly described as follows:

Beginning at a point on the south line of said Section 9, said point bearing S89°33'27"E 30.00 feet from the southwest corner of said Section 9, said point also being the southwest corner of a parcel of land described in Instrument No. 367845 as recorded in the office of the County Recorder of said county and state; thence continuing S89°33'27"E along said south line of Section 9, 310.00 feet to the southeast corner of said parcel; thence N00°16'56"E, along the East boundary of said parcel, 250.00 feet to the northeast corner of said parcel; thence N89°33'27"W, along the north boundary of said parcel, 310.00 feet to the easterly right-of-way line of Mountain View Road; thence S00°16'56"W, along said right-of-way line, 250.00 feet to the point of beginning as shown on the attached Exhibit "A".

Containing approximately 1.78 acres, more or less.

SECTION 3: ZONING. That the property described in Section 2 of this Ordinance be and the same hereby is zoned Moderate Density Single Family Residential (R-2); and, the City Engineer is hereby ordered to make the necessary amendments to the official maps of the City of Moscow which are on file at 504 South Washington Street, Moscow, Idaho.

SECTION 4: 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.

SECTION 5: EFFECT ON OTHER ORDINANCES. Where the definitions contained in this Ordinance are in conflict with relevant portions of City of Moscow, Idaho Municipal Code, the definition contained within those portions of the Moscow Code will be unaffected until such time, if any, as they are amended to be consistent with this Ordinance.

SECTION 6: EFFECTIVE DATE. This Ordinance shall be effective upon its passage, approval, and publication according to law.

PASSED on Motion by the Following Vote:

	Aye	Nay	Abstain	Absent
Hailey Lewis	_____	_____	_____	_____
Gina Taruscio	_____	_____	_____	_____
Sandra Kelly	_____	_____	_____	_____
Maureen Laflin	_____	_____	_____	_____
Anne Zabala	_____	_____	_____	_____
Julia Parker	_____	_____	_____	_____

ADOPTED by the City Council of the City of Moscow, Idaho and **APPROVED** by the Mayor of the City of Moscow this ____ day of June, 2022.

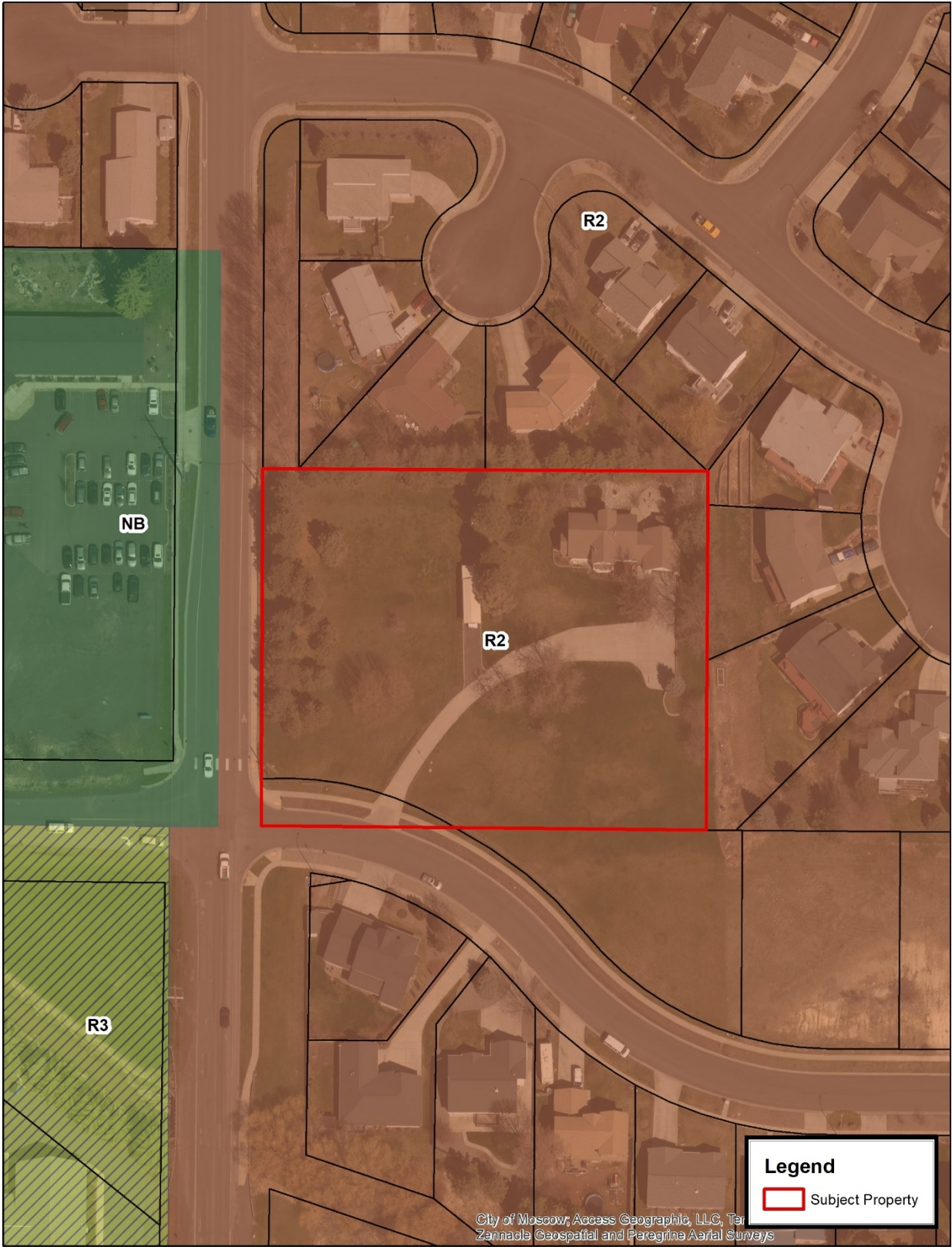
Arthur D. Bettge, Mayor

CERTIFICATION and ATTESTATION. I hereby certify that the above is a true copy of a Resolution passed at a regular meeting of the City Council, City of Moscow, held on _____, 2022 and attest to the Mayor's signature.

Laurie M. Hopkins, City Clerk

DRAFT

EXHIBIT “A”



CITY COUNCIL STAFF REPORT

DATE: Monday, June 6, 2022



AGENDA ITEM TITLE

American Rescue Plan Act (ARPA) Small Business and Non-Profit COVID-19 Recovery Grant Program (ACTION ITEM) - ARPA Review Committee

RESPONSIBLE STAFF

Cody Riddle, Deputy City Supervisor - Community Development,
Alisa Anderson, Grants Manager, Renee Tack, Assistant Finance
Director

REVIEWED BY

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

DESCRIPTION

On December 6, 2021, City Council approved Resolution 2021-25 to allocate \$750,000 in ARPA funding to establish a grant program to assist small businesses and non-profits located in Moscow that have been negatively impacted by the COVID-19 pandemic. Resolution 2021-30 was approved by City Council on December 20, 2021, and established the City of Moscow ARPA Small Business and Non-Profit COVID-19 Recovery Grant Program which identified a maximum grant award of up to \$15,000 for eligible small businesses and \$25,000 for Community and Social Service Non-Profits. This Resolution also established a three-member ARPA Grant Review Committee to review requests to ensure conformance with the program and make a recommendation to City Council who makes the final funding decisions. Resolution 2021-30 was replaced by Resolution 2022-11, adopted by Council on April 18, 2022. It allows City Council discretion to award more than the maximum amounts originally specified.

On April 4, 2022, City Council awarded a total of \$70,000 in funding to include \$15,000 to three (3) small businesses and \$25,000 to one (1) non-profit organization. Each of these requests were for the maximum allowance specified in the original Resolution 2021-30. Since the presentation of the first round of ARPA requests, the City ARPA Review Committee has evaluated eight (8) grant applications for small businesses and fourteen (14) from local non-profit organizations. The business applications are diverse in the products and services they each provide, which include retail, food and beverage, personal service to education. The non-profit requests vary in their community services to include food, shelter, housing, addiction recovery, mental health assistance, specialized medical services to education, childcare, outdoor recreation, and cultural activities, to include arts and dance. All of the businesses and organizations contribute to all ages of the community and provide services and/or products to fulfill a variety of needs of Moscow's diverse citizenry. The local non-profits are improving, expanding, and adding new services to their programs in response to the negative impacts of the COVID-19 pandemic.

A Staff Memorandum is attached with this report providing the background of the program, current status to include a list of the businesses and non-profits with the grant amounts requested. Also included is an individual Staff Memorandum outlining the applicant's operations and/or services, a financial analysis for the businesses and the criteria met for eligibility to include the individual grant application.

The ARPA Review Committee is presenting four (4) small business grant requests of \$15,000 each for a total of \$60,000 and one (1) request not included in the process due to the recent closure of the business. Also presented is fourteen (14) non-profit applications which are eligible and are being recommended for

approval in the amount requested or not to exceed \$25,000. The total of all non-profit requests is \$846,320 with eight (8) requests over \$25,000 ranging from \$40,000 to \$200,000 each. The ARPA Review Committee has received three (3) additional small business applications that were not complete and pending receipt of additional information in order to determine eligibility.

Finally, the Committee is recommending Council close the grant program to new applications in approximately 60 days. This will allow any remaining businesses or non-profit organizations to seek funding. Upon closure, the Committee will review the remaining applications to determine eligibility. These applications, along with those that sought funding beyond the maximum allowance of \$25,000, could be presented to Council at a specified hearing date. At that time, Council could make a final decision on the use of remaining funds.

STAFF RECOMMENDATION

Approve four (4) small business grant requests of \$15,000 each for a total of \$60,000 and deny one (1) application due the recent closure of the business.

Approve fourteen (14) non-profit applications for the amount requested, not to exceed \$25,000 each.

Approve closing the grant program to new applications at 4:00 PM on August 12, 2022, and give permission to advertise this deadline in various media forms to the public.

PROPOSED ACTIONS

PROPOSED ACTIONS: The ARPA Review Committee is recommending approval of four (4) small business grant requests of \$15,000 each for a total of \$60,000 and denial of one (1) application due to the recent closure of the business; or take other action deemed appropriate.

PROPOSED ACTIONS: The ARPA Review Committee has determined fourteen (14) non-profit applications are eligible for funding under the program requirements and are being recommended for approval of the amount requested, not to exceed \$25,000; or take other action deemed appropriate .

PROPOSED ACTIONS: The ARPA Review Committee is recommending City Council close the grant program to accept no new applications at 4:00 PM on August 12, 2022, and to advertise this deadline in various media forms to the public; or take other action deemed appropriate.

FISCAL IMPACT

The City Council allocated \$750,000 to the ARPA grant program and if Council elects to award each grant for the amount requested; total funding awards would be \$906,320 which exceeds the remaining balance of \$680,000 by (\$226,320).

PERSONNEL IMPACT

The ARPA Review Committee, Administration, Legal and Finance Departments, including support staff to prepare the Grant Funding Agreements for each individual award, processing and disbursement of grant funds and on-going compliance and monitoring as required by the Coronavirus State and Local Fiscal Recovery Funds: Final Rule, U.S. Department of Treasury, January 2022.

ATTACHMENTS

1. ARPA CC Packet 06.06.22



City of Moscow Community Development

Memo

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: American Rescue Plan Act Small Business and Non-Profit COVID-19 Recovery Grant Program

BACKGROUND

On December 6, 2021, City Council approved Resolution 2021-25 to allocate \$750,000 in ARPA funds to establish a grant program to assist small businesses and non-profits located in Moscow that were negatively impacted by the COVID-19 pandemic. Resolution 2021-30 was approved by City Council on December 20, 2021, and established the City of Moscow ARPA Small Business and Non-Profit COVID-19 Recovery Grant Program which identified a maximum grant award of up to \$15,000 for eligible small businesses and \$25,000 for community and social service non-profits. This Resolution was replaced by Resolution 2022-11, adopted by Council on April 18, 2022. The current Resolution provides Council with the discretion to award more than the maximum amounts originally specified.

On April 4, 2022, City Council awarded a total of \$70,000 in funding to three small businesses and one non-profit organization. Each of these requests were for the maximum allowance specified in the original Resolution.

CURRENT REQUEST

On June 6, 2022, staff will present a new package of applications that includes requests by 14 non-profits and 4 small businesses. This represents all of the complete applications received to date. Similar to the initial package of applications, each organization experienced, and responded to, the negative financial impacts associated with the COVID-19 pandemic differently. In the case of the small business applications, each demonstrated a reduction in net income of greater than twenty-five percent (25%), as required by the adopted Resolution 2022-11. Similarly, each of the non-profit applicants are proposing a new or expanded community service program in response to the pandemic. Attached to this report are memos from the ARPA Review Committee providing a brief summary of each application along with the funding request and a staff recommendation. A copy of the application form, and in the case of the small businesses, a brief financial analysis is also included.

As illustrated below, a number of the non-profit organizations have requested more than the maximum funding specified in the resolution. While the Review Committee finds each application to be eligible for funding, the total amount requested combined with previous awards, significantly exceeds the \$750,000 allocated for the program. It should also be noted, three small business applications representing an additional \$45,000, have been submitted. Staff is working with each business owner to complete these requests for another round of review.

Community & Social Services Applications	Amount Requested
Festival Dance	\$ 6,115.00
Palouse Prairie Charter	\$ 7,605.00
Friendly Neighbors Senior	\$ 8,000.00
Latah Alliance Mental Illness	\$ 17,700.00
PCEI	\$ 25,000.00
Sojourner's Alliance	\$ 25,000.00
Kenworthy	\$ 40,000.00
Moscow Day School	\$ 42,000.00
Food Not Bombs	\$ 45,000.00
Inland Oasis	\$ 66,900.00
Moscow Contemporary	\$ 75,000.00
Palouse Care Network	\$ 88,000.00
Family Promise of the Palouse	\$ 200,000.00
Latah Recovery Center	\$ 200,000.00
subtotal:	\$ 846,320.00
Small Business Applications	Amount Requested
Hair by Jeri	\$ 15,000.00
Julie Rinard Quilting	\$ 15,000.00
Moscow Brewing Company	\$ 15,000.00
Love's Kombucha	\$ 15,000.00
subtotal:	\$ 60,000.00
Grand Total	\$ 906,320.00
Initial Funding	\$ 750,000.00
Prior Awards	\$ 70,000.00
Remaining Available Funding	\$ 680,000.00

STAFF RECOMMENDATION

The Review Committee recommends Council award funding to each applicant listed above, at the amount requested but not to exceed the \$25,000/\$15,000 limit originally specified in the program. When combined with the previous awards granted, this would result in a remaining balance of \$330,580. This balance would allow the pending applications to be awarded if found eligible. It could also be used to grant additional funding to existing requests absent new applications. The use of remaining balance could be re-evaluated by Council at a future hearing date.

Finally, the Committee recommends Council deny an application from Mr. Leon's School of Hair Design as they are no longer in operation. Numerous attempts to contact the applicant to confirm withdrawal of the request were unsuccessful.



City of Moscow – Small Business Grant Request

City Council Action

_____ Approve \$15,000 grant; or
_____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community Small Business Grant Application - Moscow Brewing Company

Summary of Applicant and Requested Funding: Moscow Brewing Company, represented by Aaron Hart, is requesting \$15,000 in grant funding to mitigate the adverse economic impacts their business experienced due to the COVID-19 pandemic. The request and proposed spending plan are included in the attached Grant Program Application and includes Direct and Operational expenses which are eligible as listed in the Program Guidelines.

Funding Request: The applicant submitted a completed grant request that included all required supporting documentation. Tax Returns for 2019, 2020, and financial statements for 2021, were used to prepare a financial analysis to determine eligibility. As illustrated in the attached document, updated May 25, 2022, to include the Applicant's Financial Statement Worksheet and the City of Moscow Review Committee's Financial Analysis which determined the grant request meets the program requirement of a "Substantial Reduction in Revenues and Net Income" due to decreases in revenue and/or increases in expenses. The impacts resulted in a reduction of net income by twenty five percent (25%) or more when compared to pre-pandemic conditions. As shown in the Financial Analysis, Moscow Brewing Company experienced a 53% decrease in net income between 2019 and 2021.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$15,000 or an amount to be determined by City Council.

Updated May 25, 2022

Applicant's Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year:	2019	Post-pandemic year:	☐ 2020 ☒ 2021
Gross Revenue:	\$ 99,598.66	Gross Revenue:	\$ 112,530.34
Expenses:	\$ 56,772.72	Expenses:	\$ 92,337.46
Net Income:	\$ 42,825.94	Net Income:	\$ 20,192.88

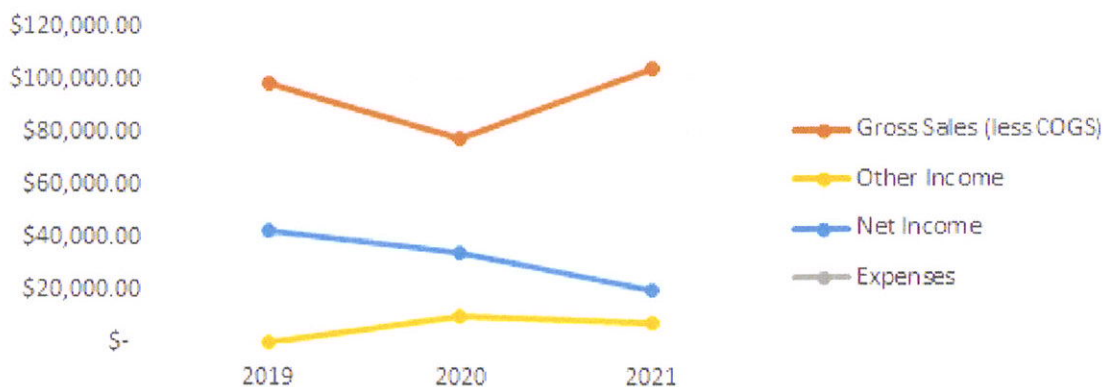
Total change in net income: \$ (22,633.06) Percent Change: (53) %

Owner Signature:		Co-Owner Signature:	
Owner Name:	Aaron Hart	Co-Owner Name:	
Date:	5-26-22	Date:	

City of Moscow Financial Analysis

Moscow Brewing Company						
	2019	2020	2021	Percent Change		
				2019-2020	2020-2021	2019-2021
Gross Sales (less COGS)	\$ 98,933.18	\$ 77,788.95	\$ 104,628.58	-21%	35%	5.8%
Expenses	\$ (56,772.72)	\$ (53,085.91)	\$ (92,337.46)	6%	-74%	-62.6%
Other Income	\$ 665.48	\$ 10,000.00	\$ 7,901.76	N/A	N/A	N/A
Net Income	\$ 42,825.94	\$ 34,703.04	\$ 20,192.88	-19%	-42%	-53%
Wages & Distributions	N/A	N/A	N/A	N/A	N/A	N/A

Moscow Brewing Co





City of Moscow American Rescue Plan Act Small Business COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Business Information

Business Name:	The Moscow Brewing Company, LLC		
Business Employer Identification Number (EIN):	27 - 0405901		
Secretary of State Business Registration Status:	Active-Existing		
Business Owner Name:	Aaron Hart		
Business Address:	630 N. Almon St. STE. #130		
City:	Moscow	State:	Idaho
		Zip Code:	83843
Preferred Mailing Address:	630 N. Almon St. STE. #130		
City:	Moscow	State:	Idaho
		Zip Code:	83843
Phone No.:	(208)596-4058	Website Address:	moscowbrewing.com
Email Address:	info@moscowbrewing.com		
Business Structure:	☒ Sole Proprietor	☐ Limited Liability	☐ S- Corporation
			☐ C- Corporation
			☐ Partnership
Type of Business:	Year Business Established: _____		
☒ Hospitality	☐ Personal Services	☐ Technology	☐ Construction
☒ Retail	☐ Medical	☒ Manufacturing	☐ Restaurant
☐ Other:	_____		
Briefly describe the service or product your business provides: _____			
We create small batch craft beers from locally sourced ingredients and primarily serve them through our taproom in north Moscow.			

COVID-19 Adverse Economic Impact

The Small Business Recovery Grant Program, as authorized pursuant to Resolution 2021-30, is intended to assist with increased expenses and/or the reduction of net income that has resulted from the COVID-19 pandemic. Please check all of the boxes below that apply to your small business:

- ☒ Net Income from 2020 or 2021 was down at least 25% in comparison with 2019;
- ☐ My business experienced increased expenses directly related to COVID-19;
- ☐ Other, please explain:

Describe the impact COVID-19 has had your business's finances, such as increased or new expenses, reduced/cancelled service or sales, loss of earnings, decline in revenue, etc.

Covid closure for on-premise consumption led to the significant loss of sales and decline of revenue.

Describe any other impact the pandemic has had on your small business, such as staffing changes, periods of closure, mitigation efforts to contain the spread of COVID, etc.

Staffing was cut, cancellation of off site events (fair beer garden, Renaissance Fair, other local events)

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: PPP & Idaho Rebounds Grant Amount: \$ 16902.00

How were the funds used? _____

Lease, utility bills, payroll, cost of goods, helped offset some of the loss in income from reduction in sales.

Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year: 2019 Post-pandemic year: ☒ 2020 ☐ 2021

Gross Revenue: \$ 113,549.29 Gross Revenue: \$ 90,086.28

Expenses: \$ 56,772.72 Expenses: \$ 53,085.91

Net Income: \$ 56,776.57 Net Income: \$ 37,000.37

Total change in net income: \$ (19,776.20) Percent Change: (35) %

Proposed Grant Spending Plan

In the section below, please explain how you will use the grant funds if approved. Please provide billing statements or invoices, if applicable. If additional space is needed, add another sheet. (If request is made to pay a credit card, please provide the current statement and a statement that shows the purchases made).

Amount of funds requested (max amount is \$15,000): \$ 15000.00

Please check box if past due:		Please check box if past due:	
Rent or Mortgage: \$ 6600.00	☒	Utility Bills: \$ 1500.00	☒
Training Costs: \$	☐	Marketing Costs: \$	☐
Building Improvements: \$ 4500.00	☒	Payroll and/or Fringe	☒
Supplies Costs: \$	☐	Benefits: \$ 2400.00	☒
Personal Protective Equipment (PPE): \$	☐	Other COVID-19 Operational Expenses: \$	☐

Please describe other expenses: _____

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- | | |
|--|---|
| ☒ Completed application; | ☐ Personal financial statement; |
| ☒ Bank statements for 2021 and 2022 to date; | ☒ Completed and signed W-9; |
| ☒ Invoices & Billing statements, if applicable; | |
| ☒ Three years of financial statements to demonstrate net income reduction of at least 25% (Profit & Loss and Balance Sheets; | |
| ☒ Business tax returns for the last three (3) tax years; | |
| (if sole proprietor, provide personal tax returns including Schedule C) | |
| ☒ Disclosure of private, local, state and federal assistance received, including the application for said assistance, along with all documents affiliated with such request and grant of funding, for the last three (3) years. If applied for private, local, state or federal assistance, but was denied, please provide the application submitted, along with the supporting documentation, and the denial. | |

Is there any additional information you would like to add regarding this application or the required documentation?

ACKNOWLEDGEMENT, ATTESTATIONS AND CERTIFICATION

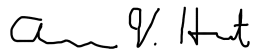
- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to City Council who will review the recommendation and make the final decision. I/We further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The business experienced a twenty-five percent (25%) or greater loss in net income when comparing calendar year 2020/2021 to pre-pandemic years.
 - The business has a minimum of at least one employee and does not exceed a maximum of fifty (50) employees.
 - Certification that the financial records submitted are true and accurate.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - The business is current on Federal and State taxes.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds in a position to influence the approval of this application.
- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all sources of incomes including, but not limited to, the submittal of a request to verify any unemployment benefits currently being received by the business owner. I/We also agree that this form authorizes the City to verify all information provided, including the business owner(s) alternative grants or loans received for this business in connection with the coronavirus pandemic and/or American Rescue Plan Act of 2021.

Signatures for Acknowledgement, Attestations, and Certification

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/We accept the conditions of the grant as contained therein. I/We certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the business identified herein. I/we understand that any false statement may disqualify me/us from receiving the requested grant.

Owner

Signature:



Co-Owner

Signature:

Owner Name: Aaron Hart

Co-Owner Name:

Date: 03-14-2022

Date:

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned

☐ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native

☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino ☐ Prefer not to disclose ☐ Other: _____



City of Moscow – Small Business Grant Request

City Council Action

_____ Approve \$15,000 grant; or
_____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community Small Business Grant Application - Hair by Jeri

Summary of Applicant and Requested Funding: Hair by Jeri, represented by Jeri Callies, is requesting \$15,000 in grant funding to mitigate the adverse economic impacts her business experienced due to the COVID-19 pandemic. Her request and proposed spending plan are included in the attached Grant Program Application and includes Direct and Operational expenses which are eligible as listed in the Program Guidelines.

Funding Request: The applicant submitted a completed grant request that included all required supporting documentation. Tax Returns for 2019, 2020, and 2021 were used to prepare a financial analysis to determine eligibility. As illustrated in the attached document, updated May 23, 2022, to include the Applicant's Financial Statement Worksheet and the City of Moscow Review Committee's Financial Analysis, which determined the grant request meets the program requirement of a "Substantial Reduction in Revenues and Net Income" due to decreases in revenue and/or increases in expenses. The impacts resulted in a reduction of net income by twenty five percent (25%) or more when compared to pre-pandemic conditions. As shown in the Financial Analysis, Hair by Jeri experienced a 37% decrease in net income between 2019 and 2020.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$15,000 or an amount to be determined by City Council.

Updated May 23, 2022

Applicant's Financial Statement Worksheet

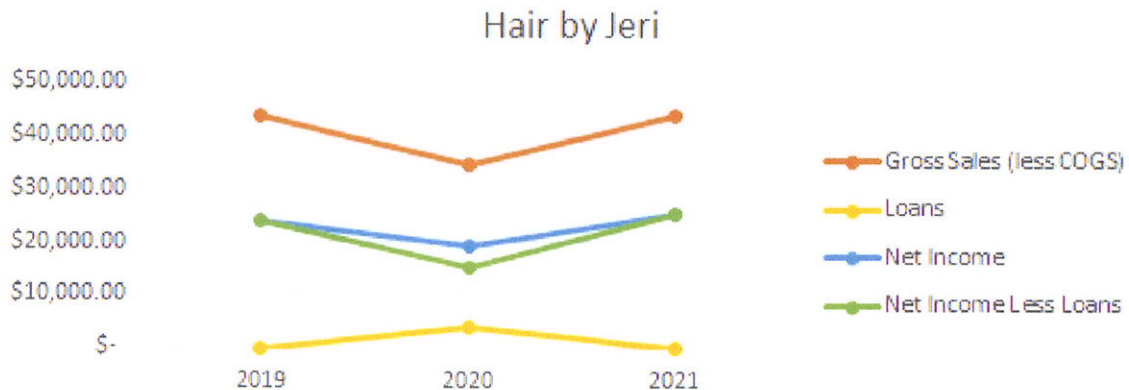
A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year:	2019	Post-pandemic year:	☒ 2020 ☐ 2021
Gross Revenue:	\$ 43,878.00	Gross Revenue:	\$ 34,682.00
Expenses:	\$ 19,845.00	Expenses:	\$ 19,515.00
Net Income:	\$ 24,033.00	Net Income:	\$ 15,167.00
Total change in net income: \$ (8,866.00)		Percent Change: (37) %	

Owner		Co-Owner	
Signature:	<i>Jeri Callies</i>	Signature:	
Owner Name:	Jeri Callies	Co-Owner Name:	
Date:	5-24-22	Date:	

City of Moscow Financial Analysis

Hair by Jeri						
	2019	2020	2021	Percent Change		
				2019-2020	2020-2021	2019-2021
Gross Sales (less COGS)	\$ 43,878.00	\$ 34,682.00	\$ 43,818.00	-21%	26%	-0.1%
Expenses	\$ (19,845.00)	\$ (19,515.00)	\$ (18,546.00)	2%	5%	6.5%
Loans	\$ -	\$ 4,000.00	\$ -	N/A	N/A	N/A
Net Income	\$ 24,033.00	\$ 19,167.00	\$ 25,272.00	-20%	32%	5%
Net Income Less Loans	\$ 24,033.00	\$ 15,167.00	\$ 25,272.00	-37%	67%	5%
Wages & Distributions	N/A	N/A	N/A	N/A	N/A	N/A





City of Moscow
American Rescue Plan Act
Small Business COVID-19 Recovery
Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Business Information

Business Name: HAIR BY JERI

Business Employer Identification Number (EIN): [REDACTED]

Secretary of State Business Registration Status: N/A

Business Owner Name: JERI CALLIES

Business Address: 417 EAST VEATCH

City: POTLATCH State: ID Zip Code: 83855

Preferred Mailing Address: 1035 FIDDLERS RIDGE LOOP

City: POTLATCH State: ID Zip Code: 83855

Phone No.: 509-338-2167 Website Address: N/A

Email Address: JERICALLIES@POTLATCH.COM

Business Structure: ☒ Sole Proprietor ☐ Limited Liability ☐ S- Corporation ☐ Partnership ☐ C- Corporation

Type of Business: Year Business Established: _____

☐ Hospitality ☒ Personal Services ☐ Technology ☐ Construction

☐ Retail ☐ Medical ☐ Manufacturing ☐ Restaurant

☐ Other: _____

Briefly describe the service or product your business provides: _____

HAIR SALON

COVID-19 Adverse Economic Impact

The Small Business Recovery Grant Program, as authorized pursuant to Resolution 2021-30, is intended to assist with increased expenses and/or the reduction of net income that has resulted from the COVID-19 pandemic. Please check all of the boxes below that apply to your small business:

- ☒ Net Income from 2020 or 2021 was down at least 25% in comparison with 2019;
- ☐ My business experienced increased expenses directly related to COVID-19;
- ☐ Other, please explain:

Describe the impact COVID-19 has had your business's finances, such as increased or new expenses, reduced/cancelled service or sales, loss of earnings, decline in revenue, etc.

LOSS OF BUSINESS DUE TO COVID 19

Describe any other impact the pandemic has had on your small business, such as staffing changes, periods of closure, mitigation efforts to contain the spread of COVID, etc.

CLOSED 7 WEEKS. AFTER OPENING, VERY SLOW BUSINESS

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: SBA DISASTER LOAN Amount: \$5000

How were the funds used? _____

BUSINESS EXPENSES: RENT, SUPPLIES, UTILITIES

Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year:	2019	Post-pandemic year:	☒ 2020 ☐ 2021
Gross Revenue:	\$ 43,878.00	Gross Revenue:	\$ 34,682.00
Expenses:	\$ 19,845.00	Expenses:	\$ 19,515.00
Net Income:	\$ 24,033.00	Net Income:	\$ 15,167.00
Total change in net income: \$ (8,866.00)		Percent Change: (37) %	

Proposed Grant Spending Plan

In the section below, please explain how you will use the grant funds if approved. Please provide billing statements or invoices, if applicable. If additional space is needed, add another sheet. (If request is made to pay a credit card, please provide the current statement and a statement that shows the purchases made).

Amount of funds requested (max amount is \$15,000): \$ 15000

	Please check box if past due:		Please check box if past due:
Rent or Mortgage: <u>\$ 4,560</u>	☐	Utility Bills: <u>\$ 1,520</u>	☐
Training Costs: <u>\$</u>	☐	Marketing Costs: <u>\$</u>	☐
Building Improvements: <u>\$</u>	☐	Payroll and/or Fringe <u>\$</u>	☐
Supplies Costs: <u>\$ 2,700</u>	☐	Benefits: <u>\$</u>	☐
Personal Protective Equipment (PPE): <u>\$</u>	☐	Other COVID-19 Operational Expenses: <u>\$</u>	☐

Please describe other expenses:

SBA LOAN - 4,000; 2021 INCOME TAX 4,439

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- | | |
|--|---|
| ☒ Completed application; | ☒ Personal financial statement; |
| ☒ Bank statements for 2021 and 2022 to date; | ☒ Completed and signed W-9; |
| ☐ Invoices & Billing statements, if applicable; | |
| ☒ Three years of financial statements to demonstrate net income reduction of at least 25% (Profit & Loss and Balance Sheets; | |
| ☒ Business tax returns for the last three (3) tax years; | |
| (if sole proprietor, provide personal tax returns including Schedule C) | |
| ☒ Disclosure of private, local, state and federal assistance received, including the application for said assistance, along with all documents affiliated with such request and grant of funding, for the last three (3) years. If applied for private, local, state or federal assistance, but was denied, please provide the application submitted, along with the supporting documentation, and the denial. | |

Is there any additional information you would like to add regarding this application or the required documentation?

ACKNOWLEDGEMENT, ATTESTATIONS AND CERTIFICATION

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to City Council who will review the recommendation and make the final decision. I/We further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The business experienced a twenty-five percent (25%) or greater loss in net income when comparing calendar year 2020/2021 to pre-pandemic years.
 - The business has a minimum of at least one employee and does not exceed a maximum of fifty (50) employees.
 - Certification that the financial records submitted are true and accurate.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - The business is current on Federal and State taxes.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds in a position to influence the approval of this application.
- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all sources of incomes including, but not limited to, the submittal of a request to verify any unemployment benefits currently being received by the business owner. I/We also agree that this form authorizes the City to verify all information provided, including the business owner(s) alternative grants or loans received for this business in connection with the coronavirus pandemic and/or American Rescue Plan Act of 2021.

Signatures for Acknowledgement, Attestations, and Certification

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/We accept the conditions of the grant as contained therein. I/We certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the business identified herein. I/we understand that any false statement may disqualify me/us from receiving the requested grant.

Owner

Co-Owner

Signature:

Signature:

Owner Name: JERI CALLIES

Co-Owner Name:

Date:

5-3-22

Date:

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned
☐ Veteran-owned

☐ Woman-owned
☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

- ☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☒ Prefer not to disclose ☐ Other: _____



City of Moscow – Small Business Grant Request

City Council Action

_____ Approve \$15,000 grant; or
_____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community Small Business Grant Application - Love's Kombucha

Summary of Applicant and Requested Funding: Love's Kombucha, represented by Renee and Emmett Love, is requesting \$15,000 in grant funding to mitigate the adverse economic impacts their business experienced due to the COVID-19 pandemic. The request and proposed spending plan are included in the attached Grant Program Application and includes Direct and Operational expenses which are eligible as listed in the Program Guidelines.

Funding Request: The applicant submitted a completed grant request that included all required supporting documentation. Tax Returns for 2019, 2020, and 2021 were used to prepare a financial analysis to determine eligibility. As illustrated in the attached document, updated May 23, 2022, to include the Applicant's Financial Statement Worksheet and the City of Moscow Review Committee's Financial Analysis which determined the grant request meets the program requirement of a "Substantial Reduction in Revenues and Net Income" due to decreases in revenue and/or increases in expenses. The impacts resulted in a reduction of net income by twenty five percent (25%) or more when compared to pre-pandemic conditions. As shown in the Financial Analysis, Love's Kombucha experienced a 70% decrease in net income between 2019 and 2020.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$15,000 or an amount to be determined by City Council.

Updated May 23, 2022

Applicant's Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year:	2019	Post-pandemic year:	☒ 2020 ☐ 2021
Gross Revenue:	\$ 28,290.00	Gross Revenue:	\$ 13,549.00
Expenses:	\$ 14,876.00	Expenses:	\$ 9,557.00
Net Income:	\$ 13,414.00	Net Income:	\$ 3,992.00

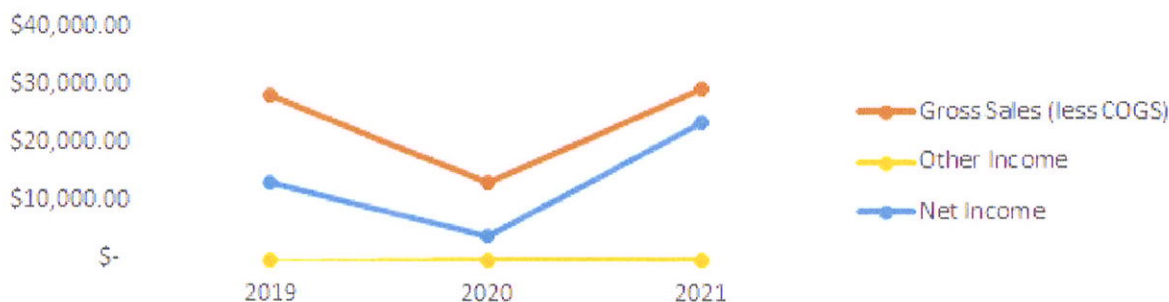
Total change in net income: \$ (9,422.00) Percent Change: (70)%

Owner Signature:		Co-Owner Signature:	
Owner Name:	Emmett Love	Co-Owner Name:	
Date:	5-23-22	Date:	

City of Moscow Financial Analysis

Love's Kombucha						
	2019	2020	2021	Percent Change		
				2019-2020	2020-2021	2019-2021
Gross Sales (less COGS)	\$ 28,290.00	\$ 13,529.00	\$ 29,408.00	-52%	117%	4%
Expenses	\$ (14,876.00)	\$ (9,557.00)	\$ (5,551.00)	36%	42%	63%
Other Income	\$ -	\$ 20.00	\$ 4.00	N/A	N/A	N/A
Net Income	\$ 13,414.00	\$ 3,992.00	\$ 23,861.00	-70%	498%	78%
Wages & Distributions	N/A	N/A	N/A	N/A	N/A	N/A

Love's Kombucha





City of Moscow
American Rescue Plan Act
Small Business COVID-19 Recovery
Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Business Information

Business Name: Love's Kombucha

Business Employer Identification Number (EIN): 815050859

Secretary of State Business Registration Status: W176548

Business Owner Name: Renee and Emmett Love

Business Address: 551 Empire Lane

City: Moscow **State:** ID **Zip Code:** 83843

Preferred Mailing Address: 551 Empire Lane

City: Moscow **State:** ID **Zip Code:** 83843

Phone No.: 208-310-0020 **Website Address:** www.loveskombucha.com

Email Address: loveskombucha@gmail.com

Business Structure: ☐ Sole Proprietor ☒ Limited Liability ☐ S- Corporation ☐ C- Corporation ☐ Partnership

Type of Business: ☐ Hospitality ☐ Personal Services ☐ Technology ☐ Construction ☐ Retail ☐ Medical ☒ Manufacturing ☐ Restaurant ☐ Other: _____

Briefly describe the service or product your business provides: _____

Love's Kombucha is a lively fermented probiotic tea that is craft-brewed in Moscow, Idaho. Each flavor is achieved during small batch fermentation using carefully selected organic fair-trade teas, evaporated cane juice, and spices. Our kombucha is served on tap with reusable bottles and by the can.

COVID-19 Adverse Economic Impact

The Small Business Recovery Grant Program, as authorized pursuant to Resolution 2021-30, is intended to assist with increased expenses and/or the reduction of net income that has resulted from the COVID-19 pandemic. Please check all of the boxes below that apply to your small business:

- ☒ Net Income from 2020 or 2021 was down at least 25% in comparison with 2019;
- ☒ My business experienced increased expenses directly related to COVID-19;
- ☐ Other, please explain: _____

Describe the impact COVID-19 has had your business's finances, such as increased or new expenses, reduced/cancelled service or sales, loss of earnings, decline in revenue, etc.

Before the pandemic, our kombucha was sold only on tap and by the reusable bottle. We sell our product within other businesses and are reliant on their success. COVID-19 caused many of our wholesale accounts to discontinue selling kombucha on tap, since the mechanisms that could spread the virus were poorly understood. We had to quickly convert our distribution model to sell our kombucha in sealed cans. We also had to increase our website account costs to offer delivery service and payments online.

Describe any other impact the pandemic has had on your small business, such as staffing changes, periods of closure, mitigation efforts to contain the spread of COVID, etc.

We also experienced a decline of over 1/3 of the businesses that housed our product, due to small business failure in a challenged economy. We continued to produce kombucha over this time but the decline in accounts led to the decline in product that we produced, and therefore, decline in revenue.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: _____ Amount: \$ _____

How were the funds used? _____

N/A

Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

Pre-pandemic year:	2019	Post-pandemic year:	☒ 2020 ☐ 2021
Gross Revenue:	\$ 43,912.00	Gross Revenue:	\$ 30,503.00
Expenses:	\$ 30,500.00	Expenses:	\$ 26,531.00
Net Income:	\$ 13,412.00	Net Income:	\$ 3,972.00
Total change in net income: \$ (9,440.00)		Percent Change: (70) %	

In the section below, please explain how you will use the grant funds if approved. Please provide billing statements or invoices, if applicable. If additional space is needed, add another sheet. (If request is made to pay a credit card, please provide the current statement and a statement that shows the purchases made).

\$ 15,000

		Please check box if past due:				Please check box if past due:	
Rent or Mortgage:	\$	☐	Utility Bills:	\$	☐		
Training Costs:	\$	☐	Marketing Costs:	\$	☐		
Building Improvements:	\$	☐	Payroll and/or Fringe	\$	☐		
Supplies Costs:	\$ 15,000	☒	Benefits:	\$	☐		
Personal Protective Equipment (PPE):	\$	☐	Other COVID-19 Operational Expenses:	\$	☐		

Total expenses in 2020 related to COVID-19: \$15081.59 (see spreadsheet of account transactions after bank statements). Total requested: \$15,000

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application;
- ☒ Bank statements for 2021 and 2022 to date;
- ☒ Invoices & Billing statements, if applicable;
- ☒ Three years of financial statements to demonstrate net income reduction of at least 25% (Profit & Loss and Balance Sheets;
- ☒ Business tax returns for the last three (3) tax years;
- ☒ (if sole proprietor, provide personal tax returns including Schedule C)
- ☒ Disclosure of private, local, state and federal assistance received, including the application for said assistance, along with all documents affiliated with such request and grant of funding, for the last three (3) years. If applied for private, local, state or federal assistance, but was denied, please provide the application submitted, along with the supporting documentation, and the denial.
- ☒ Personal financial statement;
- ☒ Completed and signed W-9;

Is there any additional information you would like to add regarding this application or the required documentation?

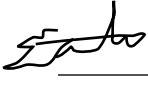
~~Our kombucha business had to change the way we distributed our product from on-tap to sealed can in response to the COVID-19 pandemic. We initially did not have the equipment or time to do so. We had to increase expenditures in buying pallets of cans and a canning machine. We also needed different labels that would fit the cans and UPC's specific to those labels and changed our ingredients for the new cans and increased capacity on our website.~~

ACKNOWLEDGEMENT, ATTESTATIONS AND CERTIFICATION

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to City Council who will review the recommendation and make the final decision. I/We further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The business experienced a twenty-five percent (25%) or greater loss in net income when comparing calendar year 2020/2021 to pre-pandemic years.
 - The business has a minimum of at least one employee and does not exceed a maximum of fifty (50) employees.
 - Certification that the financial records submitted are true and accurate.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - The business is current on Federal and State taxes.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds in a position to influence the approval of this application.
- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all sources of incomes including, but not limited to, the submittal of a request to verify any unemployment benefits currently being received by the business owner. I/We also agree that this form authorizes the City to verify all information provided, including the business owner(s) alternative grants or loans received for this business in connection with the coronavirus pandemic and/or American Rescue Plan Act of 2021.

Signatures for Acknowledgement, Attestations, and Certification

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/We accept the conditions of the grant as contained therein. I/We certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the business identified herein. I/we understand that any false statement may disqualify me/us from receiving the requested grant.

Owner Signature: 	Co-Owner Signature: 
Owner Name: <u>Renee Love</u>	Co-Owner Name: <u>Emmett Love</u>
Date: <u>3-5-2022</u>	Date: <u>3-5-2022</u>

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)? ☐ Minority-owned ☐ Woman-owned ☐ Veteran-owned ☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☒ Prefer not to disclose ☐ Other: _____



City of Moscow – Small Business Grant Request

City Council Action

_____ Approve \$15,000 grant; or
_____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community Small Business Grant Application - Julie Rinard Quilting

Summary of Applicant and Requested Funding: Julie Rinard Quilting, represented by Julia Rinard, is requesting \$15,000 in grant funding to mitigate the adverse economic impacts her business experienced due to the COVID-19 pandemic. Her request and proposed spending plan are included in the attached Grant Program Application and includes Direct and Operational expenses, which are eligible as listed in the Program Guidelines.

Funding Request: The applicant submitted a completed grant request that included all required supporting documentation. Tax Returns for 2019, 2020, and 2021 were used to prepare a financial analysis to determine eligibility. As illustrated in the attached document, updated May 23, 2022, to include the Applicant's Financial Statement Worksheet and the City of Moscow Review Committee's Financial Analysis, which determined the grant request meets the program requirement of a "Substantial Reduction in Revenues and Net Income" due to decreases in revenue and/or increases in expenses. The impacts resulted in a reduction of net income by twenty five percent (25%) or more when compared to pre-pandemic conditions. As shown in the Financial Analysis, Julie Rinard Quilting experienced a 103% decrease in net income between 2019 and 2021.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$15,000 or an amount to be determined by City Council.

Updated May 23, 2022

Applicant's Financial Statement Worksheet

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2020 or 2021.

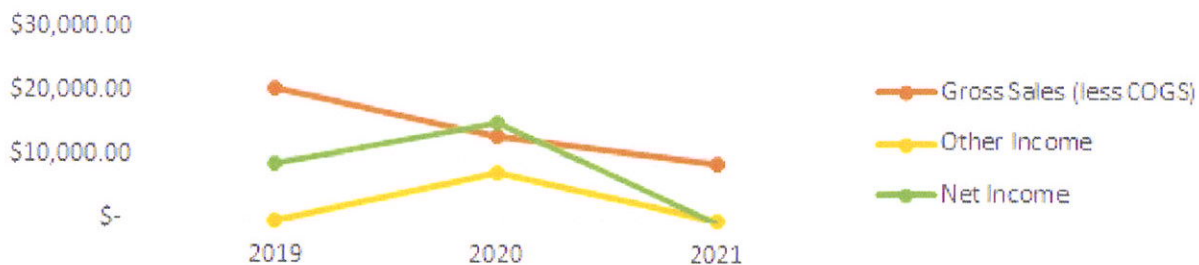
Pre-pandemic year:	2019	Post-pandemic year:	☐ 2020 ☒ 2021
Gross Revenue:	\$ 20,529.00	Gross Revenue:	\$ 8,760.00
Expenses:	\$ 11,568.00	Expenses:	\$ 9,034.00
Net Income:	\$ 8,961.00	Net Income:	\$ (274.00)
Total change in net income: \$ (9,235.00)		Percent Change: (103) %	

Owner Signature:	<i>Julia E. Rinard</i>	Co-Owner Signature:	
Owner Name:	JULIA E. RINARD	Co-Owner Name:	
Date:	5-23-22	Date:	

City of Moscow Financial Analysis

Julie Rinard Quilting						
	2019	2020	2021	Percent Change		
				2019-2020	2020-2021	2019-2021
Gross Sales (less COGS)	\$ 20,529.00	\$ 13,133.00	\$ 8,760.00	-36%	-33%	-57.3%
Expenses	\$ (11,568.00)	\$ (5,221.00)	\$ (9,034.00)	55%	-73%	21.9%
Other Income	\$ -	\$ 7,500.00	\$ -	N/A	N/A	N/A
Net Income	\$ 8,961.00	\$ 15,412.00	\$ (274.00)	72%	-102%	-103%
Wages & Distributions	N/A	N/A	N/A	N/A	N/A	N/A

Julie Rinard Quilting



**City of Moscow
American Rescue Plan Act
Small Business COVID-19 Recovery
Grant Program Application**

Business Name: Julie Rinard Quilting

Business Employer Identification Number (EIN): 82-0418478
002695107 Idaho

Secretary of State Business Registration Status: Current/Active

Business Owner Name: Julia E. Rinard

Business Address: 604 East E Street OR PO Box 8878

City: Moscow **State:** ID **Zip Code:** 83843

Phone No.: (208)882-8368 **Website Address:** N/A

Email Address: jrq@julierinardquilting.com

Business Structure: Sole Proprietor

Type of Business: Retail

Year Business Established: 1994

Briefly describe the service or product your business provides:

Vends originally-designed quilts and supplies at Craft and Quilt Shows. Works from home, machine quilting for clients. Does full construction of quilts and related items. Sells some antique sewing items.

COVID-19 Adverse Economic Impact

X Net income from 2021 was down at least 25% in comparison with pre-pandemic years; Describe the impact COVID has had on your business's finances, such as increased or new expenses, reduced/cancelled service or sales, loss of earnings, decline in revenue, etc.

The primary impact upon my business was the closure of annually scheduled, regional Quilt Shows. The bulk of my income was made at those events, resulting in a significant loss of earnings. Had to curb spending for supplies and such. Of eleven Shows done in 2019, I was only able to vend at four small events this past year. These later events were not well attended, translating to lower overall income. Did experience also reluctance of clients to deliver quilts to my home (for machine quilting services). Of the 96 quilts machine quilted in 2019, only completed 63 machine quilted items in 2021, resulting in a 34 percent loss in that area. So, the machine quilting portion of my business had to "carry" my income thru 2020 and 2021. When not at Shows, conduct all business from my home. Use a 35-40% portion of my home for all business.

X My business experienced increased expenses directly related to COVID-19;

Some expenses were escalating food prices and related goods. There were also increases in postage for mailing out goods. Some of my supplies were delayed, particularly at the end of 2020, so only had choice for fabric lines that were currently available. At the end of 2019 I traded my van for a SUV that was newer and had less miles. Didn't realize at the time, those payments would be much harder to make in COVID 2020 and 2021. The van was paid off. With some of the Grant money awarded in 2020, tried to get some SUV payments paid ahead. We also experienced a \$50 a month Rent increase June 2020. Water & Sewer payments went up by about \$20/month.

Describe any other impact the pandemic has had on your small business, such as staffing changes, periods of closure, mitigation efforts to contain the spread of COVID, etc.

Essentially, closed my home to Clients needing quilts done. Allowed Clients to drop them in our driveway—and did the same for pickup. Sometimes used USPS to return some projects. Did experience some reluctance in this area—extra expense and possible threat of COVID from my husband and me.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant—Coronavirus (CDBG-CV) funds?

Yes, Rebound Idaho Small Business Grant, Amount: \$7,500. See Appendix A.

Applied for this on-line in June 2020. First, had to set up a TAP Account with the Idaho State Tax Commission. Did not make a copy of the actual application. Appendix B indicates some of the requirements. The award showed up in my account 6-23-20.

How were the funds used?

See Appendix C. Spent the entire award in 2020. I had some outstanding fabric bills, and up to \$900 debt in my line-of-credit. Was not behind in any other expenses. But, needed thread, fabric, battings to continue my business. Also needed to set up Bar Codes for my patterns, a website and some quilting machine repairs, going forward. Was unable to do some of these as the Award was used up in some unforeseen personal expenses and paying on-going business expenses.

A 25% or greater reduction in net income should be demonstrated below by comparing the actual net income to what could have been expected to occur in the absence of the pandemic. Use the most recent pre-pandemic fiscal year as the starting point and compare to net income from 2021 or 2022.

Prepandemic year: 2019	Current year: 2021
Gross Revenue \$34,922	Gross Revenue: \$17,150
Expenses: \$25,961	Expenses: \$16,760
Net Income: \$8,961	Net Income: \$390
Total change: (\$8,471)	Percent Change 95%.

Page 2 of 5

In the section below, please explain how you use the grant funds if approved. Please provide billing statements or invoices, if applicable. If additional space is needed, add another sheet. (If request is made to pay a credit card, please provide the current statement and a statement that shows the purchases made).

Amount of funds requested (max amount is \$15,000): \$15,000

Nothing is Past Due. All accounts are current.

Rent or Mortgage: \$900/mo.
Marketing Costs: \$150/mo.
Supplies Costs: \$1,500/mo.

Utility Bills: \$175/mo.
Medical Preams.: \$185/mo.

Other Expenses:

Need to set up a website. If I had the website in place before COVID, would have conducted far more business these last two years. Bid for a site is Appendix D. (\$3,602 estimate). In addition to the website, would need to have my Patterns Bar Coded. (20 Patterns @ \$25/each = \$500). Once they are Bar Coded, could sell to other Quilt Shops and Industry Companies.

Need to upgrade my cell phone. My current phone is 3G and have been asked by Verizon to upgrade, as it will be obsolete at the end of the year. As well, I am being charged extra fees monthly to use merchant services, as I do not conduct my card services on a phone at Shows. So, I was notified by merchant services that I need a 5G Android 11. Verizon estimated approximately \$599. That amount was not verified by an employee of Verizon as there are several "deals" inside the Personal Plan that I have. So, it may cost less or may even be free (as I haven't updated my phone since joining Verizon way-back-when, 2005?). They said they couldn't give me even a bid or an estimate, until I actually come in to purchase the phone.

Should I be awarded this grant, I would apply to vend at 10 more Shows this year, resulting coming up with \$3000 for Show fees and hotel reservations. As well, I would need much more supplies (fabric, thread, batting) to make items for those Shows. Estimate \$5,000-12,000. Included in this is Professional Quilting Labels (100 @ \$5/each).

My Gammill Quilting Machine is older (1994). Purchased it used, in 2014. Use it almost every day. It is ready for some anticipated upgrading: new motor, motherboard and two other computer/transistor components and two thread tightener adjustments. Several other components need to be cleaned and adjusted. This is the backbone of my business and plan to use the machine for many years to come. This has been my primary income during COVID. I can work on it and stay away from others. The fee to have a certified dealer come to my place and just take a look is \$400. The parts and service would be in addition. My estimate for what I believe needs to be done is \$2000-\$4000. The Gammill Company did issue me an estimate (Appendix E). I plan to have done just what is needed for this year.

I understand my "wish list" here exceeds the \$15,000 award—but there are some places I can pare down and determine going forward with only necessary projects for the next few years. I have no credit cards and plan to pay off my bank line-of-credit and the one fabric bill. Going forward, I will continue to stay on a cash basis and increase savings.

Completed & Signed W-9 Appendix F
Three Years JRQ Financial Statement Appendix G
Personal Financial Statement Appendix H
Bank Statements Appendix I
Tax Returns including Schedule Cs Appendix J

3 of 5

ACKNOWLEDGEMENT, ATTESTATIONS AND CERTIFICATION

Acknowledgment: I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to City Council who will review the recommendation and make the final decision. I/We further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.

Attestations:

- The business experienced a twenty-five percent (25%) or greater loss in net income when comparing calendar year 2021/2022 to pre-pandemic years.
- The business has a minimum of at least one employee and does not exceed a maximum of fifty (50) employees.
- Certification that the financial records submitted are true and accurate.
- Certification that the grant amount and spending records will be available for audit when requested.
- The business agrees to maintain all records pertaining to the grant for at least 5 years.
- The business is current on Federal and State taxes.
- There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds participating in the decision-making process for approval of this application.
- There are no employees, agents, consultants, officers, family members, or elected officials of the business requesting grant funds in a position to influence the approval of this application.

Certification: I/We also agree that this application authorizes the City to verify all sources of incomes including, but not limited to, the submittal of a request to verify any unemployment benefits currently being received by the business owner. I/We also agree that this form authorizes the City to verify all information provided, including the business owner(s) alternative grants or loans received for this business in connection with the coronavirus pandemic and/or American Rescue Plan Act of 2021.

Signatures for Acknowledgement, Attestations, and Certification

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/We accept the conditions of the grant as contained therein. I/We certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the business identified herein. I/we understand that any false statement may disqualify me/us from receiving the requested grant.

Owner

Signature:

Julia E. Rinard

Co-Owner

Signature: _____

Owner Name:

JULIA E. RINARD

Co-Owner Name: _____

Date:

3-15-22

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

Minority-owned
Veteran-owned

Woman-owned

Prefer not to disclose

What is your gender identity?

Woman

Man

Non-binary

Prefer not to disclose

Which of the following best describes you?

Asian or Asian American

White or Caucasian

Indigenous or Alaskan Native

Black or African American

Multi- or Bi- Racial

Native Hawaiian or Other Pacific Islander

Hispanic or Latino

Prefer not to disclose

Other: _____



City of Moscow – Small Business Grant Request

City Council Action

- ☐ Deny request due to business closure.
☐ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community Small Business Grant Application – Mr. Leon’s School of Hair Design

Summary of Applicant and Requested Funding: Mr. Leon’s School of Hair Design submitted a small business application on February 27, 2022. However, on April 30, 2022, an article in the Daily News states the business will close to customers the first week of June, 2022. After reading the article, staff made numerous attempts to contact the owner but no return communications were received.

Committee Review and Recommendation: The Committee has concluded the grant request is not eligible due to closure of the business and recommends denial.



City of Moscow – Community Development

City Council Action

____ Approve \$17,700 grant as requested by the Applicant; or
____ Other action as stated and approved by City Council

Memo

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community and Social Services - Non-Profit Grant Application
Latah Alliance on Mental Illness (LAMI)

Organization and Operations: LAMI, founded in 1977, has one part-time employee who manages their group home called “Alliance House.” Their mission is to “destigmatize mental illness and promote equitable communities by providing inclusive and nurturing living and learning environments founded in respect, trust, and compassion.” LAMI provides individuals with severe and persistent mental illness a safe and supportive housing opportunity by living within and participating in a family-like residential environment. LAMI facilitates support groups within the Moscow community to empower individuals living with a wide range of mental health symptoms from mild to severe along with support systems to live their best life and thrive. LAMI also leads outreach, education, and advocacy initiatives by speaking at events, leading discussions, and educating the general public about mental health. LAMI’s services include providing Education, Outreach, and Advocacy (EOA) programs; Question, Persuade and Refer (QPR) Suicide Prevention Training at no cost to individuals and small groups. LAMI also facilitates a program called Wellness Recovery Action Plan (WRAP) which includes a weekly peer-led support group led by a Board Member and is a place for people who experience mental health challenges and for those who care about them to receive support and education. The WRAP program served 383 participants in 2021 which is a 21% increase since 2020 and a 27% increase from 2019. Additionally, LAMI assists in managing Alliance House a semi-independent living house for up to six persons with clinically diagnosed mental illnesses who need long-term supportive housing to avoid homelessness and hospitalization. Provision of oversight of the daily operations of the house is conducted by a part-time House Director.

Funding Request: In response to an increase in mental health needs of the Community since the pandemic, LAMI seeks to expand its current services by investing in programs to continue to be successful in addressing the lack of supported living services for adults with mental illness. In order to scale up the services and meet the higher-needs of the community after the pandemic, additional staffing and programs are needed to ensure the agency is providing needed support services (additional information is detailed in the Grant Application attachment). Lastly, LAMI is seeking funding to purchase outreach/promotional materials for upcoming events and health fairs. More specifically the funding will be used to pay the support fee for one full time AmeriCorps Volunteer, a computer, household supplies, participant public activities, outreach materials/supplies, and garage door replacement at Alliance House.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria to address homelessness and provide behavior health services and recommends approval of the funding request.



City of Moscow
American Rescue Plan Act Community and
Social Services Non-Profit COVID-19
Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Latah Alliance on Mental Illness (LAMI)
Non-Profit Tax ID Number: Tax ID 82-0314042
Authorized Representative Name & Title: Jessica Perone, LAMI Board of Directors President
Secretary of State Registration Status: Active
Organization Address: PO Box 8654
City: Moscow State: ID Zip Code: 83843
Preferred Mailing Address: PO Box 8654
City: Moscow State: ID Zip Code: 83843
Phone No.: 208-717-1639 Website Address: www.lamiadvocacy.org
Email Address: lami.advocacy@gmail.com
Year Founded: 1977 No of Employees: 1

Please provide your organization's Mission Statement:

See Attached

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

See Attached

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☐ Youth ☒ Veterans ☐ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? **Total:** 675

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

See Attached

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

See Attached

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

See Attached

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: N/A Amount: \$ N/A

How were the funds used? N/A

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 17,700

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☒ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

See Attached

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
AmeriCorps: AmeriCorps Fee for 1 full time staff	\$10,000	
Technology: Laptop to support communication & programming	\$2000	
Household supplies: Towels, sheets, cleaning supplies:	\$2000	
Hamilton-Low Household Pool Pass, Community Integration & Socialization,	\$200	
LAMI Outreach Materials, Mental Health Awareness and Outreach Supplies	\$500	
Exterior Maintenance: 2 single garage doors replaced	\$3000	

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☐ Youth ☒ Veterans ☐ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 750

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: JP

Date: 03 / 03/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

See Attached

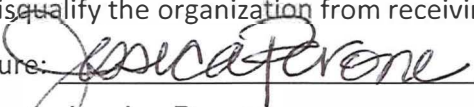
ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: <u></u>	Signature: _____
Name: <u>Jessica Perone</u>	Name: _____
Title: <u>Board of Directors President</u>	Title: _____
Date: <u>3/3/2022</u>	Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned

☒ Woman-owned (agency)

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you? (agency owner)

☐ Asian or Asian American ☒ White or Caucasian ☐ Indigenous or Alaskan Native

☒ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino ☐ Prefer not to disclose ☐ Other: _____

Please provide your organization's Mission Statement:

The mission of the Latah Alliance on Mental Illness (LAMI) is to destigmatize mental illness and promote equitable communities by providing inclusive and nurturing living and learning environments founded in respect, trust, and compassion.

- LAMI provides individuals with severe and persistent mental illness a safe and supportive housing opportunity by living within and participating in a family-like residential environment.
- LAMI facilitates support groups within the Moscow community to empower individuals living with a wide range of mental health symptoms from mild to severe and their support systems to live their best life and thrive.
- LAMI leads outreach, education, and advocacy initiatives by speaking at events, leading discussions, and educating the general public about mental health.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

LAMI is a non-profit organization located in and serving the Moscow community. LAMI's dynamic and multifaceted programs are developed and directed by a volunteer board of directors. The programs are designed to support individuals with mental illness (and co-occurring disabilities) to learn how to cope with stress in a healthy way and become more resilient and empowered to implement proactive wellness strategies. LAMI designs programs to advance community health and address the root causes or social determinants contributing to disease burden. Under the oversight of the Board of Directors, one part-time staff that manages the daily operations of the group home, the Alliance House (123 Lilly St.). Individuals with mental illnesses are underserved, historically disadvantaged, and face systemic and institutional barriers which prevent them from accessing quality health care, support services, and/or receive the same quality of care as people not facing those barriers. The pandemic has uncovered inequities among vulnerable populations across the world and locally. Many are facing challenges that can be stressful, overwhelming, and cause strong emotions.

Community Awareness: The *Education, Outreach and Advocacy (EOA)* program recognizes the importance and the need for outreach programs, educational opportunities, and support to advance the well-being and recovery of persons who have mental illnesses, their families and their communities. LAMI provides advocacy and educational services to help inform local and state community members of the needs of individuals with mental illness. An important aspect of the advocacy and educational efforts of LAMI is to reduce stigma associated with mental illnesses. One of the events the EOA program leads the planning and delivery of the Annual 5K for Mental Health which started in 2019. Due to the pandemic, the event was virtual in 2021 and will be hybrid in 2022. In 2019, 100 community members participated in the in-person event. In 2021, 250 people participated locally and across the USA and Canada since the

program was virtual. This year, LAMI hopes to serve and support 300 participants for the 2022 5K For Mental Health Event.

With their many contacts and their unique roles in the area, Board members may identify, generate and/or support educational, outreach and advocacy activities, presentations, and informational sessions to promote better understanding of mental illnesses, the needs and abilities of persons with mental illness diagnoses, the impact of those illnesses on their families and the overall value of inclusion in their communities. Printed materials are distributed through various community events and health fairs in an effort to educate community members on mental illness and treatment options. LAMI has increased its reach across the USA and Canada by using zoom to teleconference events live online. Throughout 2020, LAMI engaged with 110 community members through EOA events. These types of events were on hold throughout 2021.

LAMI offers **QPR Gatekeeper Suicide Prevention** training at no cost to individuals and small groups. These training sessions are led online by two of LAMI's board members and one community advocate. The trainings are currently led via Zoom until it is safe to host these events in-person. QPR (Question, Persuade, and Refer) Gatekeeper Training for Suicide Prevention is a 1-2 hour educational program designed to teach lay and professional "gatekeepers" the warning signs of a suicide crisis and how to respond. Gatekeepers can include anyone who is strategically positioned to recognize and refer someone at risk of suicide (e.g., parents, friends, neighbors, teachers, coaches, caseworkers, police officers). The process follows three steps: (1) Question the individual's desire or intent regarding suicide, (2) Persuade the person to seek and accept help, and (3) Refer the person to appropriate resources. Trainees receive a QPR booklet and wallet card as a review and resource tool that includes local referral resources. LAMI trained 33 community members in 2020 and 2021 as QPR Suicide Prevention Gatekeepers.

The **Wellness Recovery Action Plan (WRAP)** program is a prevention and wellness program that anyone can use to get well, stay well and make their life the way they want it to be. This weekly peer-led support group is voluntarily planned, implemented, and coordinated by a LAMI Board member. WRAP was developed in 1997 by a group of people who were searching for ways to overcome their own mental health issues and move on to fulfilling their life dreams and goals. This support program is now used extensively by people in all kinds of circumstances, and by health care and mental health systems all over the world to address all kinds of physical, mental health and life issues. WRAP has been studied extensively in rigorous research projects and is listed in the National Registry of Evidence-based Programs and Practices. The Moscow WRAP group meets every Wednesday throughout the year from 4pm-5pm on Zoom. The group will continue to meet on Zoom until it is safe to return to in-person meetings. The Moscow WRAP group is a place for people who experience mental health challenges and for those who care about them to receive support and education. The WRAP program served 383 participants in 2021. This is a 21% increase in participation since 2020 and a 27% increase in participation since 2019.

The **Alliance House** is a semi-independent living house for up to six persons with clinically diagnosed mental illnesses who need long-term supportive housing to avoid homelessness and hospitalization. Provision of oversight of the daily operations of the house is conducted by a part-time House Director. In addition to managing the logistics of the home, the House Director also provides regular guidance and support to all residents. The Alliance House provides a thriving, family-like living environment which allows individuals with mental illness a chance to live independently in a healthy and safe neighborhood setting. The Alliance House provides services that do not exist in any other capacity in our community which is a significant factor given that affordable housing is statistically the number one need of individuals with severe and persistent mental illnesses, especially when being discharged from the hospital. Residents are encouraged to reach their full potential by participating within the household, Moscow's community, pursuing employment and volunteer opportunities, and social service programs.

LAMI aims to provide an environment for the residents to live, learn, and thrive, which is critical for personal and community health. It is important to LAMI that residents find fulfillment in their surroundings. By creating a satisfying, functional, and long-term living environment for the residents of the Alliance House, the residents will be able to lead healthy and productive lives, experience improved morale, feel motivated to live a healthy lifestyle, and be positive contributors to the community in which they live. All residents sign an annual lease and private pay 80% of their monthly income (minimum \$650.00 and max \$1000.00) in rent. In most cases, this leaves only \$200.00-\$300.00 for personal living expenses for each resident. Although this is not acceptable to LAMI, the rental income covers the expenses to keep the house open. LAMI provides the residents with a \$185 Winco Gift Card each month to offset food expenses. Residents private pay and are not eligible for HUD assistance. HUD does not have a program that the Alliance House fits into therefore if the residents wanted to go on the waiting list for a HUD program, they would have to leave their current home. Residents work cooperatively to maintain the household. The House Director provides ongoing support and the development of daily living skills, financial stability and education, and support to maintain good health. The Alliance House served 9 individuals during FY 2020, 6 individual during FY 2019, and 6 individuals during FY 2018.

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase

or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

In response to the COVID-19 pandemic, and the increase in mental health needs of the community, LAMI seeks to expand its current services by investing in its programs and infrastructure to continue to be successful in addressing the lack of supported living services for adults with mental illness. In order to scale up the services and meet the higher-needs of the community after the pandemic, additional staffing and programs are needed to ensure the agency is providing top-notch and robust support services. The Alliance House has been providing these services for over 30 years. It has proven to be a successful intervention and support service for the Moscow community. These services do not exist in any other capacity in our community, which is a significant factor given that affordable housing is statistically the number one need of individuals with severe and persistent mental illnesses.

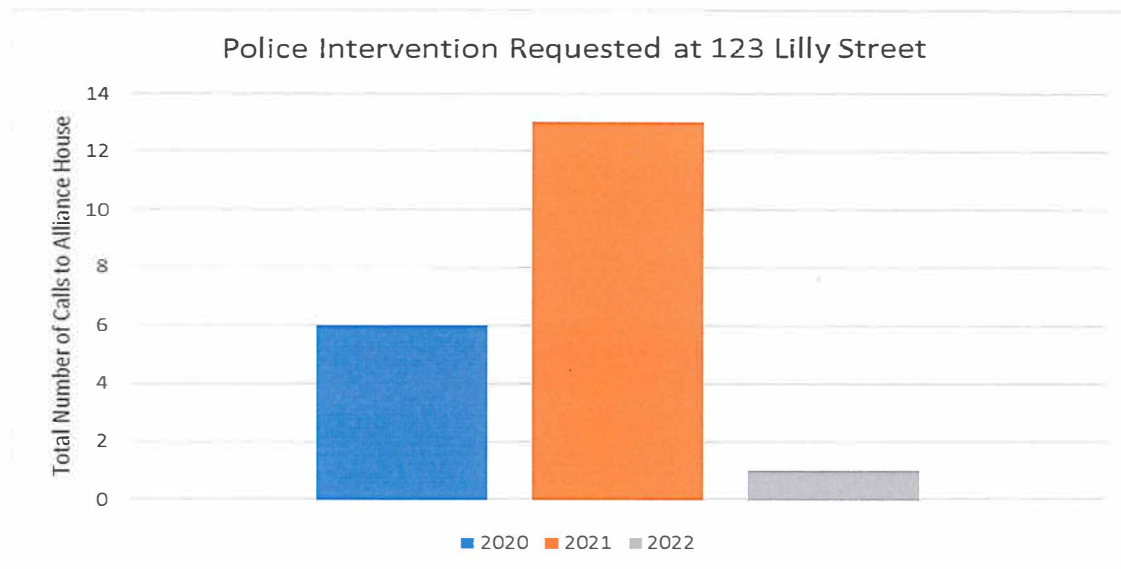
LAMI would like to support the increased needs of the community and keep the Alliance House program open and active, which requires additional funding. Due to the negative impacts of COVID-19 on people's mental health over the past two years, the Alliance House program and participants are showing a trend of needing additional staffing and support to prevent interpersonal conflicts, mental health crises, police intervention, and encourage proactive wellness strategies. The Alliance House has a House Director (only employee) to support the residents in living an independent lifestyle, prevent homelessness and incarceration, and reduce the need for inpatient mental health treatment. The residents receive support through weekly house meetings, transportation, advocacy at appointments, and general home maintenance. The support that Alliance House residents receive decreases their involvement with the legal system, helps them initiate and maintain appropriate medical and mental health care, encourages development of independent living skills, and supports them in being full members in local communities through work, volunteering, and attending community events.

The Alliance House program is a similar model to HUD's Permanent Supportive Housing model. The Alliance House functions under the same premise as the Permanent Supportive Housing model including residents may live at the Alliance House as long as they meet the basic obligations of tenancy. Residents have access to the support services that they need and want to retain housing. Residents have a private and secure place to make their home, just like other members of the community, with the same rights and responsibilities. It presents an alternative to hospitals, shelters, and other settings that segregate people by disability, such as nursing homes, board and care homes, and other residential care facilities, in which residency is tied to receiving the particular services the facility offered. HUD's Permanent Supportive Housing program and the Alliance House also seek to address the lack of affordable housing across the

country for people with low incomes. People who are disabled often must depend on social welfare benefits that are set at extremely low levels, and people with psychiatric disabilities often pay most of their income for rent and still lack a decent or even adequate living situation.

Throughout the COVID-19 pandemic, the Alliance House experienced a higher turnover of residents. Over the history of LAMI, the Alliance House has had a low turnover of residents. LAMI has been forced at times to accept new residents that may be too high-needs for the program due to the inability for the agency to go without the rental income for more than one month. The agency operates on approximately \$55,000 per year and a majority of the income is from the rent paid by residents of the Alliance House. Due to the impacts of the pandemic, LAMI experienced a 30% turnover rate at the Alliance House. There is a drastic change in the demographic for individuals needing supportive living services and an increase in high-need referrals/applications. A trend the agency is seeing are individuals with higher mental health needs and a younger age demographic (ages 18-22). This is caused by a shortage of other support services and psychiatric treatment options. This has changed the culture of the Alliance House with having emerging adults living with older adults. This new living situation has impacted communication, daily routines, and the stress level of the home. The younger age group not only needs supports for their mental health and wellness, but also independent living skills, nutrition, community integration, money management, and supports with activities of daily living.

During the pandemic, LAMI has been operating beyond its scope of services at times. The current residents and new referrals need more supervision and support. In the short-term, LAMI has been providing this additional, comprehensive support through the time and effort of the volunteer board members and House Director. This is not a long-term solution, and additional resources and staffing are necessary to sustain the program. The stress of COVID-19 has increased the level of anxiety, isolation, and depression which leads to acting out behavior by the residents. COVID-19 also prevented visitors, interns, and volunteers from socializing with the residents of the Alliance House which increased the feeling of isolation and segregation even more. Over the past few years as the needs of the residents have increased, there were also additional calls for police intervention.



Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/canceled fundraising, loss of earnings, decline in revenue, etc.

The COVID-19 pandemic has had a radically negative impact on the agency's finances. LAMI's entire operating budget is \$55,000.00 annually. The Alliance House rent is calculated as 80% of the individual's income (minimum \$650 and maximum \$1000). Since rent is income-based, the rental income fluctuates as new individuals move in and out. During the pandemic, there was a 3-month period of time the house was at half capacity (3 residents). LAMI was not able to recruit new residents and give tours of the home due to the high risk of COVID-19 transmission. LAMI made this decision to protect the health and safety of the 3 remaining residents of the Alliance House and the House Director. Due to the COVID-19 pandemic, LAMI experienced a loss of earnings of \$7336.80 (7.5% of total income) in income that is required to keep the program open and the budget to pay the expenses of the program. When admitting a new resident, LAMI has a policy to admit one new resident at a time to ensure a smooth transition for the new resident and current residents. This puts a financial strain on the agency, however it is in the best interest of the residents long term success.

During the pandemic, there has been a radical decrease in donations. LAMI depends on donations and grants to keep the programs running. LAMI tries to be as visible in the community as possible to educate people about mental health, the agencies programs, and seek donations. This type of activity was prohibited during the pandemic. LAMI could not partner with WSU and UI students for service projects, volunteer projects such as indoor home improvements, and food drives. During food drives, community members occasionally choose to donate dollars rather than food which is equally beneficial to LAMI. In 2021, LAMI was not

accepted to the Alternative Giving Market of the Palouse, which negatively impacted the budget since the agency relies on all possible funding available. LAMI has been a regular participant in this fundraiser for many years, and we were financially hurt by being excluded this year. LAMI was not able to engage in any in-person fundraising or health fairs in 2020 and 2021 due to the pandemic. With a small group of volunteer board members directing the programs of the agency and limited external funding received, LAMI struggles to find the time, capacity, and resources to seek additional external funding such as large foundation grants. Funds from donations support regular home maintenance and the purchasing of necessary home supplies. This lack of income has prohibited LAMI from maintaining some of the interior and exterior.

LAMI is the lead organizing agency of the Annual 5K for Mental Health. This event is intended to be a fundraiser, however LAMI has not been able to host this in-person event 100% in person since 2019. In 2019, 100 Moscow community members participated in the event. In 2021, 250 people participated locally and across the USA and Canada since the program was virtual. This year, LAMI hopes to serve and support 300 participants for the 2022 5K For Mental Health Event. LAMI has been paying for the outreach and promotional materials by applying for local grants and asking for donations to cover the costs. This event is intended to be a fundraiser, however the pandemic has prevented this event from leading to any profit.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Other impacts the pandemic has had on the agency are the decreases in support by volunteers and interns. Throughout the pandemic, the LAMI Board of Directors decided that visitors would be allowed on a case by case basis to do everything possible to keep the residents protected from exposure to COVID-19. The house had to close and the residents had to quarantine in 2021 due to a positive COVID-19 exposure. This had immeasurable detrimental impacts on the residents mental health and was a drastic disruption in supports for activities of daily living.

The programmatic limitations are exacerbated by limited timelines, one staff, time and capacity of volunteer board members, and available fiscal resources. The 7% loss of income due to the loss of rent from three resident vacancies for three months is a non-recoverable expense for the operations of the agency, especially the Alliance House.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

In response to the COVID-19 pandemic, LAMI is seeking funding to provide additional and more robust behavioral health prevention supports at the Alliance House. The funds requested will cover the cost of a full-time AmeriCorps staff to expand quality service delivery, provide full time supervision at the Alliance House, implement multiple research-based curriculums to support the adults needing services. AmeriCorps members provide direct service or help build program capacity as national service volunteers. AmeriCorps projects target low-income, underrepresented, and/or marginalized individuals, their families, and community members at large. An AmeriCorps member is an individual who engages in community service through an approved national service position. AmeriCorps provide non-profits, schools, public agencies, and community groups with the support they need to continue and develop their programs. The mission if an AmeriCorps staff is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

This full time AmeriCorp staff will work in collaboration with the current part-time House Director to provide more supervision and support to the residents, work on relationship building skills, provide education on nutrition, exercise, and money management, and provide crisis intervention supports as needed. The AmeriCorps member will support the residents with meal preparation, home maintenance, activities of daily living, life skills, medication and health related appointment reminders. The AmeriCorps and House Director will implement evidence-based curriculums with the residents including but not limited to the Handbook of Activities on Life Skills but the America India Foundation (AIF), the Life Skills Manual from National Rehabilitation Information Center (NARIC), and Nutrition Education for Wellness curriculums from the University of Hawaii Cooperative Extension Services. A vital relationship exists between nutritional status, human capital, and economic standing. Malnutrition adversely affects the physiological and mental capacity of individuals; which in turn hampers productivity levels, making them and their respective countries more susceptible to poverty. Life

skills training improves the ability of low-income adults to manage stress, and when combined with some level of health education and coaching, will have long term, sustainable benefits. Increasing staff capacity is required to implement these interventions.

LAMI is seeking funding to purchase the required technology to increase regular communication and implement the new curriculums. This will increase the effectiveness and efficiency in communication among staff, board members, and community stakeholders. LAMI will train the AmeriCorps staff as a QPR Suicide Prevention Gatekeeper, agency policies and procedures, emergency response plans, and all other employment trainings. Increased communication and wrap around support are necessities as the program grows in scope and scale.

LAMI is seeking funding to purchase a “resident household pool pass” for the Hamilton-Low Aquatic Center for the use of the 6 residents of the Alliance House. This has been cost prohibitive in the past. The Moscow Recreation Department does not have any discounted or free pool pass for adults with disabilities, and they could not afford to purchase a pool pass in the past. The opportunity to swim, socialize, and engage with the Moscow community throughout the summer will have a positive impact on the emotional, social, and physical health of the residents. Residents are encouraged to reach their full potential by participating within the household, Moscow’s local community, pursuing employment and volunteer opportunities, and engaging in social service programs.

LAMI is seeking funding to purchase outreach and promotional materials for upcoming events and health fairs. The agency is anticipating a larger participation in the 5K for Mental Health in April/May 2022 and have an increased presence at health fairs in 2022. This requires funds to design and purchase outreach materials. Education and awareness of mental health through events and outreach are key to destigmatization, supportive environments, and inclusive communities. If this pandemic has had a silver lining, it’s the fact that many more people are now aware of the importance of mental health. Unfortunately, this is in part due to the pandemic's harrowing effect on people’s mental wellbeing. Recently, the U.S. Surgeon General declared that young people were facing a mental health crisis. Many therapists have described the uptick in reported mental health concerns across the country as a “second pandemic.”

LAMI is seeking funding to ensure a long-term, healthy, and safe living environment for the residents. The residents are vulnerable adults, and their mental health has been negatively impacted during the pandemic. Their mental health needs have dramatically increased. LAMI provides a safe living environment including ensure they live free from abuse and neglect, encourages them to make their own choices, prevents mental health crises by providing ongoing daily support, and promotes their well-being, feelings, and beliefs. Due to the loss of

rental income throughout the pandemic, there are home maintenance issues that need to be addressed at the Alliance House including replacing broken furniture, aged household supplies, and broken (and unusable) garage door. The physical and social environment in which we live has an important influence on our health and well-being. Positive aspects of a safe, healthy and functional living environment can nurture health and well-being, including increased feelings of safety, having places to socialize, strengthen relationships, and an overall sense of belonging with the community. LAMI values their residents experiencing a high quality of life, and this includes a well-designed, functional, and comfortable surrounding within the home. The environment in which people live has a direct impact on their mental health, and LAMI's goal is to ensure a safe, healthy and motivating living environment now and in the future.

Is there any additional information you would like to add regarding this application or the required documentation?

According to the 2021 Idaho Behavioral Health Planning Council's Report to the Governor, an area of concern for the state is an affordable housing shortage and homelessness for those with behavioral health needs. LAMI provides this support on a limited budget and resources. The residents of the Alliance House pay privately for the comprehensive support they receive. A significant cost savings is LAMI's programs are all designed and implemented by a volunteer board of directors. The future of the Alliance House is a concern for the LAMI Board of Directors due to increase in demand, increase in high-need referrals, and the agencies low annual budget. LAMI wants to protect, to the degree possible, residents from chronic stress and poor mental health, so that they are able to contribute to their communities, live in safe and stable housing, and engage in healthy and proactive behaviors. LAMI's leadership strives to maintain critical infrastructure and have other support in place during this time, knowing that this may require modifications to existing strategies, tactics and/or roles.

According to the National Alliance on Mental Illness (NAMI) 2019 State Legislation Report, the three trends in mental health legislation are early intervention, mental health education and awareness, and suicide prevention. In response to the pandemic and prior, LAMI has been actively responding to these three trends. This work is essential to promote inclusive communities and increase access to services for all individuals. LAMI amplifies the voices of the members of our community who have been silenced to reveal inequities and dismantle systemic oppression through education and advocacy to ensure every community member feels heard, valued, counted, and served. Valuing differences of racial and cultural backgrounds, age, gender, sexual orientations, disabilities, and religious beliefs enriches the experiences and lives of all.



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

____ Approve \$6,115 grant as requested by the Applicant; or
____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community and Social Services - Non-Profit Grant Application
Festival Dance and Performing Arts Association (Festival)**

Organization and Operations: The Festival was founded in 1989 and their office is located on the University of Idaho (UI) campus at 875 Perimeter Drive. The Festival’s mission is to “bring the arts to the people and people to the arts” through dynamic and inspiring performances, teaching, and outreach programs guided by the core values of “Diversity, Accessibility, Nurturing of Local Talent, Community Service, and Artistic Excellence.” Prior to the pandemic, the Festival had 11 employees but now they have a part-time Dance Director to teach on their behalf at the UI in exchange for free office and studio space. They have not had an Academy Director for two years so a majority of heavy responsibility has been placed on Deanna Bren the Executive Director. During the 2020 pandemic year, Festival lost over \$40,000 due to cancelled performances which required pre-payment commitment in addition to a \$25,000 loss in the cancellation of holiday programs. The Festival is now employing dance staff again but enrollment numbers are at 50% of pre-pandemic operations. Lastly, many of the traditional grantors adjusted priorities to address needs during the pandemic and Festival did not receive the historical amount of awarded grants to support operations.

In the last three years, Festival continued to host dance classes for ages 3 to adult in various genres when group gatherings were not limited in attendance in addition to presenting dance performances by their students when public venues were not closed. In the past, Festival also hosted and presented public performances by touring companies from Canada, Utah, Oregon, California and Colorado but were not able to do so during the pandemic. Festival plans to focus on creating new inroads of service to underserved youth due to the lack of access and isolation from the pandemic. Additionally, they are working to re-establish and expand their in-school program “Discover Dance” during the school year with an AmeriCorps representative who will be an employee during the summer to provide consistency in community outreach.

Funding Request: Festival proposes to use the requested grant funding to respond to an increased need in social-emotional, mental health, and physical concerns for Moscow youth as a result of the pandemic. The funding will allow Festival to implement SUMMERDANCE MOSCOW day camps, which will be open to the community at large for two summers, and DISCOVER DANCE EXPANSION, which includes in-school classes in collaboration with Moscow School District teachers for two years. Both will be free programs, enabling participation by youth from financially vulnerable families.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for educational services and recommends approval of the funding request.



City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Festival dance & Performing Arts

Non-Profit Tax ID Number: 82-0430133

Authorized Representative Name & Title: Deanna Bren, Executive Director

Secretary of State Registration Status: Current

Organization Address: University of Idaho, 875 Perimeter Dr MS 2403

City: Moscow State: ID Zip Code: 83844

Preferred Mailing Address: same

City: Moscow State: ID Zip Code:

Phone No.: 2080883-3267 Website Address: www.festivaldance.org

Email Address: director@festivaldance.org

Year Founded: 1989

No of Employees: 11

Please provide your organization's Mission Statement:

Festival Dance & Performing Arts mission is to "bring the arts to the people and the people to the arts" through dynamic and inspiring performances, teaching, and outreach programs, ~~guided by the core values of Diversity, Accessibility, Nurturing of local talent, Community service, and Artistic Excellence.~~

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

* Taught hundreds of dance classes in ballet, jazz, lyrical, tap, musical theatre, and creative dance for ages 3-adult and presented six dance performances by students.

* ~~Presented five public performances by touring companies: Ballet Victoria from Canada, Repertory Dance Theatre from Salt Lake City, Young Irishmen direct from Ireland,~~

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021?

Total: 2000+

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

We propose to use funding to respond to an increase in social-emotional, mental health, and



Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

The 2020 pandemic year has not ceased impacting our organization. Initial losses of over \$4



Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Beginning in March 2020- all activities were canceled. upon re-opening mitigation efforts incl



Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: PPP Loans 1 & 2, ICA WSAC C Amount: \$ 44,722

How were the funds used? PPP loans were used entirely for payroll, The ICA and WSAC Cares grants were used to pay required insurance premiums, purchase temporary barriers for



Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 6,115

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

We propose to use funding to respond to an increase in social-emotional, mental health, and physical health concerns in Moscow youth as a result of the pandemic. It has never been more challenging to keep children's minds and bodies active (which fights depression without substances) than it has been since the COVID-19 pandemic started. Moscow +

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~Funding will allow Festival Dance to implement SUMMERDANCE MOSCOW day camps, open free to the community at large for two summers enabling participation by youth from financially vulnerable families, our most isolated and at risk youth. Physical activity, like dance, has been shown in multiple clinical studies to significantly reduce levels of stress, anxiety, and depression (Blake, 2012). Dance is an evidence-based intervention to improve mental health. It is also effective in facilitating social interaction, self-esteem, and confidence, thus meeting social-emotional needs in children. (Mayo Clinic, 2022). Dance improves discipline, sensitivity, understanding, appreciation, and consideration~~ +

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Summer Dance Instructor: 9 classes x2 years = 18 classes @ \$35 for teacher = \$ 630+ 50 to		
Administrator: Admin @ \$16 x 20 For registration costs=\$320+tax/\$25=		\$355
Facility rent – 18 hours @ \$60 1912 great room & outside access		\$1,080
Publicity – matched radio, newspaper & billboard campaign, posters		\$1,500
Music, Supplies & insurance –\$600x2=		\$1200
ED @ \$40 oversee – 15 hours each year=600+50=650x 2=		1,300 Total project: \$6,115.

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 200+

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: Deanna Bren Digitally signed by Deanna Bren
Date: 2022.03.24 09:01:26
-0700

Date: 03/24/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

FDPA has been working hard to create new inroads of service to our undeserved youth. Shutdowns and lack of access has further isolated youth. We are additionally working to re-establish and expand our in-school Discover Dance program during the school year with ⁺

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: Deanna Bren Digitally signed by Deanna Bren
Date: 2022.03.24 09:13:48 -07'00'

Signature: _____

Name: Deanna Bren

Name: _____

Title: Executive Director

Title: _____

Date: 03/24/2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned

☒ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☒ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☐ Other: _____

Festival Dance – Answers to Application Questions:

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

*Taught hundreds of dance classes in ballet, jazz, lyrical, tap, musical theatre, and creative dance for ages 3-adult and presented six dance performances by students.

*Presented five public performances by touring companies: Ballet Victoria from Canada, Repertory Dance Theatre from Salt Lake City, Young Irelanders direct from Ireland, Rainbow Dance Theatre from Oregon, and Collision of Rhythm from California. After the pandemic shut-down, virtual public performances were presented by Ballet Victoria and Cleo Parker Robinson Dance Ensemble (CPRD), an African American dance company from Denver.

*FDPA has been working hard to create new inroads of service to our undeserved youth. Shutdowns and lack of access has further isolated youth. We are additionally working to re-establish and expand our in-school Discover Dance program during the school year with an AmeriCorps representative, this program would allow us to employ that same staff person during the summers when they are not funded and provide constancy of outreach in our community.

- Each of the above five companies also presented free educational outreach programs for schools – nine in all for Moscow, also available to other schools, plus two virtual educational programs by CRPD and Tango del Cielo from Los Angeles. – total of 11.
- Taught summer classes and workshops in musical theatre and ballet and gave two performances at the Moscow Farmers Market before performances were canceled.
- Taught 36 Discover Dance classes in public schools in African, Jazz, and Hip-Hop dance. – 18 in Moscow.

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

We propose to use funding to respond to an increase in social-emotional, mental health, and physical health concerns in Moscow youth as a result of the pandemic. Funding will allow Festival Dance to implement SUMMERDANCE MOSCOW day camps, open to the community at large for two summers, and DISCOVER DANCE EXPANSION, which includes in-school classes in collaboration with Moscow School District teachers, for two years. Both are free programs, enabling participation by youth from financially vulnerable families. It has never been more challenging to keep children's minds and bodies active than it has been since the COVID-19 pandemic started. Moscow children were negatively affected by the loss of regular movement opportunities and the ongoing pressure to abide by strict social distancing. A loss of extracurricular activities resulted in less physical movement. Isolation and loneliness as a result of the pandemic have left children feeling exhausted mentally, emotionally, and physically. Suicide attempts, major depression, and anxiety disorders in youth are on the rise,

according to the US Surgeon General. Physical activity, like dance, has been shown in multiple clinical studies to significantly reduce levels of stress, anxiety, and depression (Blake, 2012). Dance is an evidence-based intervention to improve mental health. It is also effective in facilitating social interaction, self-esteem, and confidence, thus meeting social-emotional needs in children. (Mayo Clinic, 2022). Dance improves discipline, sensitivity, understanding, appreciation, and consideration for others, both for their similarities and differences. These qualities are crucial to positive youth social-emotional development (HHS, 2022). We propose the following two initiatives: 1-SUMMERDANCE MOSCOW – serving, children aged 4 through 10, for two years (late July or August in 2022 and 2023). Nine free classes will be taught each year at 1912 Center Great Room. This initiative creates opportunities for new and beginning students to learn about dance and receive the benefits of movement and creativity. reaching over 200 youth. 2-DISCOVER DANCE REVIVED AND EXPANDED: Discover Dance classes are taught for 3-5th grade classes during school by professional dancers, in collaboration with physical education and music teachers. Classes teach the progression of African, to Jazz, and Hip-Hop dance and include technique, choreography, cultural history, and improvisation. We propose to offer nine sessions of Discover Dance in two Moscow schools each year, during Spring 2023 and 2024. Classes include discussions of the cultural background of each dance form and how they influence each other. This has been a popular ongoing program of Festival Dance much esteemed by teachers and students. The in-person aspect of this program was eliminated in 2020 and 2021 due to the pandemic and school protocols. This project will reach two Moscow schools with classes per school at approximately 30 students per class, reaching about 1,000 students in two years

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

The 2020 pandemic year has not ceased impacting our organization. Initial losses of over \$40,000 with performance losses during the 20-21 performance season included \$25,000 in revenue from the cancellation of "The Nutcracker" at the Beasley Coliseum which provides the base of our operating expenses along with two diverse touring companies with an anticipated income of \$16K from their combined ticket sales for public performance. We did pay these previously contracted artists to provide free virtual programs and study guide materials to all area educators, but with no ability to recoup any costs through ticket sales. We also continue to staff the Academy, with enrollment numbers about half of what would be expected in a non-COVID-19 environment. As well, several of our traditional grantors, such as the Innovia Foundation and the US Bank, adjusted their priorities to helping needs created by the pandemic and canceled funding of any art projects for a time. We have been running without an Academy Director for over two years, hiring only a part-time Dance Director to teach on our behalf at the University of Idaho, which we do in exchange for free office and studio space. Heavy responsibilities have fallen on our Executive Director.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Beginning in March 2020- all activities were canceled. upon re-opening mitigation efforts included masking, limiting class size, providing time between classes for cleansing. We also provided free classes for some of our regular students whose parents were laid off due to the pandemic. in-person programs for schools were substituted with virtual and live-stream programs when possible. As well no companies were at liberty to tour and all venues were shuttered, and permanently lost staff which continues to impact operations. Even now with some opportunities opening up, costs have soared; venues cost twice as much as pre-covid due to cleaning protocols, spacing requirements mean fewer seats to sell, and companies that do tour cost a premium. For example, the Ballet Company we are bringing this spring (2022) costs over 10K in fees over what we last paid a company (fall 2019) of equal size, quality, and traveling distance.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

Yes - Program - PPP Loans 1 & 2, ICA WSAC Cares Amount: \$44,722

How were the funds used? PPP loans were used entirely for payroll, The ICA and WSAC Cares grants were used to pay required insurance premiums, purchase temporary barriers for necessary distancing, employee artists virtually.

Select all community service areas that apply to your programs:

☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.

☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.

☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.

☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.

☐ Other, please describe: _____

We propose to use funding to respond to an increase in social-emotional, mental health, and physical health concerns in Moscow youth as a result of the pandemic. It has never been more challenging to keep children's minds and bodies active (which fights depression without substances) than it has been since the COVID-19 pandemic started. Moscow children were negatively affected by the loss of regular movement opportunities and the ongoing pressure to abide by strict social distancing. A loss of extracurricular activities resulted in less physical movement. Isolation and loneliness as a result of the pandemic have left children feeling exhausted mentally, emotionally, and physically. Suicide attempts, major depression, and anxiety disorders in youth are on the rise, according to the US Surgeon General.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

Funding will allow Festival Dance to implement SUMMERDANCE MOSCOW day camps, open free to the community at large for two summers enabling participation by youth from financially vulnerable families, our most isolated and at-risk youth. Physical activity, like dance, has been shown in multiple clinical studies to significantly reduce levels of stress, anxiety, and depression (Blake, 2012). Dance is an evidence-based intervention to improve mental health. It is also effective in facilitating social interaction, self-esteem, and confidence, thus meeting social-emotional needs in children. (Mayo Clinic, 2022). Dance improves discipline, sensitivity, understanding, appreciation, and consideration for others, both for their similarities and differences. These qualities are crucial to positive youth social-emotional development (HHS, 2022).

We propose SUMMERDANCE MOSCOW – serving, children aged 4 through 10, for two years (late July, early August in 2022 and 2023). Nine free classes will be taught each year at 1912 Center Great Room. This initiative creates opportunities for new and beginning students to learn about dance and receive the benefits of movement and creativity. reaching over 200 youth.

Program/Expense Category Description Total

Summer Dance Instructor: 9 classes x2 years = 18 classes @ \$35 for teacher = \$ 630+ 50 taxes=	\$ 680
Administrator: Admin @ \$16 x 20 For registration costs=\$320+tax/\$25=	\$ 355
Facility rent – 18 hours @ \$60 1912 great room & outside access	\$1,080
Publicity – matched radio, newspaper & billboard campaign, posters	\$1,500
Music, Supplies & insurance –\$600x2=	\$1,200
ED @ \$40 over sees – 15 hours each year = 600+50=650x 2=	<u>\$1,300</u>
Total Project:	\$6,115.

Is there any additional information you would like to add regarding this application or the required documentation?

DPA has been working hard to create new inroads of service to our undeserved youth. Shutdowns and lack of access has further isolated youth. We are additionally working to re-establish and expand our in-school Discover Dance program during the school year with an AmeriCorps representative, this program would allow us to employ that same staff person during the summers when they are not funded and provide constancy of outreach in our community.



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

- ☐ Approve \$25,000 grant; or
- ☐ Approve grant for the amount of \$ _____; or
- ☐ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community & Social Services Non-Profit Grant Application - Inland Oasis (IO)

Organization and Operations: IO was founded in 2003 to provide support to the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex Agender, Asexual, Aromantic, and Allies communities on the Palouse - Southeastern Washington and North Central Idaho. Inland Oasis provides educational, social and health programming, with services including a local food bank, an emergency fund for LGBTQA citizens, a transgender support group and social activities to Rainbow Families. Risk of food insecurity increases when money to buy food is limited or unavailable and IO has seen a significant increase in expenses due to leasing a physical space to house a food pantry and the operational costs to run it. Although donations were sufficient to address the financial needs of the pantry initially, the on-going impacts of COVID-19 has continued to affect the Moscow community causing decline in both food and monetary donations, and an increase in pantry usage since opening, with many donors sighting COVID-19 insecurities as the primary reason.

As funding and volunteers diminished, IO focused resources on the food pantry named the West Side Food Pantry (WSFP) to provide food; however, a disruption in volunteer staff coverage for regular pantry hours occurred on multiple occasions, requiring last minute closures and adjusting hours to accommodate for each incident of volunteer exposure, or exposure in their families following quarantine guidelines. Several regular volunteers were unable to continue volunteering as they, or someone in their family, were in high risk groups. COVID-19 has produced increased economic distress due to job loss and increased utility bills from sustained home occupancy and increased food needs of families from novel sources as increased food costs and shortages converged with economic distress. As one of two pantries in Moscow Idaho, WSFP is unique in that it is open multiple days each week, does not request personal information, is close to the UI Campus and on a bus route. Completion of the community spaces will allow expanded services to vulnerable members of the Moscow community. The community center can then be used to provide a safe place for various activities to improve well-being including support groups, counseling, nutrition and life skills education courses, health screenings, and extreme weather shelter. These expanded services will also require paid employees in addition to volunteers to ensure adequate staffing.

Funding Request: Inland Oasis/West Side Food Pantry is requesting \$66,900 which includes annual rent of \$19,130, with the other half covered through additional grants, donations, and fundraising activities. Utilities including electricity, phone, and internet at \$3,170; and \$600 to purchase basic office supplies necessary to maintain pantry operations; \$24,000 to hire paid staff and training for staff and volunteers to ensure needs of the pantry and community center are met; \$15,000 for the completion of the community center including finishing the ceiling, kitchen, and an accessible showering area; lastly \$5,000 will be utilized as needed for other operational expenses, including overhead, marketing, program growth, software, technology, or other unforeseen costs.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Inland Oasis

Non-Profit Tax ID Number: 11-3127953

Authorized Representative Name & Title: Katherine Sprague, President

Secretary of State Registration Status: 501(c)3

Organization Address: 730 W Pullman Rd suite #3

City: MoscowMoscow State: IdahIdahoo Zip Code: 83843

Preferred Mailing Address: PO Box 8205

City: MoscowMoscow State: IdahIdahoo Zip Code: 83843

Phone No.: (208) 596-4992 Website Address: inlandoasis.org

Email Address: inlandoasispantry@gmail.com

Year Founded: 2004

No of Employees: 1

Please provide your organization's Mission Statement:

Inland Oasis is a 501(c)3 non-profit organization founded in 2004 to provide support to the
Lesbian, Gay, Bisexual, Transgender, Queer, Intersex Agender, Asexual, Aromantic and

Allies communities on the Palouse - Southeastern Washington and North Central Idaho.

**List the services that your organization has provided to the City of Moscow residents and/or City
of Moscow businesses over the last 3 years:**

Inland Oasis provides educational, social and health programming, with services including
a local food bank, an emergency fund for LGBTQA citizens, a transgender support group

and social activities to Rainbow Families.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? **Total:** 1,000

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2022-11, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

See Attached: C

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

See Attached: D

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

See Attached: E

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: _____ Amount: \$ _____

How were the funds used? _____

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 66,900

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

See Attached: F

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Rent	Half the rent for year (March-March)	\$19,130
Utilities	Electric, phone, internet	\$3,170
Supplies	Office- paper, ink, tape, software, etc.	\$600
Miscellaneous	Unforeseen expenses, operational costs, overhead	\$5,000

See attachment for details: G, Budget

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 1,500

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: _____

Date: _____

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2022-11. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: <u>Katherine K. Sprague</u>	Signature: <u>Lisa A. Morse</u>
Name: <u>Katherine K. Sprague</u>	Name: <u>Lisa A. Morse</u>
Title: <u>President</u>	Title: <u>Treasurer</u>
Date: <u>05/16/2022</u>	Date: <u>5/16/22</u>

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)? ☐ Minority-owned ☐ Woman-owned
☐ Veteran-owned ☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☐ Prefer not to disclose ☐ Other: _____

A. Please provide your organization's Mission Statement:

Inland Oasis is a 501(c)3 non-profit organization founded in 2003 to provide support to the Lesbian, Gay, Bisexual, Transgender, Queer, Intersex Agender, Asexual, Aromantic and Allies communities on the Palouse - Southeastern Washington and North Central Idaho.

B. List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Inland Oasis provides educational, social and health programming, with services including a local food bank, an emergency fund for LGBTQA citizens, a transgender support group and social activities to Rainbow Families.

C. The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand

for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

Risk of food insecurity increases when money to buy food is limited or unavailable, and low income families are nearly 3 times more likely to be food insecure compared to the national average. The poverty rate in Moscow has risen to 29.9% in 2022, a 5.6% increase from 2019, showing the increased need for services to address food insecurity. Inland Oasis opened the West Side Food Pantry in 2021 in direct response to the increased need to help mitigate the effects of food insecurity brought on by the COVID-19 pandemic. The West Side Food Pantry provides food to all Moscow residents in need without discrimination. We have seen increases in pantry usage each month since opening, and expect the number of clients to remain steady, if not continue growing, as the economic effects of COVID-19 continue to impact the community. We also saw the need to provide additional services such as support groups, a heating/cooling center for unhomed community members, and access to basic hygiene including showers and laundry.

D. Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

We have seen a significant increase in expenses due to leasing a physical space to house the pantry and the operational costs to run the pantry. Although donations were sufficient to address the financial needs of the pantry initially, as COVID-19 has continued to affect the Moscow community, we have seen a decline in both food and monetary donations, and an

increase in pantry usage since opening, with many donors sighting COVID-19 insecurities as the primary reason. Palouse Pride has historically been our main source of revenue through fundraising social activities. However, due to COVID-19 restrictions, Pride activities were cancelled in 2020, and significantly limited in 2021 leading to greatly reduced funding.

E. Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

As funding and volunteers diminished, we focused our resources on the food pantry to provide food, and were unable to complete the community center spaces, limiting support groups and requiring us to close the heating/cooling center. We had a disruption in volunteer staff coverage for regular pantry hours on multiple occasions, requiring last minute closures and adjusting hours to accommodate for each incident of volunteer exposure, or exposure in their families following quarantine guidelines. Several regular volunteers were unable to continue volunteering as they, or someone in their family, were in high risk groups. We have also had to utilize funds to maintain PPE stock such as masks, gloves, and cleaning supplies to assure proper COVID-19 protocol guidelines were followed.

F. Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been

demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

COVID-19 has produced increased economic distress due to job loss and increased utility bills from sustained home occupancy and increased food needs of families from novel sources as increased food costs and shortages converged with economic distress. Community food pantries have shown the ability to significantly decrease food insecurity in low-income families. As one of two pantries in Moscow Idaho, WSFP is unique in that it is open multiple days each week, does not ask for personal information from clients, is close to the University of Idaho Campus, and is located on a bus route. Completion of the community spaces will allow us to provide expanded services to the most vulnerable members of the Moscow community. The community center can be used to provide a safe place for various activities to improve wellbeing including support groups, counseling, nutrition and life skills education courses, health screenings, and extreme weather shelter. These expanded services will also require paid employees in addition to our volunteers to ensure adequate staffing.

Inland Oasis/West Side Food Pantry is requesting \$66,900. Half our annual rent will be paid with \$19,130, with the other half covered through additional grants, donations, and fundraising activities. Utilities including electricity, phone, and internet will be supported with an additional \$3,170, which is an estimation of half the cost for these expenses based on previous utility statements. \$600 will be used to purchase basic office supplies necessary to maintain pantry operations. \$24,000 dollars will go towards hiring paid staff and training for staff and volunteers

to ensure needs of the pantry and community center are met. \$15,000 will go to completion of the community center including finishing the ceiling, kitchen, and an accessible showering area. The remaining \$5,000 will be utilized as needed for other operational expenses, including overhead, marketing, program growth, software, technology, or other unforeseen costs.

G. Budget

	Total	Other Sources	In-Kind	Request
Rent (\$3,188/month x 12 months)	38,256	19,126		19,130
Utilities (electricity, phone , internet)	6,336	3,166		3,170
Supplies (Office/operation al)	1,200	600		600
Supplies (kitchen-dishes, pans, utensils, storage containers)	12,000	5,000	7,000	
Food	20,000	10,000	10,000	
Staff (15x40x52) and training	38,000	14,000		24,000
Construction (kitchen, ceilings, accessible shower)	30,000	5,000	10,000	15,000
Other operational expenses (software,	10,000	3,000	2,000	5,000

marketing, overhead, technology)				
Projected Expenses	\$125,792	\$88,892	\$29,000	\$66,900



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

____ Approve \$25,000 grant; or
____ Approve grant for the amount of \$ _____; or
____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community and Social Services - Non-Profit Grant Application
Kenworthy Performing Arts Centre, Inc. (Kenworthy)**

Organization and Operations: The Kenworthy was founded in 2000 and their mission is to be Moscow's premier historic, downtown, community performing arts venue and cinematic art house dedicated to hosting and providing high quality arts experiences to residents of, and visitors to, the Palouse Region. The Kenworthy currently employs 11 people to manage the Centre in providing discounted or free ticket sales to low-income families and non-profit discount venue rental rates (25%) to local charitable service organizations. Programs hosted include free Farmer's Market Cartoons; discounted rehearsals-Jazz Fest, UI/WSU Multicultural Affairs, Women's Center, Human Rights Commission Screenings, Palouse Prairie Charter School plays; MET Live/National Theatre Live in schools; Film Fests; Co-Op: Food for Thought; Moscow Community Theater; subsidized summer movies for Moscow Day School; Lena Whitmore School plays; and Art Walk activities. Charity events hosted include: Thanksgiving & Winter Holiday food drives; Alternative Giving Market local charities/services promos; Idaho Gives donations for local conservation groups; Habitat for Humanity yearly auction donation; (see additional in attached pages).

The Kenworthy was closed until June 2021; audiences now remain at 50%-60% of pre-pandemic levels. Until early March 2022, audiences were capped at 125 and there were no concessions sales due to masking requirements and no federal support has been received since November 2021. In the first half of 2022 operations had a net loss of \$5,000 to \$10,000 per month due to impacts of the pandemic. Capital expenses increased due to the replacement of the HVAC filtration systems. The Kenworthy also had a decrease in fundraising revenues before and during a transition to new administrative leadership which also took place during the pandemic. Overall revenue declined 26% from 2019 to 2021. Operational systems (business computers, popcorn popper, point of sale system) have not been updated since 2015. Lastly, the cost of running operations have increased due to the labor shortage and the demand for rising wages. In October 2021, hourly employee hourly pay increased from \$10 to \$12. Regular staffers and salaried employees were kept on payroll during the prolonged closure. Upcoming new services include partnering with the Latah Recovery Center (LRC) to offer discounted meeting/event space and study areas will be provided for children of parents when they are participating in recovery programing. Coordination and additional space usage services are being planned with LRC.

Funding Request: A detailed funding request in the Application includes new popcorn popper, computer/service equipment, screen equipment repairs/upgrades, accessibility repair/update of green room and backstage restroom, staffing for two seasons of cartoons during Farmers Market which totals \$40,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for educational services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Kenworthy Performing Arts Centre, Inc.

Non-Profit Tax ID Number: EIN 82-0519693

Authorized Representative Name & Title: Colin Mannex, Executive Director

Secretary of State Registration Status: Active, in good standing

Organization Address: 508 S Main St.

City: Moscow State: Idaho Zip Code: 83843

Preferred Mailing Address: P.O. Box 8126

City: Moscow State: Idaho Zip Code: 83843

Phone No.: 208-882-4127 Website Address: kenworthy.org

Email Address: executive@kenworthy.org

Year Founded: 2000 No of Employees: 11

Please provide your organization's Mission Statement:

The mission of the the Kenworthy Performing Arts Centre is to be Moscow's premier historic, downtown, community performing arts venue and cinematic art house dedicated to hosting and providing high quality arts experiences to residents of and visitors to the Palouse Region.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

See attached page below.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 5000+

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Services:

Discounted or free ticket sales to low-income families; nonprofit discount venue rental rates (25%) to local charitable service organizations.

Programs:

Free Farmer's Market Cartoons; Discounted Rehearsals for students in Jazz Fest; Collaboration with UI & WSU: Office of Multicultural Affairs, Fish and Wildlife, Women's Center, French Film Fest; Moscow Human Rights Commission Screenings; Palouse Prairie Charter School play readings; MET Live & National Theatre Live in schools; UI Kino Film Fest; 48 Hour Film Fest; PCEI Partners; Co-Op: Food for Thought; Moscow Community Theater productions at significant discounts; subsidized summer movies for Moscow Day School; Lena Whitmore School play readings; Art Walk venue activities; Bishop Place Senior Center movie events.

Charities:

Thanksgiving and Winter Holiday food drive; Alternative Giving Market promotion of local charities and services; Idaho Gives donations to local conservation groups; donations to Habitat for Humanity yearly auction; Local Ukraine Benefit Fundraiser.

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2022-11, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

See the additional page below.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

See the additional page below.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

See the additional page below.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: SBA PPP Loan Amount: \$ 22,000

How were the funds used? Administrative salaries during venue closure

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ \$40,000

COVID-19 Impact:

The KPAC was closed until June, 21; audiences now remain at 50%-60% pre-pandemic levels. Until early March, 2022, we capped our audience to 125 and lost concessions sales due to masking requirements. Many regular patrons still do not feel safe to return to the theater. We have not received federal support since November, 2021. In the first half of 2022, we have operated at a net loss of 5-10k per month due to these profound changes.

Describe the impact COVID-19 has had on your organization's finances:

We increased expenses with the installation of new HVAC filtration systems. We had a loss of fundraising before and during the transition to new administrative leadership. Overall revenue declined 26% from 2019 to 2021. Operational systems (business computers, popcorn popper, point of sale system) have not been updated since 2015. Finally, the cost of running this business has increased with the demand for rising wages. In October, 2021, we increased our hourly employee pay from \$10 to \$12 per hour.

Describe any other impacts COVID-19 has had on your organization, such as staffing changes, volunteer impacts, etc...

We have not been able to employ volunteers until finishing our transition to new administrative leadership. Regular staffers and salaried employees we kept on payroll during the prolonged closure. We hope to return to pre-pandemic levels of engagement by early summer, if the rates of infection continue to decline.

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

See additional page included below.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

See the additional page included below.

Program/Expense Category	Description	Total
Operations	New Popcorn Popper	\$8126
Operations	Two office laptop computers	\$2718
Operations	HP Laserjet Printer; Document Scanner	\$618
Operations	Square registers (3); tablet and mobile p.o.s. unit	\$2497
Facilities	Projection Screen Repair/Satellite/Maintenance	\$6200
Free Programming	Staffing for two seasons of Farmers Market Cartoons	\$4841
Facilities	Green room and backstage bathroom repair for accessibility	\$15,000

Grant Award Request Continued:

In addition to the services listed on pages 1-2, we offer cultural outreach programs in schools, partnering with Palouse Prairie Charter School and Moscow Public Schools to promote National Theater Live and Met Live broadcasts. We offer free cartoons during the Farmers Market. We also connect with educators in ecological preservation (PCEI) and nutritional information (Co-op).

Moving forward, we will be partnering with the Latah County Recovery Center to offer meeting and event spaces at a steep discount; parents in recovery may also use our space for their children to study while taking part in their scheduled events across the street. Details on this evolving relationship with the Latah Recovery Center will be available after May 18.

Describe the planned use of funding:

We need to improve our systems for doing business. The proposed funding will help us secure new computers, a new popcorn machine, point of sale system, and payroll support for Saturday Farmer's Market cartoons, which we offer as a free service to the community.

We also have service repairs for the projection screen, which is no longer under warranty.

The KPAC has not had a basic systems upgrade since the last office computers were purchased in 2015. These are necessary expenses to operate effectively in serving the community.

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: If we average 1,200 guests per month, we can serve 14,400 yearly

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: Colin Mannex Digitally signed by Colin Mannex
Date: 2022.05.09 17:03:25 -07'00'

Date: 05/09/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2022-11. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: <u>Colin Mannex</u> Digitally signed by Colin Mannex Date: 2022.05.09 17:04:39 -07'00'	Signature: <u>Colin Mannex</u> Digitally signed by Colin Mannex Date: 2022.05.13 12:11:22 -07'00'
Name: <u>Colin Mannex</u>	Name: _____
Title: <u>Executive Director</u>	Title: _____
Date: <u>05/09/22</u>	Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned	☐ Woman-owned
☐ Veteran-owned	☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☒ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American	☒ White or Caucasian	☐ Indigenous or Alaskan Native
☐ Black or African American	☐ Multi- or Bi- Racial	☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino	☐ Prefer not to disclose	☐ Other: _____



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

- ☐ Approve \$25,000 grant; or
- ☐ Approve grant for the amount of \$ _____; or
- ☐ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community & Social Services Non-Profit Grant Application
Palouse Care Network, Inc. (PCN) dba Life Bridge

Organization and Operations: The mission of Life Bridge (one of PCN's two client service organizations and a registered dba of Palouse Care Network) is to provide services and resources that make it possible for individuals and families to thrive. (Unless otherwise stated, all statistics refer only to Life Bridge services). The mission of PCN is to promote a culture of life on the Palouse through a diverse network of services that empower healthy relationship decisions. PCN has provided a comprehensive network of health and wellness programs and services to help people experience fullness of life and share that well-being through positive parenting. Over the last 3 years, PCN has offered a uniquely integrated network of services, which included life coaching and abuse recovery services, parenting classes, parent coaching, counseling and physical resources—serving an average of 215 individuals and families per year over the last 3 years. Seeing a growing need for these services, and as well as additional support, PCN laid the groundwork to form Life Bridge in 2020 as a means to increase the visibility and availability of the counseling and support services by bringing them together under one umbrella.

It is PCN's vision that, through Life Bridge, they can help ensure that every individual and family have access to the support services they need and every child has the opportunity to grow up in a safe and supportive home. While PCN does not provide housing, approximately 25% of the clients are facing housing insecurity or homelessness so they work closely with the network of community partners to find temporary housing when needed. Perhaps more importantly, they work to fight the underlying causes of housing insecurity and homelessness by providing domestic violence recovery and support, financial literacy classes, parent education, and more. PCN partners with a network of other service providers to ensure continuity of care and access to services such as housing assistance, job training, and more. A central goal of their organization has always been to promote the development of healthy children by investing in healthy families through early intervention initiatives. COVID-related business shut-downs and social distancing increased stress, isolation, and financial burdens on families. They saw a sharp increase in clients who came to Life Bridge for physical resources such as diapers and baby formula, both because they couldn't afford these essential items and because they couldn't find them in local stores due to shortages. (See Page 8 – Continued from Staff Memo)

Funding Request (See additional details on Pages 11 and 12 of Application Attachment): \$21,000 and \$49,000 for counseling and mental health coaching; \$6,000 for staffing and training materials; \$8,000 for nutritional support and resources; \$4,000 for training for specialized ongoing training for staff. Grant funding request total is \$88,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health services, nutritional assistance services, educational services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Palouse Care Network dba Life Bridge
Non-Profit Tax ID Number: 45-3719771
Authorized Representative Name & Title: Amy McNelly, Interim CEO
Secretary of State Registration Status: Active-Good
Organization Address: 1515 West A Street
City: Moscow State: ID Zip Code: 83843
Preferred Mailing Address:
City: Moscow State: ID Zip Code:
Phone No.: 2088822370 Website Address: www.lifebridgepalouse.com
Email Address: amy@palousecarenetwork.com
Year Founded: 2011 No of Employees: 17

Please provide your organization's Mission Statement:

The mission of Life Bridge (one of Palouse Care Network's two client service organizations and a registered dba of Palouse Care Network) is to provide services and resources that make it possible for individuals and families to thrive. (Unless otherwise stated, all statistics refer only to Life Bridge services)

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Palouse Care Network has provided a comprehensive network of health and wellness programs and services to help people experience fullness of life and share that well-being with their children through positive parenting. Over the last 3 years, we have offered a uniquely integrated network of services, which included life coaching, abuse recovery

Who are your Organization's target beneficiaries (select all that apply):

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 590 Lif

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

A central goal of our organization has always been to promote the development of healthy children by investing in healthy families through early intervention initiatives. Covid-related business shut downs and social distancing increased stress, isolation, and financial burdens on families. We saw a sharp increase in clients who came to Life Bridge for

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

While we were unable to host our annual "in person" fundraising event in 2020, an approximate loss of \$40,000, we are grateful that they were able to cover that loss with funding from dedicated individual donors. Our biggest loss was in volunteer hours. We had to increase paid staffing hours by approximately 600 hours in 2021 to accommodate the

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Covid-19 restrictions and associated health and safety measures have caused a drastic reduction in volunteer hours. Prior to 2020, we utilized between 3,500-3,900 volunteer hours annually. In 2020, due to Covid-19 restrictions and our extreme safety measures, we were only able to utilize 992 hours. In 2021, we only had 2,200 volunteer hours. This has

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: EIDL & PPP Grants Amount: \$ \$67,000

How were the funds used? These funds were used to help cover payroll and operating expenses.

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ \$88,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☒ Other, please describe: _____

Parenting resources such as baby formula, baby food, cribs, diapers, wipes, strollers, breast pumps, etc.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~Funding from this grant would enable us to expand the number of counseling service hours offered for economically disadvantaged/underserved individuals and families who have experienced increased stress and isolation through the Covid-19 pandemic. Life Bridge provides services to everyone regardless of race, religion, sexual orientation or socio-economic status; however, we primarily exist to provide our network of free and low-cost services to those who are socio-economically disadvantaged. As such, we provide all mental health and life coaching services on a sliding-fee scale based on federal poverty guidelines; and we provide all parenting classes, parent coaching, and abuse recovery~~

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>

\$21,000 to provide approximately 300 hours of counseling to severely economically disadvantaged 

\$49,000 to provide approximately 700 additional counseling and mental health coaching hours 

\$6000 to provide staffing and training materials to on-board new volunteers who are replacing 

\$8000 to provide nutritional support and physical resources such baby formula, baby food, etc. 

\$4000 to provide specialized, ongoing training for our Life Coach, Counselors, and Parent Educators 

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: Approximately 50 households

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: _____

Date: 04/08/2020

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

All financials are for Palouse Care Network, which include services now included under Life Bridge, as well as other services outside the scope of Life Bridge. We do not yet have 990's available for 2021 so we have attached 2018-2020. Our 990's are included without

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: Amy McNelly Digitally signed by Amy McNelly
Date: 2022.05.12 21:31:23 -07'00'

Signature: _____

Name: Amy McNelly

Name: _____

Title: CEO

Title: _____

Date: 05/12/2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned

☐ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☒ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☒ Other: _____

Mission Statement, page 1

The mission of Life Bridge (one of Palouse Care Network's two client service organizations and a registered dba of Palouse Care Network) is to provide services and resources that make it possible for individuals and families to thrive. (Unless otherwise stated, all statistics refer only to Life Bridge services)

The mission of Palouse Care Network, Inc. is to promote a culture of life on the Palouse through a diverse network of services that empower healthy relationship decisions.

Services Provided, page 1

Palouse Care Network has provided a comprehensive network of health and wellness programs and services to help people experience fullness of life and share that well-being with their children through positive parenting. Over the last 3 years, we have offered a uniquely integrated network of services, which included life coaching, abuse recovery services, parenting classes, parent coaching, counseling and physical resources—serving an average of 215 individuals and families per year over the last 3 years. Seeing a growing need for these services, and as well as additional support, we laid the groundwork to form Life Bridge in 2020, as a means to increase the visibility and availability of our counseling & support services by bringing them together under one umbrella.

It is our vision that, through Life Bridge, we will help ensure that every individual and family have access to the support services they need and every child has the opportunity to grow up in a safe and supportive home. While we do not provide housing options, approximately 25% of our clients are facing housing insecurity or homelessness so we work closely with our network of community partners to find temporary housing when needed. Perhaps more importantly, we work to fight the underlying causes of housing insecurity and homelessness by providing domestic violence recovery and support, financial literacy classes, parent education, and more. We partner with a network of other service providers to ensure continuity of care and access to services such as housing assistance, job training, and more.

Target Beneficiaries, page 1

590 Life Bridge Clients (This is the number of total clients--we didn't track Moscow clients separately. But since we are located in Moscow, the majority of our clients are from Moscow.)

Impact on Programs/Activities, page 2

A central goal of our organization has always been to promote the development of healthy children by investing in healthy families through early intervention initiatives. Covid-related business shut-downs and social distancing increased stress, isolation, and

financial burdens on families. We saw a sharp increase in clients who came to Life Bridge for physical resources such as diapers and baby formula, both because they couldn't afford these essential items and because they couldn't find them in local stores due to shortages.

Continued from Staff Memo - The Covid pandemic also reduced access to established social support systems. Similar to the broader U.S. experience, we've seen increased rates of alcoholism, drug abuse and domestic violence in our community, and the subsequent need for domestic abuse recovery services, addiction recovery services, and mental health services for children and their families. Between 2018 to 2021 we saw an increase of 34% in domestic violence support services. This is further complicated in Latah County by the lack of affordable mental health care services, especially those providing services to children.

Our client service providers currently log approximately 2,350 client hours a year, which includes individual education, groups, coaching, and parenting education visits. To respond to increasing needs, we organized Life Bridge, through which we have begun to organize, integrate, and expand our counseling services. Within Life Bridge, we expanded our services by bringing on a new counselor who specializes in addiction recovery using Eye Movement Desensitization & Reprocessing (EMDR), and counseling for children and teens. EMDR is a psychotherapy treatment that facilitates the accessing and processing of traumatic memories and other adverse life experience to help bring adaptive resolution. We also added specialized training for our counselor in the areas of EMDR for children, trauma recovery models, and play therapy. Within six months, our Counselor already had a waiting list for counseling services, indicating the huge need for these services in our area. Additionally, our Life Coach has recently gone through extensive training to become a certified Mental Health Coach, and we have hired a Parent Educator for approximately 23 hours per week.

Finally, in order to respond to increased client need, integrate the delivery of our new expanded services, improve continuity of care, and better collaborate with community network partners, we recently developed a Life Bridge Client Care Team that meets bi-weekly. This team consists of an Abuse Recovery Coach, Parent Coach, Client Advocate, Administrative Professional (AP), and a Registered Nurse who works in an advisory capacity. According to best-practice standards of care, the team reviews client cases together and creates a joint care plan. The AP handles the logistics of ongoing scheduling and referrals.

Impact on Finances, page 2

While we were unable to host our annual "in person" fundraising event in 2020, an approximate loss of \$40,000, we are grateful that they were able to cover that loss with funding from dedicated individual donors. Our biggest loss was in volunteer hours. We had to increase paid staffing hours by approximately 600 hours in 2021 to accommodate the reduction in volunteer hours, and to meet the increased demand for our services due to Covid-19 related crisis issues. Beginning in June of 2021, we also stretched our budget to cover an additional 10 hours per week in licensed counseling services and addiction

recovery services to meet the growing needs of our clients. Overall, in 2021, we saw an increase of approximately \$60,000 in payroll expenses.

Impact on Other, page 2

Covid-19 restrictions and associated health and safety measures have caused a drastic reduction in volunteer hours. Prior to 2020, we utilized between 3,500-3,900 volunteer hours annually. In 2020, due to Covid-19 restrictions and our extreme safety measures, we were only able to utilize 992 hours. In 2021, we only had 2,200 volunteer hours. This has resulted in a heavier burden for staff and less access to services and resources for clients. It has also resulted in an increased budgetary need in order to maintain services. Reallocation of funds to staffing has not prevented us from launching Life Bridge, but it has limited our launch, to some degree.

Planned Use of Funds, page 3

Funding from this grant would enable us to expand the number of counseling service hours offered for economically disadvantaged/underserved individuals and families who have experienced increased stress and isolation through the Covid-19 pandemic. Life Bridge provides services to everyone regardless of race, religion, sexual orientation or socio-economic status; however, we primarily exist to provide our network of free and low-cost services to those who are socio-economically disadvantaged. As such, we provide all mental health and life coaching services on a sliding-fee scale based on federal poverty guidelines; and we provide all parenting classes, parent coaching, and abuse recovery groups free of charge. We cannot do this without financial support from grants and donations.

Our Life Bridge counseling services are important because we know that “increased stress is a causal factor through which poverty impacts health and developmental outcomes. Stress can lead to adverse changes in the cardiovascular system, the immune system and the neuroendocrine and cortical systems, which have implications for learning and decision-making” (Aber, Morris & Raver, 2012). In addition to the direct effects of poverty-related stress, poverty impacts children’s development indirectly through direct effects on parents. Numerous studies have shown that poverty increased parents’ stress and impairs parenting practices (Conger & Conger, 2002); and that poverty is linked to disruptions in parents’ mental health (McLoyd, 1990).

We also know that “Adverse childhood experiences (ACEs) are potentially traumatic events that occur before a child reaches the age of 18. Such experiences can interfere with a person’s health, opportunities and stability throughout his or her lifetime—and can even affect future generations” (<https://www.ncsl.org/research/health/adverse-childhood-experiences-aces.aspx>).

Consequently, we are committed to improving the long-term health of children and families through early intervention initiatives and by helping to mitigate key stressors and

traumas associated with poverty, domestic abuse and addiction. Our strategy is to expand our integrated network of care focused on families to include:

1. Expansion of affordable specialized counseling through Life Bridge for children and teens. When it comes to mental health struggles and diagnoses, earlier intervention increases a child's resiliency into adulthood, building positive patterns early on in development. Trauma affects personality, attachment, and how a child relates with peers and adults. This understanding of one's own personality and way of interacting with others becomes cemented as one's attachment style into adulthood. It is best to heal, nurture and correct this early on in the counseling relationship as well as by strengthening the family relationships.

We employ a model that integrates care of children and support of families simultaneously. This will not only positively impact the child's adulthood but generational patterns as well. Our counselor works closely with both children and their parents with specialized training in trauma recovery and addiction services.

2. Expanded Life Bridge Parent education, training, and support. While we can provide services to parents of kids of all ages, our parenting resource services aim to provide early intervention strategies by focusing on families with children from in utero to 5 years of age. By providing individual education, group classes, and parent coaching on such topics as healthy pregnancy, breastfeeding, and infant and toddler care, we will help parents establish healthy practices early. We also offer preventive care classes and safe sleep instruction. Purple Crying seeks to prevent shaken baby syndrome by teaching about the time in early infancy when babies cry more than any other time, often seemingly without cause. Safe Sleep attempts to prevent sudden infant death by teaching safe sleep practices and providing safe sleep beds and bedding when needed. Both of these issues are at higher risk for new and socio-economically disadvantaged parents. Our two staff certified car seat technicians also provide car safety training and new SAFE certified car seats to those in need. We also provide financial literacy classes, resume writing, and more.
3. Expansion of Life Bridge Life Coaching and Abuse Recovery Services. Ensuring that a woman and her children are able to escape a domestic abuse situation is only a small part of the solution. While we do work with community partners to facilitate this process when needed, we do much more. Without effective abuse recovery services for both children and parent, statistics say that the woman is likely to repeat the cycle by entering into future abusive relationships and children are likely to repeat the cycle as adults, either as victims or perpetrators. We fight to break that cycle by providing group and individual Abuse Recovery services, specialized trauma therapy (see above), and Life Coaching. (<https://www.childwelfare.gov/topics/can/impact/long-term-consequences-of-child-abuse-and-neglect/abuse/>)

4. Expansion of physical resources and integrated community support services. Regardless of the social, emotional, or mental health needs of our client families, we know that in order to move forward core needs must also be met. For this reason, through Palouse Care Network we provide a wealth of physical resources for parents including diapers, wipes, formula, food, clothes, cribs, strollers, and much more. These are all free and available based on need.

Additionally, we work through a redemptive compassion model that encourage parents to work towards their goals while also earning additional resources for their family. For every service or training that a client participates in towards their healthy family goals, they earn vouchers to purchase additional items for their families. This incentivizes their self-care and increases the likelihood of success. Furthermore, for services outside of our center, they can also participate with any of our community partners in pursuit of their goals and also earn vouchers. For instance, if someone attends support groups through our local addiction support organization, they can receive vouchers to use in our boutique for items for their children. They can also use our vouchers at participating thrift stores to purchase items we do not carry.

We will be able to measure our progress through a variety of formal and informal metrics, which will include:

1. Client appointment statistics. This data tells us the number of clients served and types of services received. We would expect to see a 40% increase in overall client appointments.
2. Life Coach and Counselor Progress Reports. Our Life Coach and Counselors will complete quarterly progress reviews which include observational data and client reporting. This is to ensure overall quality of care and movement of clients towards individual and family health goals.
3. Client exit survey data. At conclusion of key appointments, clients complete exit surveys that report on quality of care received and give specific feedback on progress towards their goals. Survey questions will seek to determine if they have seen specific improvements in their individual or family life based on key indicators.
4. Referrals from other agencies. We would expect to see an increase of 10% over the next year in referrals from outside agencies such as Child Welfare, physicians, churches, Health and Human Services, Latah Recovery, Alternatives to Violence and more. This would indicate that we are connecting with our target clients and provided needs to those in our community who need it most.

Program/Expense Category, page 3 Funding Request Budget Line Items:

\$21,000 to provide approximately 300 hours of counseling to severely economically disadvantaged/underserved populations. (All counseling fees are provided on a sliding

scale based on Federal Poverty Guidelines. Our base rate is \$90/hour, which is well below the occupational standard, but individuals could pay as little as \$10/hour based on sliding scale)

\$49,000 to provide approximately 700 additional counseling and mental health coaching hours to meet the growing need evidenced by our waiting list for mental health services.

\$6000 to provide staffing and training materials to on-board new volunteers who are replacing volunteers lost during Covid.

\$8000 to provide nutritional support and physical resources such baby formula, baby food, diapers, wipes, cribs, strollers, high chairs and family-friendly gift cards to meet the financial impact of Covid on clients.

\$4000 to provide specialized, ongoing training for our Life Coach, Counselors, and Parent Educators in the areas of mental health coaching, trauma informed care for children, and domestic violence support.

Additional Information, page 4

All financials are for Palouse Care Network, which include services now included under Life Bridge, as well as other services outside the scope of Life Bridge. We do not yet have 990's available for 2021 so we have attached 2018-2020. Our 990's are included without Schedule B to maintain donor privacy. Additionally, 990's for 2018-2020 reflect a total of \$1,449,563 in designated gifts for a building project, and therefore could not be used for operating expenses.



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

- ☐ Approve \$25,000 grant; or
- ☐ Approve grant for the amount of \$ _____; or
- ☐ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community & Social Services Non-Profit Grant Application – Latah Recovery Center (LRC)

Organization and Operations: LRC's opened in 2014, employs 4 FTE's, and their mission states, "We work with people to enter and engage in recovery from addictions and behavioral health disorders through peer-to-peer interaction and evidence-based practices to promote a healthy community." As a community pillar of peer support and services dedicated to those dealing with addiction, LRC has provided services for free, as listed in the Application and supplemental information, to Moscow and its residents for the past seven years. LRC is proposing to deliver a new program designed in response to the COVID-19 pandemic and the impacts it has had on the most vulnerable populations. This project would address the increased use of opioid's and other illegal drugs in addition to a widespread increase in mental health issues and the on-going need for affordable housing.

LRC plans to purchase a residence in Moscow to be used as transitional housing known as an Oxford House. The current owner did not list the home on the residential market in hopes LRC would purchase it to become Moscow's first safe and sober housing managed under Oxford House program and guidelines. The house is a 4-bedroom, 2 bath home which meets the standards of the Oxford model to house 6-8 residents. Oxford houses are designed to be fiscally self-sustaining once set up with the initial residents. An Oxford House is a democratically run, self-supporting, single gender, drug free home. Residents must apply to live in the house and must be accepted by 80% of the current residents. All residents are required to maintain an abstinent lifestyle. There are 2,000 Oxford Houses nation-wide, with the closest located in Lewiston, Idaho. (Additional information regarding this request is included in the attached Program Application and supporting documents.)

Funding Request: Latah County has approved \$200,000 in hopes LRC can secure \$200,000 from the City to purchase the home for \$400,000. LRC will contribute \$150,000 for renovations and furnishings to make the house move-in ready.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for services to address homelessness and behavior health assistance and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



Grant Review Committee:

Enclosed is our application for the City of Moscow ARPA Community and Social Services Non-Profit COVID-19 Recovery Grant Program.

Recovery
Center
Board:

Greg Mann
President

Kara Matson
Treasurer

Alisa Anderson
Secretary

Kelsi Banta

Anthony
Dahlinger

David Hutton

John Kellas

Will Krasselt

Ariana Murphy

Tom Newhoff

Jason
Williamson

You will notice that we provided 2 year's worth of 990 forms. We became an independent nonprofit in 2018. Our 3rd 990 will not be completed until mid-February.

More importantly, you will also notice that we are applying for up to \$200000. We are hoping the city and county will partner together on purchasing a house of up to \$400000, with us providing any needed renovations, furniture, etc. It is our hope this request will begin a conversation between our 3 entities about this.

This house would be used as a Safe and Sober House, as described within the application. A house that is designed to be self-sustaining, with no further need of taxpayer funding. Moreover, with the Latah Recovery Center as the owner, our organization will be able to save and reinvest funds for additional programming and housing. A good short video explaining the SAMHSA evidence-based model we plan to use is at www.oxfordhouse.org. We have visited with both city and county representatives. All liked the project and suggested this approach of combining city and county funding streams for mutual benefit.

We recognize this is a substantial request and hope the city see's that we have a unique opportunity to address multiple issues at once with a long-term solution: COVID-19 behavioral health impacts, ongoing opioid epidemic, and local affordable housing.

To show why purchasing a home outright as opposed to taking on a mortgage is a more favorable option and investment, we are unable to take on a mortgage to provide this service, we have attached 2 budgets: a budget with no mortgage, and a budget with the business loan standard of 25% down.

There is urgency to this request. We are working with a homeowner that is keeping their home off market while we attempt to put together funding. They would like to sell to us by early May.

Please contact me at latahrecoverycenter@gmail.com or 208-883-1045 if you have any questions.

Sincerely,

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City of Moscow
American Rescue Plan Act Community and
Social Services Non-Profit COVID-19
Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Latah Recovery Community Center, Inc.
Non-Profit Tax ID Number: 83-2149810
Authorized Representative Name & Title: Darrell Keim, Executive Director
Secretary of State Registration Status: Registered 10/30/2018. Active-Good Standing.
Organization Address: 531 S Main
City: Moscow State: ID Zip Code: 83843
Preferred Mailing Address: SAME
City: Moscow State: ID Zip Code: 83843
Phone No.: 208-883-1045 Website Address: www.latahrecoverycenter.org
Email Address: latahrecoverycenter@gmail.com
Year Founded: 2015 No of Employees: 4 FTE

Please provide your organization's Mission Statement:

We work with people to enter and engage in recovery from addictions and behavioral health disorders through peer-to-peer interaction and evidence-based practices to promote a healthy community.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

As a community pillar of peer support and services dedicated to those dealing with addiction, the LRC has provided the following FREE services to Moscow and its residents for the past seven (7) years. See attached #1 for full answer.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☐ Youth ☒ Veterans ☒ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 8168

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

Increase in community need, decrease in available volunteers. See #2 for full answer.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Minimal financial impact to date, concerned about future fundraisers. See attached #3.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Pandemic has made apparent need for housing in behavioral health community. See #4.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☐ Yes Program: Recovery Community Center Amount: \$ 65000

How were the funds used? \$15000 PPP money for salaries, \$50000 for remodel and general expenses. See attached #5.

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ Up to \$200000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☒ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☒ Other, please describe: _____

Vandal Recovery student outreach, veteran outreach, harm reduction materials-syringe exchange, condom distribution, Narcan distribution (In partnership with North Idaho Aids Coalition) and safe space for people needing to be in a drug free and supportive environment.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

Our nation was in the throes of an opioid epidemic when COVID-19 hit. According to ODMAP.org deaths from opioids were 2 per 100k in 2013, 10 per 100k in 2018. COVID, with its social distancing requirements (A common recovery saying is "The opposite of addiction is connection"), and societal shutdowns, increased this another 18% in early 2019. The Latah Recovery Center sees the current ARPA grant and other federal funds recently made available as an opportunity to address both of these epidemics with a long-term solution, while taking a small step toward answering a housing affordability issue for one of our most vulnerable populations in Moscow. See attached #6 for full answer.

Program/Expense Category	Description	Total
Example: Rent	Rent for July, August, September 2021	\$7,200
See attachment labeled Oxford House Purchase Analysis. Analysis does not include cost savings from first year one time costs that will be put towards maintenance, reinvested in LRC programs and future homes.		
Please note: We have prepared 2 budgets to show why we believe a house must be purchased without a mortgage.		

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☐ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: **We estimate serving 20 citizens per year. See #7 for full answer.**

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: DKDate: 2/14/22**Documentation Checklist**

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
- ☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

No.**ACKNOWLEDGEMENT & ATTESTATIONS**

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: 	Signature: _____
Name: Darrell Keim	Name: _____
Title: Executive Director	Title: _____
Date: 2/14/2022	Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)? ☐ Minority-owned ☐ Woman-owned
☐ Veteran-owned ☒ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☒ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☒ Prefer not to disclose ☒ Other: **Nonprofit. No owners.**

City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

#1. List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

As a community pillar of peer support and services dedicated to those dealing with addiction, the LRC has provided the following FREE services to Moscow and its residents for the past seven (7) years:

- Recovery resource room
- Recovery meeting space (we host approximately 25 different support, educational and social groups per week)
- Recovery coaching
- Short term counselling
- 24/7/365 behavioral health crisis center (in partnership with Rural Crisis Center Network)
- Vandal Recovery student outreach
- Veteran outreach
- Harm reduction materials-syringe exchange, condom distribution, Narcan distribution (In partnership with North Idaho AIDS Coalition)
- Funding for short term emergencies (In partnership with Salvation Army)
- Safe space for people needing to be in a drug free and supportive environment

#2. The Community and Social Services Non-Profit Grant program... Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

When COVID first hit Moscow declared us an essential business. We remained open, but we experienced the same slowdowns as all businesses. Our monthly number of participants fully recovered by July of that year. We practiced all CDC and Public Health recommended masking and social distancing measures.

As COVID has continued, the need for our services has increased, which makes sense since the need for mental health supports, and substance abuse services has seen a dramatic increase during the pandemic. We have gone from an average of 45 recovery coaching sessions per month to 60, and 7773 client contacts pre-COVID in 2018 to 8168 in 2021. A 5% increase, with the bulk of the increase in the more time intensive part of our services.

We do not propose funding for our current programs but for expanded services related to the housing issues many of our client's face. We see the ARPA funds as a unique opportunity to begin to address the needs of those in the local behavioral health recovery community that are also impacted because they are low income and socially vulnerable by providing for one of their most basic needs: a safe and sober

housing environment. We propose funding to help purchase a home to be used as a Safe and Sober house in Moscow. We plan to partner with Oxford House (www.oxfordhouse.org has a great short video explaining their program), a nationally known and respected peer-run and Substance Abuse Mental Health Services Administration (SAMHSA) evidence-based program. We further explain this plan elsewhere in this application.

#3. Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Thanks to emergency funding provided by the governor to the 9 Idaho Recovery Community Centers and the federal governments Paycheck Protection Program, COVID has not hurt our funding. Minor decreases in our local fundraising efforts were offset by these programs. However, we are concerned about COVID impacts on local fundraising efforts moving forward as these government programs will no longer be present. COVID has negatively impacted our volunteer efforts, which has required more staff time to compensate.

The pandemic has also exacerbated needs related to mental health, substance use, and basic needs of disadvantaged communities, such as housing. As many in the behavioral health community are aware, health and housing are intertwined. Particularly for those in recovery, connection and a community that supports sober and safe living are a crucial foundation for recovery and reintegration as contributing members of our community. The purchase of a house for this purpose would not only create a much-needed social support for the community members we serve but also an investment opportunity to increase services and support infrastructure.

#4. Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

As mentioned, the pandemic has increased the need for the services LRC provides but has also made starkly apparent the need for housing, especially for disproportionately impacted community members. The Latah County Sheriff's Office cites over 90% of those incarcerated are apprehended for drug-related incidents and/or suffer from substance use disorders. A condition of release is securing housing. Often, folks sit in jail much longer than their sentence because housing cannot be identified, whether due to lack of employment, criminal history, or simply zero vacancies. When surveyed, public defenders identify housing as the #1 impediment to client release. And these individuals represent only a portion of the Moscow residents the Latah Recovery Center serves.

A sober and safe housing option for those who struggle with substance abuse would reduce the rate of recidivism, provide a proven long-term recovery option for our citizens, as well as greatly reduce costs to City and County law enforcement. For psych holds, jail and other crime related costs

Due to COVID we were able to partner with a state work force development program for six months to bring in someone temporarily that cleans and sanitizes and has also been trained to provide recovery coaching. That program ends in February 2022.

COVID has a huge impact on our volunteer program. Pre-COVID we averaged about 425 volunteer hours per month, and most of our volunteers were older experienced people. Today we average 185, with a much younger volunteer force that includes college interns. It has nearly killed our Recovery Peer Volunteer (RPV) program. RPs are our most highly trained volunteers and have lived experience with an addiction or mental health issue. They are used to assist our certified Recovery Coach working directly with peers. Pre-COVID we had 10 RPs. Today we have 1.

#5. How were the funds used? We received \$15000 from the Paycheck Protection Plan and \$50000 from the Governor's budget. The PPP money was used to pay salaries, the governor's funds were used partially for our current remodel project and also for general expenses.

#6. Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need and be responsive to the public health emergency and its negative social and economic impacts upon low income and socially vulnerable communities.

Our nation was in the throes of an opioid epidemic when COVID-19 hit. According to ODMAP.org deaths from opioids were 2 per 100k in 2013, 10 per 100k in 2018. COVID, with its social distancing requirements (A common recovery saying is "The opposite of addiction is connection"), and societal shutdowns, increased this another 18% in early 2019. The Latah Recovery Center sees the current ARPA grant and other federal funds recently made available as an opportunity to address both of these epidemics with a long-term solution, while taking a small step toward answering a housing affordability issue for one of our most vulnerable populations in Moscow.

We are hoping to bring the City of Moscow together with Latah County to purchase a house to be used as a type of Safe and Sober Housing known as an Oxford House. We have spoken with staff of both the city and the county-all agreed this concept was worth discussing as a potential joint project. We are asking both entities for up to \$200000 each toward the purchase of a house. Latah Recovery will cover renovation and furnishing costs. We are attempting to purchase the house instead of taking out a mortgage because our analysis shows that any sort of mortgage means the facility will not be able to cash flow on a yearly basis-meaning we would not be able to afford to provide the service.

Critically, Oxford Houses are designed to be self-sustaining fiscally once set-up.

We propose the purchase of a minimum 4-bedroom, 2-bathroom home meeting Oxford House standards. This facility would be able to hold 6-8 residents. Oxford House is a democratically run, self-supporting, single gender and drug free home. Residents must apply to live in an Oxford House and be accepted by 80% of the current residents. All residents are required to maintain an abstinent lifestyle. Recognizing that Moscow has specific zoning requirements for # of unrelated individuals that can rent a house, we have investigated. The Federal Fair Housing Act prohibits discrimination against handicapped individuals. It was shown in *City of Edmonds, WA v. Oxford House (1995)* that people dealing with addictions are considered to have handicapping conditions.

The Latah Recovery Center wishes to affiliate with this group in starting a Safe and Sober House because they have a strong and growing national network of support, trainings for participants, established rules houses must follow, and they are a Substance Abuse Mental Health Services Administration (SAMHSA)

evidence-based practice. One study following participants for 2 years after treatment found that Oxford House participants did substantially better in staying clean and sober – 66% vs 33%.

There are over 2000 Oxford Houses in the US, with the nearest in Lewiston. The newly appointed Oxford House representative for Idaho and Washington State manages dozens of Oxford Houses created and paid for in partnership with State, County, and City governments.

#7 Total: We estimate serving 20 citizens per year. 8 can live in house at once for an indefinite period of time. We estimate 25% quarterly turnover and some vacancy. Number of people in the house does not impact rent charged, which is on the attached budget at a fair market rate.

One of the attractive aspects of Oxford House is they set aside funding from every house to save for new houses. The Latah Recovery Center plans to do the same with income from this home.

**LATAH RECOVERY CENTER
OXFORD HOUSE PURCHASE AND CASHFLOW ANALYSIS
As of January 19, 2022**

Plan without mortgage

Cost 400k
City of Moscow \$200,000
Latah County \$200,000
Latah Recovery Center would pay for needed updates/renovations and furnishings

	Monthly	Yearly
Fair market rental rate-\$400/m per person	\$ 1,600	\$ 19,200
Monthly Costs		
10% LRC Administration fee	160	1,920
8.5% Property Manager Fee	136	1,632
10% vacancy rate	160	1,920
1% maintenance rate	333	4,000
Property Tax	387	4,648
Insurance	84	1,005
Mortgage	-	-
Total cash outflows	<u>1,260</u>	<u>15,125</u>
Net cash flow	<u>\$ 340</u>	4,075
Less: one time costs		
Appraisal and Inspection Costs		(1,050)
Initial updates and repairs		Unknown at this time
Assorted loan costs		-
1% loan fee		-
Money to be saved first year for purchase of next Oxford House		<u>\$ 3,025</u>

Plan with mortgage

Cost 400k
Mortgage \$ 300,000
Downpayment \$ 100,000
Latah Recovery Center would pay for needed updates/renovations and furnishings

	Monthly	Yearly
Fair market rental rate-\$400/m per person	\$ 1,600	\$ 19,200
Monthly Costs		
10% LRC Administration fee	160	1,920
8.5% Property Manager Fee	136	1,632
10% vacancy rate	160	1,920
1% maintenance rate	333	4,000
Property Tax	387	4,648
Insurance	84	1,005
Mortgage	1,546	18,547
Total cash outflows	<u>2,806</u>	<u>33,672</u>
Net cash flow	<u>\$ (1,206)</u>	(14,472)
Less: one time costs		
Appraisal and Inspection Costs		(1,050)
Initial updates and repairs		Unknown at this time
Assorted loan costs		(1,000)
1% loan fee		(3,000)
Money to be saved first year for purchase of next Oxford House		<u>\$ (19,522)</u>



February 10, 2022

To: Latah Recovery Community Center; Darrel Keim, Director
From: Rural Crisis Center Network

Re: Oxford House Grant Proposal; City of Moscow – American Rescue Plan Act

Dear Grant Application Review Committee:

It is my pleasure to write a letter in support of the application to increase Latah County's capacity to support individuals with a substance use and/or behavioral health disorders through an Oxford House facility and treatment program. The Oxford House model supports a democratically run, self-supporting and drug-free environment for individuals in recovery.

The Rural Crisis Center Network (RCCN) consists of centers in North Central Idaho serving the rural communities of Lewiston, Moscow, and Orofino. Our centers provide mental health care to prevent emergency room visits, psychiatric hospitalizations, and incarcerations. The centers provide both in-person and electronic behavioral health intervention.

We are partnered with both Latah County and Latah Recovery Community Center (LRC). We recognize the LRC programs as an effective method to provide support for individuals in recovery and to address complex behavioral and mental health issues.

In Latah County, the RCCN provides needed recovery support and a unique opportunity for the community professionals and organizations to come together in supporting individuals who are struggling or vulnerable; to help them sustain sobriety, stability, and remain independent in the community.

The RCCN fully supports the efforts of Latah County and the Director of the Latah Recovery Center as they seek funding to support the expansion of these critical services. Any project that can help Idahoans gain better access to health, welfare, and support services in Latah County will only benefit our community at large.

Sincerely,

A handwritten signature in black ink that reads 'Joyce A. Lyons, Ph.D.'.

Joyce A. Lyons, PhD
Rural Crisis Center Project Manager
Public Health – Idaho North Center District



Public Health

Idaho North Central District



Nez Perce County
215 10th Street
Lewiston, ID 83501
(208) 799-3100
Fax (208) 799-0349

Latah County
333 E Palouse River Drive
Moscow, ID 83843
(208) 882-7506
Fax (208) 882-3494

Clearwater County
105 115th Street
Crofton, ID 83544
(208) 476-7850
Fax (208) 476-7494

Idaho County
903 West Main
Grangeville, ID 83530
(208) 983-2842
Fax (208) 983-2845

Lewis County
132 N H St
P O Box 277
Kamiah, ID 83536
(208) 935-2124
Fax (208) 935-0223

February 10, 2022

To: Latah Recovery Community Center; Darrel Keim, Director
From: Public Health – Idaho North Central District

Re: Oxford House Grant Proposal; City of Moscow – American Rescue Plan Act

Dear Grant Application Review Committee:

It is my pleasure to write a letter in support of the application to increase Latah County's capacity to support individuals with a substance use and/or behavioral health disorders through an Oxford House facility and treatment program. The Oxford House model supports a democratically run, self-supporting and drug-free environment for individuals in recovery.

Public Health – Idaho North Center District (PH) manages the contract for the Rural Crisis Center Network (RCCN) in District 2. In that capacity PH partners directly with and co-locates the Crisis Center facility in Latah County with the Latah Recovery Community Center. Our center in Moscow provides behavioral health care to prevent emergency room visits, psychiatric hospitalizations, and incarcerations. The centers provide both in-person and electronic behavioral health intervention.

In our partnership with both Latah County and Latah Recovery Community Center (LRC), we recognize the LRC programs as an effective method to provide support for individuals in recovery and to address complex behavioral and mental health issues.

In Latah County, this partnership provides needed recovery support and a unique opportunity for the community professionals and organizations to come together in supporting individuals who are struggling or vulnerable; to help them sustain sobriety, stability, and remain independent in the community.

Public Health – Idaho North Central District fully supports the efforts of Latah County and the Director of the Latah Recovery Center as they seek funding to support the expansion of these critical services. Any project that can help Idahoans gain better access to health, welfare, and support services in Latah County will only benefit our community at large.

Sincerely,

Carol Moehle, Director
Public Health – Idaho North Center District



IDAHO DEPARTMENT OF
HEALTH & WELFARE

BRAD LITTLE – Governor
DAVE JEPPESEN – Director

TERESA SHACKELFORD – Administrative Director
STATE HOSPITAL NORTH
300 Hospital Drive
Orofino, ID 83544
PHONE 208-476-4511
FAX 208-476-7896

February 10, 2022

To: Latah Recovery Community Center; Darrel Keim, Director
From: Idaho Department of Health and Welfare – State Hospital North

Re: Oxford House Grant Proposal; City of Moscow – American Rescue Plan Act

Dear Grant Application Review Committee:

It is my pleasure to write a letter in support of the application to increase Latah County's capacity to support individuals with a substance use and/or behavioral health disorders through an Oxford House facility and treatment program. The Oxford House model supports a democratically run, self-supporting and drug-free environment for individuals in recovery.

State Hospital North provides in-patient treatment as needed for individuals experiencing an episode of chronic mental illness. Part of discharge planning is to explore local options for behavioral health services, medication interventions, crisis and recovery services and independent living opportunities.

In our partnership with both Latah County and Latah Recovery Community Center (LRC), we recognize the LRC programs as an effective method to provide support for individuals in recovery and to address complex behavioral and mental health issues.

In Latah County, this partnership provides needed recovery support and a unique opportunity for the community professionals and organizations to come together in supporting individuals who are struggling or vulnerable; to help them sustain sobriety, stability, and remain independent in the community.

State Hospital North fully supports the efforts of Latah County and the Director of the Latah Recovery Center as they seek funding to support the expansion of these critical services. Any project that can help Idahoans gain better access to health, welfare, and support services in Latah County will only benefit our community at large.

Sincerely,

Teresa I.
Shackelford

Digitally signed by Teresa I. Shackelford
DN: cn=Teresa I. Shackelford, o=IDH
cn=CHS-CHS, ou=State Hospital North,
email=Teresa.Shackelford@idhs.idaho.gov
Date: 2022.02.10 16:03:21 -0800

Teresa Shackelford,
Acting Administrative Director
State Hospital North

February 10, 2022

To: Latah Recovery Community Center; Darrel Keim, Director
From: Idaho Department of Health and Welfare – Region 2 – Behavioral Health

Re: Oxford House Grant Proposal; City of Moscow – American Rescue Plan Act

Dear Grant Application Review Committee:

It is my pleasure to write a letter in support of the application to increase Latah County's capacity to support individuals with a substance use and/or behavioral health disorders through an Oxford House facility and treatment program. The Oxford House model supports a democratically run, self-supporting and drug-free environment for individuals in recovery.

Region 2 – Behavioral Health provides mobile crisis interventions as needed for individuals experiencing an episode of crisis in the community. We are partnered with both the Latah Recovery Community Center and the Rural Crisis Center Network to provide a continuum of care for individuals in out communities.

In our partnership with both Latah County and Latah Recovery Community Center (LRC), we recognize the LRC programs as an effective method to provide support for individuals in recovery and to address complex behavioral and mental health issues.

In Latah County, this partnership provides needed recovery support and a unique opportunity for the community professionals and organizations to come together in supporting individuals who are struggling or vulnerable; to help them sustain sobriety, stability, and remain independent in the community.

Region 2 – Behavioral Health fully supports the efforts of Latah County and the Director of the Latah Recovery Center as they seek funding to support the expansion of these critical services. Any project that can help Idahoans gain better access to health, welfare, and support services in Latah County will only benefit our community at large.

Sincerely,

Michael Wraith, LCSW

Michael Wraith, Program Manager
Region 2 – Behavioral Health



OFFICE OF THE SHERIFF

LATAH COUNTY, IDAHO

P.O. Box 8068
Moscow, Idaho 83843
(208) 882-2216
FAX (208) 883-2281

Richard I. Skiles

Sheriff

Tim Besst

Chief Deputy



Brannon Jordan

Operations

Doug Anderson

Support Services

Ronald Manell

Jail Commander

February 14, 2022

Board of County Commissioners
522 South Adams Street
Moscow, ID 83843

Dear BOCC,

I am writing a letter of support on behalf of the Latah Recovery Center who is seeking the use of ARPA Funds for safe and sober housing. Safe and sober housing is a resource that is lacking in Latah County. The model the LRC is looking at is an Oxford House. This housing is unique because the residents govern themselves, work and pay their own rent and household expenses. This gives those living in an Oxford House a sense of independence, which is essential along the road to recovery.

I fully support the LRC in their efforts towards establishing safe and sober housing for our citizens who are in need.

Sincerely,

Richard Skiles
Latah County Sheriff



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

____ Approve \$25,000 grant; or
____ Approve grant for the amount of \$ _____; or
____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community and Social Services Non-Profit Grant Application–Moscow Day School (MDS)

Organization and Operations: Moscow Day School (MDS) is a non-profit organization formed in 1979 that exists for the purpose of creating a positive, stimulating learning environment, where children feel safe and nurtured and striving to be a preschool that promotes healthy development and constructive education for all young children, ages 6 weeks to 5 years. MDS's primary goal is to be a high-quality early childhood development program that is also affordable for residents of Moscow. MDS has more than 40 students enrolled at any given time, cared for by 20 teachers, and providing an enriching and safe learning environment. MDS has seen an increase in demand in daycare and school services, while also facing challenges of keeping students safe and paying teachers well in a tight labor market. Early in the pandemic there was a loss of income due to the forced school closure coupled with increased costs for cleaning and protective equipment. The greatest expense, however, was the increase in employee wages that was driven by the pandemic's disruption to the labor market. MDS had to raise starting wages by \$2/hour to generate any interest in job ads. The effects of COVID-19 at MDS have been multifaceted to include the ongoing stress of operating a space for children too young to be vaccinated and experienced a period in early 2022 when short-staffing resulted in early closure, causing difficulties for working parents.

Funding Request: This grant funding will allow MDS to accomplish a number of projects that were deferred by the Covid-19 pandemic and subsequent challenges. Securing funding for the proposed projects would allow tuition revenue to be used on improving staff compensation. Improvements would make work more efficient for staff with a washer and dryer and kitchen upgrades to provide meals in addition to the playground improvements for outdoor learning and play (see additional information following the Application to include an email dated May 6, 2022, and an Application Supplement dated April 24, 2022). The budget attached to the Application includes playground improvements, kitchen improvements, laundry facility, and office equipment totaling \$42,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for educational services and nutritional assistance and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Moscow Day School

Non-Profit Tax ID Number: 82-0351108

Authorized Representative Name & Title: Dulce Kersting-Lark, Member of Board of Directors

Secretary of State Registration Status: Registered with Idaho Secretary of State

Organization Address: 405 S. Van Buren Street

City: Moscow State: Idaho Zip Code: 83843

Preferred Mailing Address: same

City: Moscow State: Idaho Zip Code:

Phone No.: (208) 882-8426 Website Address: www.moscowdayschool.org

Email Address: moscowdayschool@frontier.com

Year Founded: 1979

No of Employees: 20-22

Please provide your organization's Mission Statement:

Moscow Day School is a non-profit organization formed in 1979 that exists for the purpose of creating a positive, stimulating learning environment, where children feel safe and nurtured. ~~We strive to be a preschool that promotes healthy development and constructive education for all young children, ages 6 weeks to 5 years.~~

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

~~Our primary program goal is to be a high-quality early childhood development program that is also affordable for residents of Moscow and greater Latah County. We enroll more than 40 students at any given time, cared for by 20 teachers, and provide them with an enriching and safe learning enviroment. We are a provider of choice for dozens of working parents.~~

Who are your Organization's target beneficiaries (select all that apply):

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses were served in 2021?

Total: 40+

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

Lockdown protocols early on in the pandemic led to several Moscow childcare facilities closing their doors permanently. The parents effected by those closures still needed care for their children in order to work and for their children's development. Moscow Day School has seen an increase in demand, while also facing challenges of keeping our students safe and paying our teachers well in a tight labor market.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Early in the pandemic there was a loss of income due to the forced school closure. Our costs for cleaning and protective equipment are greater than before. The greatest expense, however, has been the increase in employee wages that was driven by pandemic's disruption to our labor market. We had to raise our starting wage by \$2/hour to generate any interest in job ads.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

The effects of COVID-19 on our childcare center are multifaceted. The ongoing stress of operating a space for children too young to be vaccinated cannot be understated. Our staff are amazing, but worn down by 18 months of mask wearing and hyper-vigilance around illness. There was a period in early 2022 when we were so short-staffed that we had to close early, putting a big strain on working parents.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: PPP Amount: \$ 85,000

How were the funds used? Funds were used to pay employees.

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 42,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~This grant funding will allow Moscow Day School to accomplish a number of projects that were deferred by the Covid-19 pandemic and subsequent challenges. Securing funding for these project will also allow us to continue focusing student tuition on improving staff compensation. Each of the improvements will also make work more efficient for our staff. For example, right now without a washer and dryer in the school, staff take turns taking home the laundry each week. Our hard-working staff deserve every efficiency we can provide. All of the grant funds will go towards projects that are enduring, meaning many students and staff will benefit moving forward.~~



Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
See included budget		

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☐ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 40-60 households (students + teachers)

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: Dulce Kersting-Lank

Date: April 24, 2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

Quality, affordable childcare is an essential component of a strong community and local economy. MDS is proud to be part of making Moscow a vibrant place to live and work.

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: Dulce Kersting-Lark

Signature: _____

Name: Dulce Kersting-Lark

Name: _____

Title: MDS Board of Directors

Title: _____

Date: April 24, 2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned

☒ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☒ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☐ Other: _____

Project Description	Anticipated Cost
Partially fund installation of new outdoor fence that meets city code (approximately \$5,000 already secured from private grants)	\$6,000
Purchase and install outdoor playground tiles to improve safety and cleanliness of playground (outdoor play has always been important to MDS but during the pandemic it has also been the safest way for students to spend the day)	\$10,000
Kitchen renovation, including adding laundry capabilities and updating leaking plumbing	\$15,000
Updating outdoor playground equipment and add outdoor picnic seating	\$8,000
Office equipment and technology for staff	\$3,000
TOTAL	\$42,000

More detailed information about each planned expenditure is available upon request. The fence and kitchen projects have been bid already, other projects are still in the planning phase.

Jennifer Fleischman

From: Dulce Kersting-Lark <dulce.kersting@gmail.com>
Sent: Monday, May 16, 2022 12:55 PM
To: grantsmanager
Subject: Additional Requested Information - Recovery Grant Program Application

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This message originated from outside the City of Moscow's network. Exercise caution when clicking links or opening attachments. If in doubt, please contact Information Systems at extension 7004.

Dear Mr. Riddle,

Thank you for the opportunity to provide additional information about the ways that an ARPA Community and Social Services Non-Profit COVID-19 Recovery Grant would allow Moscow Day School, our not-for-profit early childhood learning center, to expand services.

One component of our proposed improvements is the upgrading of our outdoor facilities. Those improvements will not only make the space safer and more secure, but it will also expand the ways that our teachers can deliver lessons outside. While outdoor learning and play have long been central to MDS's teaching style, the pandemic made us critically aware of the benefits of spending time outside in the fresh air. With new fencing, improvements to the ground cover, and the addition of outdoor seating and play structures, all of our students will be able to engage in art and science lessons outside. In fact, Idaho STARS, the agency in charge of quality assurance and development for childcare providers in Idaho, denotes that a mark of excellence is the presence of every type of learning station on the inside of a facility to be found outside as well. ARPA funds will be a major investment in the expansion of outdoor learning for all of our students.

Another major component of our plans is the upgrading of our small kitchen area. When renovated with ARPA funds, the new kitchen will allow us to prepare hot and nutritious snacks and meals for students. Our current facility allows for very little preparation work, making food choices limited and reliant on prepackaged goods. We look forward to also expanding our curriculum for pre-school and pre-kindergarten students to do more lessons on healthy foods. Our kitchen plans include the addition of a washer and dryer, which means we can expand the services we offer to our parents. At present we have to send wet or soiled clothes home at the end of each day with students. During certain phases of a student's development that can mean a lot of laundry! We look forward to being able to help out our working parents in this small and meaningful way.

Finally, and most importantly, we believe that the investments made with ARPA funding will position MDS as an employer of choice among similar businesses in the area. With functional, comfortable, and appealing facilities, we hope to attract and retain talented teachers. With additional teachers, we can enroll more students, including as many as 4 more "waddlers" (between infant and toddler stages), and 3-5 more pre-school and pre-kindergarteners.

ARPA funds will go directly towards facilities improvements that have long been deferred and are in critical need of attention. Without grant support, MDS will have to draw down from a general account that is used to ensure that our payroll is covered and that staff bonuses can be delivered at the end of each year. In this incredibly tight labor market, we need to be able to direct every dollar possible to competitive wages for our incredibly hardworking staff. Without them, more than 40 families would not be able to go to work themselves. Childcare facilities like ours are critical in our community, where options are limited and many of us are far from extended family. Moreover, MDS provides children with meaningful enrichment five days per week, preparing them to be excellent members of our community.

If you need any further information, I hope you will get in touch. Thank you very much for considering our request.

Kind regards,
Dulce Kersting-Lark

On Sun, Apr 24, 2022 at 5:02 PM Dulce Kersting-Lark <dulce.kersting@gmail.com> wrote:
To the City of Moscow Community Development Department,

Attached please find a complete application for the City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recover Grant Program from the Moscow Day School. Included are the city's application form, a supplementary budget, three years worth of 990 forms, a W-9, and our IRS determination letter.

We welcome the chance to provide additional information to the selection committee.

With kind regards,

Dulce Kersting-Lark
Moscow Day School Board of Directors
dulce.kersting@gmail.com
515.231.3020



American Rescue Plan Act
Community and Social Services Non-Profit
COVID-19 Recovery Grant
Application Supplement

Application Submitted: April 24, 2022
Supplements Submitted: May 16, 2022
and May 23, 2022

Current Kitchen:

Located in pre-K classroom

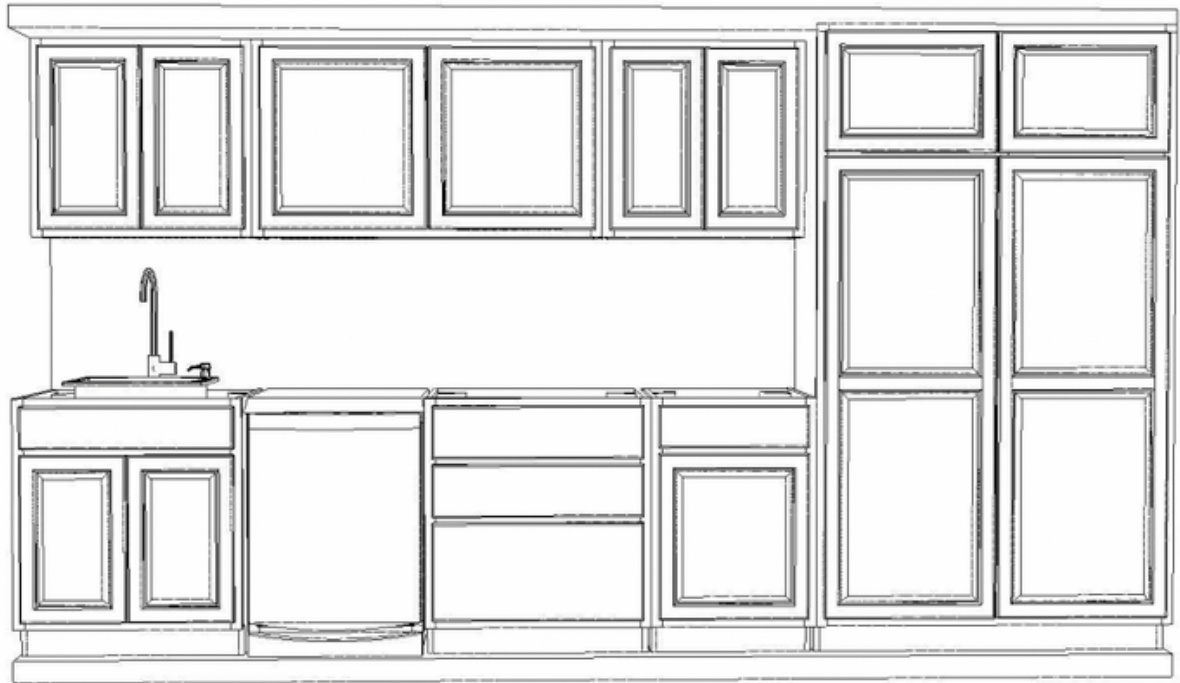


Biggest Challenges:

- Minimal storage, dishes are stored on open shelves
- Dishwasher is not directly next to sink
- Sink is oversized for our needs, reducing usable counter space
- No laundry facilities

Planned Kitchen:

Located in pre-K classroom



Drawing and Quote obtained from Carpet Mill:

- Lots of closed cabinet storage to improve safety and cleanliness
- Dishwasher relocated next to smaller sink
- Tall cabinets will hide a stacking washer/dryer combo
- Additional counter space for more food prep ability, including additional small appliances like a toaster oven

Quote from Jan. 2022 for labor and partial materials (cabinets, countertops, etc.) = \$6,500. Commercial grade appliances and plumbing fixtures will be an additional \$3,000+.

Current Fence:



Biggest Challenges:

- Does not meet IdahoSTARS requirements for privacy or height
- Posts are loose in places, structural integrity is compromised
- Children can climb on the split rail design
- Does not meet the aesthetic wishes of landlords

(Presbyterian Church)



Planned Fence:



Based upon conversations with our landlords, as well as in consultation with the our IdahoSTARS contact, we are making plans for a fence that is:

- Wooden with a decorative feature (landlord request)
- Restricts line of sight into playground (IdahoSTARS)
- Is between 4' and 6' tall (will need final consultation from city)
- Can be drawn on with chalk to provide art opportunities for students (IdahoSTARS)
- Is easy to maintain
- Can't be climbed on
- Can be sourced from a local supplier
- Can be installed by Clearwater Fencing, who has been working with us on quotes for more than a year

Quotes have ranged from \$9,000 to \$12,000, depending on material, labor, and design.

Current Playground:



Infant & Toddler Play Area



Pre-school and Pre-K Play Area

Biggest Challenges:

- Aging play structures
- Not enough seating for outdoor lessons
- Minimal equipment for exploration and experiential learning

Planned Playground:



For Infant & Toddler Play Area



For Older Student Play Area



For Musical Education



For Arts Education



Planned Playground:



Additional Seating

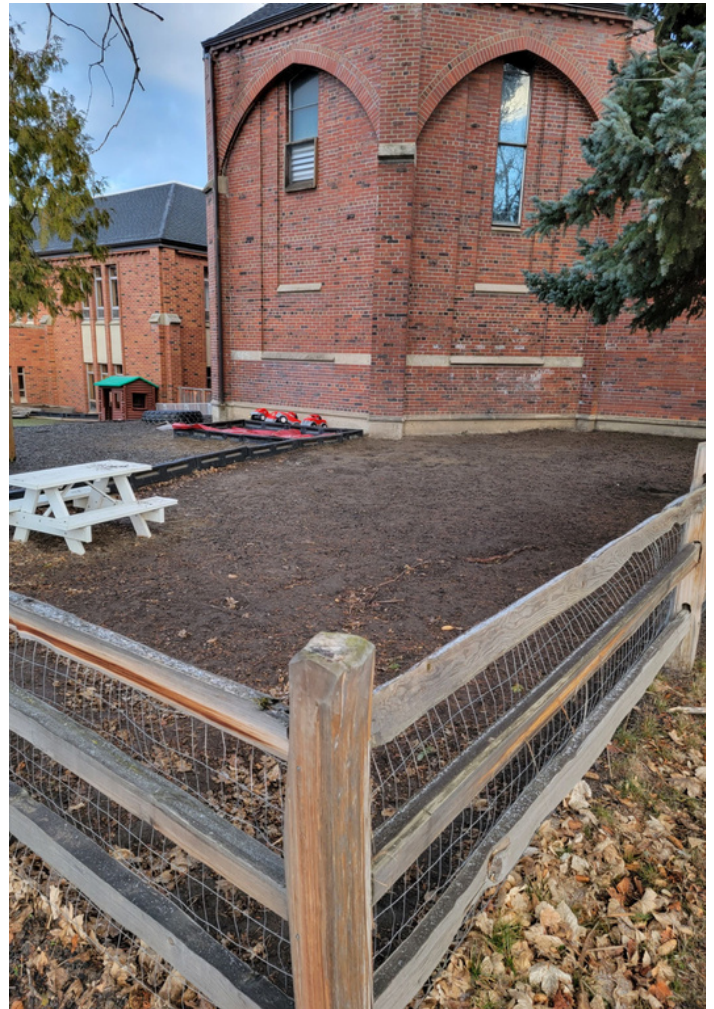


Storage

Art Supply Storage

Current Ground Cover:

Pre-school and Pre-K Play Area



Biggest Challenges:

- Get very muddy during the spring and fall
- Teachers must either restrict access during especially wet times, or clean up students every time they come inside
- We have tried growing grass in the area several times, but the soil and tree cover keep grass from growing well

Planned Ground Cover:

Pre-school and Pre-K Play Area



We will install rubber playground tiles like those in the Infant/Toddler Play Area (top picture) in the larger section where our Pre-school and Pre-K students play. Rubber Flooring Inc. (example, bottom picture) quotes about \$10,000 for sufficient tiles for our space, plus shipping. We hope to use volunteer labor to install the tiles.



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

____ Approve \$25,000 grant; or
____ Approve grant for the amount of \$ _____; or
____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community and Social Services - Non-Profit Grant Application
Moscow Contemporary Inc. (MosCo)**

Organization and Operations: Moscow Contemporary (MosCo), which opened in November 2021, is an arts and education non-profit presenting the best in contemporary art and arts educational services to Moscow and the surrounding communities. MosCo continues the services previously provided by the University of Idaho (UI) Prichard Art Gallery which closed during the pandemic. These services include school day, after school and summer programs for K-12, along with exhibitions, adult workshops and additional educational events. UI paid for two full-time positions, building rent, and received Idaho Commission of the Arts funds specifically for Ed Outreach, but this funding is no longer available and MosCo is rebuilding programs. Early contributions to get MosCo started are promising but potential fundraisers have been postponed due to the pandemic. During the pandemic, Prichard staffing went from two FT hourly workers, to one .5 FT, and dramatically decreased hours of operation before closing. MosCo has brought back the 2FT staff, at a much lower salary without benefits, and is starting with limited capacity to develop and deliver educational programs and working to provide the bare minimum delivered by a PT Ed Coordinator position. ARPA funds would mean this PT position could be FT. With additional assistance, MosCo can also develop a full robust set of education programs that encompass school-day, after school, and summer programs. Plans have been developed for a new 1,000 sq. ft. studio for teen and adult workshops. (Additional information regarding MosCo is included in Page 4 of the Application detailing operational plans and services.)

Funding Request: Art making in a social context has tremendous social/emotional benefits. The pandemic has taken a large toll on the social emotional well-being of all members of the community. Access to viewing art and creating art is proven to enhance and nurture a person's overall well-being. Expanding the education outreach capacity of Moscow Contemporary would bring more of these opportunities to the community. (Additional information regarding planned services is included in Page 4 of the Application under Planned use of Funds.) A detailed funding request budget is located on Page 3 of the Application. The budget summarized is requesting funding for an Education Coordinator and PT Ed Assistant for two years, K-12 Ed Art Supplies, Mobil Art Ed Program, new high school program, school transportation, program promotion and document/distribution for two years. The budget in the application exceeds the amount of MosCo's funding request of \$75,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for educational services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Moscow Contemporary Inc.
Non-Profit Tax ID Number: 87-0962526
Authorized Representative Name & Title: Roger Rowley
Secretary of State Registration Status: _____
Organization Address: 414 S. Main Street
City: Moscow State: ID Zip Code: 83843
Preferred Mailing Address: 414 S. Main Street
City: Moscow State: ID Zip Code: 83843
Phone No.: 208-301-5092 Website Address: moscowcontemporary.org
Email Address: mosco@moscowcontemporary.org
Year Founded: 2021 No of Employees: 2.5 FT

Please provide your organization's Mission Statement:

Moscow Contemporary is an arts and education non-profit presenting the best
in contemporary art and arts educational services to the communities sur-
rounding Moscow, Idaho.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

MosCo continues the services previously provided by the Prichard Art Gallery.
These include school day, after school and summer programs for K-12, along
with exhibitions, adult workshops and additional educational events.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? **Total: 3,000***

*Includes 122 students on tours, and only covers 11/5/21-2/28/22. Services prior to 11/5 were in cooperation with UI and information went with their files.

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

The UI Prichard Art Gallery ceased operations during the pandemic. Prior to its demise, school-based and summer K-12 programs stopped, and the After School Art Program (ASAP), paused, then went to

Zoom, and finally to hybrid with reduced numbers. At start-up MosCo lacked the capacity to deliver

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

The UI paid for two FT positions, building rent, and received ICA funds specifically for Ed Outreach.

All of this is gone. There have been some early contributions to get MosCo started that are promising

but potential fundraisers have been postponed due to the pandemic. There has been a reduction in

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

During the pandemic Prichard staffing went from 2 FT + hourly workers, to .5 FT, and dramatic decrease in hourly work. It experienced closures and heavily reduced hours of operation. MosCo has

brought back the 2FT at a much lower salary w/o benefits. Pre-pandemic, with UI workstudy students,

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: _____ Amount: \$ _____

How were the funds used? _____

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 75,000 _____

See attached page for additional responses to above questions.

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

MosCo is starting with limited capacity to develop and deliver educational programs. We are working to provide the bare minimum delivered by a PT Ed Coordinator position. ARPA funds would mean this PT position could be FT. With additional assistance, we can develop a full robust set of education programs that encompass school-day, after school, and summer programs. We have developed plans for a new 1,000 sq. ft. studio for our teen and adult workshops. With this we can fulfill our mission.

(continued on attached page)

Program/Expense Category	Description	Total
Education Coordinator	Salary, \$32,000/yr for 2 years	\$64,000
PT Ed Assistant	Salary, \$16,000/yr for 2 years	\$32,000
K-12 Ed Art Supplies	Materials, \$500/yr for 2 years	\$1,000
Mobil Art Ed Program	Materials & delivery, \$1,500/yr for 2yrs	\$3,000
New HS-Adult Program	Develop & Implement	\$6,000
School Transportation	8 Buses/year for 2 years	\$1,000
Program Promotion	\$250/year for 2 years	\$500
Document/Distribution	\$250/year for 2 years	\$500



COVID-19 Impact Attachment, (Application Page 2)

Community and Social Services (cont'd)

At start-up MosCo lacked the capacity for these services. Spaces have been upgraded, a PT education coordinator position has been added, and planning for educational outreach programs has begun. MosCo will use the hybrid tools developed during the pandemic and new strategies to reach a larger demographic and geographic service area, including pre-packaged, pick-up art lessons, or a mobile “art in a trunk” model that go to schools, community centers, libraries, or fairs. We intend to use our facilities to their fullest and go out to meet the need where it is.

COVID-19 Impact on finances (cont'd)

There has been a reduction in earned income from all sources that had previously provided program funds. MosCo retained the gift store, but it had reduced inventory that impacted holiday sales. MosCo intends to continue to hold a benefit auction. It would have been Jan-Feb. 2022 but has been postponed due to COVID. Past auctions generated ~\$15,000 towards operations.

COVID-19 other Impacts (cont'd)

Pre-pandemic, with UI work-study students, the Prichard was open 58 hours per week. MosCo is currently open 24 hours per week. MosCo became the gallery occupant on Aug. 1, 2022, with a UI exhibit installed. Without additional staff and with an entire business startup to accomplish, we closed to the public for 7 weeks. The transition has meant an increase in the administrative organizational burden. UI resources that assisted with any number of business tasks have been largely taken on by the 2 FT MosCo employees. MosCo has seen an increase in volunteer support that has been great for some areas of operation but hasn't impacted core functioning as the MosCo gets itself organized.

COVID-19 Impact Attachment, (Application Page 3)

Planned use of funds (cont'd)

Art making in a social context has tremendous social/emotional benefits. The pandemic has taken a large toll on the social emotional well-being of all members of the community. Access to viewing art and creating art is proven to enhance and nurture a person's overall well-being. Expanding the education outreach capacity of Moscow Contemporary would bring more of these opportunities to the community.

Moscow Elementary schools do not have a full-time dedicated art specialist to provide the whole student learning experience as much as needed. Elementary schools build not only academic foundations but also social foundations. The pandemic has created disruptions to these formative experiences and students need extra support in learning how to express themselves, understand their own feelings, and understand how to respond to the feelings and perspectives of others. MosCo programs can fill some of those gaps by continuing to offer free school day programs and affordable out-of-school programs. Schools are the best place to reach students from all social and economic backgrounds and where there is a new emphasis in supporting Social Emotional Learning. The education programs at MosCo can also be sources of community connection. Events, workshops, and classes for all ages bring people together and can build bridges over a common interest or common experience. Making art at any age can be a healing experience.

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 1,000-2,400 school-day students. 50-100 in afterschool and summer programs. 50-100 H.S.-adults

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: _____

Date: _____

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
- * ☐ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

* MosCo has the experienced staff and facilities of the Prichard. It has been incorporated since April 2021. MosCo is completing its first 990.

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: Roger HD Rowley

Signature: _____

Name: Roger HD Rowley

Name: _____

Title: Executive Director

Title: _____

Date: April 20, 2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned

☐ Woman-owned

☐ Veteran-owned

☒ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☒ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native

☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino ☒ Prefer not to disclose ☐ Other: _____



City of Moscow – Community Development

City Council Action

_____ Approve \$8,000 grant as requested by the Applicant; or
_____ Other action as stated and approved by City Council

Memo

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community and Social Services - Non-Profit Grant Application
Friendly Neighbors Senior Citizens, Inc. (Senior Citizens)

Organization and Operations: The Senior Citizens established their meal program in 1978, and their mission is to “provide a senior meal program and social and physical activities to senior citizens in the Moscow, Idaho, area.” They currently have 3 employees and provide twice-weekly home delivered meals and congregate on-site meal service at the 1912 Center. As part of the national Senior Nutrition Program, contracted with the Area Agency on Aging, Lewiston Office, in 2021 the meal site provided over 10,500 dietician-approved meals for seniors aged 60 and older. During the pandemic the Senior Citizens experienced a large increase in home delivery meals and a decrease in those attending congregate meals at the 1912 Center. Food costs have continued to increase along with the number of home delivery clients being served which necessitates gas and mileage reimbursement expenses, which then reduces congregate attendance. These factors coupled with a rent increase of \$100 a month starting in 2022, rapidly increasing food costs, and a decrease in funding from the Area Agency on Aging assistance have strained the financial ability of the program. The Area Agency on Aging only funds 50% of each eligible meal; therefore, the program relies on grants and donations while the program requires anyone 60 and older to receive free meals. The home delivery clients, some on Medicaid, are income limited.

Funding Request: The Senior Citizens are requesting grant assistance to fund rent expense of \$2,400 and food expenses of \$5,600 for a total of \$8,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Department. The Committee has concluded the grant request is eligible under the established criteria for nutritional assistance and recommends approval of the funding request.



City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Friendly Neighbors Senior Citizens, Inc.

Non-Profit Tax ID Number: 82-0446242

Authorized Representative Name & Title: John E. Carlson, President

Secretary of State Registration Status: IRS 501(c)(3) non-profit as of 1978

Organization Address: 412 E. 3rd St.

City: Moscow State: ID Zip Code: 83843

Preferred Mailing Address: 412 E. 3rd St.

City: Moscow State: ID Zip Code: 83843

Phone No.: 208-882-1501 Website Address: //users.moscow.com/srcenter/

Email Address: _____

Year Founded: 1978 No of Employees: 3 paid employees

Please provide your organization's Mission Statement:

To provide a senior meal program and social and physical activities to senior citizens in the
Moscow, Idaho area.

List the services that your organization has provided to the City of Moscow residents and/or City
of Moscow businesses over the last 3 years:

We operate a dietitian-approved meal program for seniors aged 60 and older with a
twice-weekly congregate lunch. For those seniors unable to shop and cook for
themselves, we provide a home delivery meal service. We are part of the national
Senior Nutrition Program with a contract with the Area Agency on Aging, Lewiston office.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☐ Youth ☐ Veterans ☐ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 10,817

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2022-11, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

We experienced a large increase in our home delivery numbers and a decrease in numbers of those who attended our congregate meals.

We offered no senior activities from mid-March 2020 through spring of 2021.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Our food costs are increasing because of the number of home delivery clients we are serving alongside the recent inflation in food costs, and when coupled with a decrease in

funding from the Area Agency on Aging, our budget is hit with a double-edged sword.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Congregate meal attendance has not returned to pre-pandemic levels. Increased rent and food costs have put additional strain on our budget.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: _____ Amount: \$ _____

How were the funds used? _____

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 8,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☒ Other, please describe: _____

Primarily serve the elderly in term of meals and social activities.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~The Area Agency on Aging governs the meal services we provide so we are limited in any new programs that we can offer. However, they only reimburse about half of the meal costs. We can ask for donations for meals, but we provide a meal to any senior aged 60 or older who requests a meal, whether or not they are able to donate. Our home delivery clients are especially limited in income, and we cannot even suggest a meal donation from our Medicaid home delivery clients. Thus, we depend on grants to fill the gap between our meal donations and our costs to that we may be able to continue to offer our needed senior meal program.~~

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Rent (Increased \$100 per month in 2022)	\$2,400 over 2 years	
Food expenses	\$5,600 over 2 years	
Total	\$8,000	

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☐ Youth ☐ Veterans ☐ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 12,000 meals provided

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: J E C

Date: 5-2-22

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

The Moscow Meals on Wheels non-profit closed more than ten years ago, so our meal delivery program is the only one in the Moscow area.

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2022-11. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: <u>John E. Carlson</u> Name: <u>John E. Carlson</u> Title: <u>President</u> Date: <u>5-2-22</u>	Signature: _____ Name: _____ Title: _____ Date: _____
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Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned	☐ Woman-owned
☐ Veteran-owned	☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☒ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American	☒ White or Caucasian	☐ Indigenous or Alaskan Native
☐ Black or African American	☐ Multi- or Bi- Racial	☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino	☐ Prefer not to disclose	☒ Other: _____



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

____ Approve \$25,000 grant; or
____ Approve grant for the amount of \$ _____; or
____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community & Social Services Non-Profit Grant Application
Food Not Bombs of the Palouse (FNBP)**

Organization and Operations: FNBP's mission is as follows: "To give all we engage with the overwhelming sense of inclusion on a personal and community level. We work to eliminate food waste in our communities in conjunction with erasing food insecurities for the most vulnerable, advocating for clean and healthy drinking water for all, and actively engaging with individuals and families as they gain mental health and economic stability." FNBP's services include: 1) Food and Water Assistance: Prepared meals and groceries, delivered door-to-door since the beginning COVID-19. 2) One-on-One Check-Ins: Broader support along with food deliveries – support applying for other services, emergency motel housing, bereavement and loss counseling, elderly care, LGBTQ+ support, crisis counseling, ministerial care. 3) Food Recovery: Minimizing or eliminating food waste from local food purveyors. 4) Food Pantry Creation: Helping local business owners establish food distribution into their office hours or work route.

At the start of the COVID-19 pandemic, FNBP saw a 300% increase in food assistance needs. As needs for social distancing arose, services shifted almost exclusively to a direct delivery model. Shifting to this model revealed numerous unmet needs within the community, of mental health strain associated with the pandemic and its economic impacts. FNBP then initiated One-on-One check-ins, spending 5 to 50 minutes providing support to households, with over 50 households receiving check-ins every month. FNBP has seen the economic impacts of COVID-19 devastate both local donors and grantors alike. Several within the FNBP community who once were donors to the organization are now recipients of food aid. Many food donors have substantially less food to donate resulting in more driving to more partners across the Palouse to acquire the needed nutrition, all at the higher gas costs.

Funding Request: FNBP is requesting funding to address the long-term mental health effects the pandemic has had on the community and the ever-growing number of households in Moscow needing aid and would like to pay for Idaho certification and employment of a qualified mental health counselor. A FNBP volunteer has a master's degree in Clinical Mental Health Counseling and is seeking licensure as a Licensed Professional Counselor in Idaho and has 3-years of knowledge of the chapter and relationships with clients, 3 years of experience in the mental health field, and believes it would be vital to retain and foster expertise estimated to cost \$31,200 for a year. FNBP is also requesting funding for gas for food delivery for a year, shop/storage rent, vehicle maintenance/insurance, and incidental expenses of \$13,800 for a total request of \$45,000.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for behavior health and nutritional assistance services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Food Not Bombs of the Palouse

Non-Profit Tax ID Number: 45-4549583 (Fiscal Sponsor: Food Not Bombs Free Skool)

Authorized Representative Name & Title: Hannah Kimbel, Co-Director

Secretary of State Registration Status: Active

Organization Address: 1437 west A st. apt 10

City: Moscow **State:** ID **Zip Code:** 83843

Preferred Mailing Address: 1437 west A st. apt 10

City: Moscow **State:** ID **Zip Code:** 83843

Phone No.: 308-352-3442 **Website Address:** facebook.com/fnbpalouse

Email Address: foodnotbombsofthepalouse@gmail.com

Year Founded: 2018 **No of Employees:** 0

Please provide your organization's Mission Statement:

Please see supplemental pages for full response.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Please see supplemental pages for full response.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses were served in 2021? **Total:** 200 households

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2022-11, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

Please see supplemental pages for full response.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Please see supplemental pages for full response.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Please see supplemental pages for full response.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☒ No ☐ Yes Program: _____ Amount: \$ _____

How were the funds used? _____

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 45,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☒ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~Please see supplemental pages for full response.~~

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>

Please see supplemental pages for full detailed list of expenses

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☒ Seniors ☒ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☒ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 550 individuals per week, approximately 200 households

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: Harold Kimbel

Date: 05/12/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

Please see supplemental pages

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2022-11. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: Hannah Kimbel

Signature: Olivia Moses

Name: Hannah Kimbel

Name: Olivia Moses

Title: Mental Health Outreach Specialist

Title: Co-Director

Date: 5/12/2022

Date: 5/12/2022

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☒ Minority-owned

☒ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☒ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☒ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☐ Other: _____

Please provide your organization's Mission Statement:

It is our mission to give all we engage with the overwhelming sense of inclusion on a personal and community level. We work to eliminate food waste in our communities in conjunction with erasing food insecurities for the most vulnerable, advocating for clean and healthy drinking water for all, and actively engaging with individuals and families as they gain mental health and economic stability.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Food and Water Assistance: Prepared meals and groceries, delivered door-to-door since the beginning COVID-19.

One-on-One Check-ins: Broader support along with food deliveries – support applying for other services, emergency motel housing, bereavement and loss counseling, elderly care, LGBTQ+ support, crisis counseling, ministerial care.

Advocacy: LGBTQ+ advocacy, cult-survivor advocacy, advocacy for at-risk communities in crisis across the Palouse, advocacy for safe water access in local communities

Food Recovery: Minimizing or eliminating food waste from local food purveyors, approx. 102 tons of food total.

Food Pantry Creation: Helping local business owners establish food distribution into their office hours or work route.

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 202 2-11 , is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

At the start of the COVID-19 pandemic, we saw a 300% increase in food assistance needs, the majority being Moscow residents. As needs for social distancing arose, we shifted almost exclusively to a direct-delivery model. Shifting to this model revealed numerous unmet needs within our community, however, perhaps the largest of which has been the mental health strain associated with the pandemic and its economic impacts. Therefore, we initiated our One-on-One check-ins, in which we spend between 5 and 50 minutes providing support to a given household, with over 50 households receiving check-ins every month.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

The economic impacts of COVID-19 have been devastating to both local donors and our grantors alike. Several within the FNBP community who once were donors to our organization are now recipients of food aid. Local and regional grants alike have become inundated with more grant requests than they can process, leading to even an awarded grant taking months longer than expected. Said impacts of the pandemic on income are also paired with food shortages and inhibitive gas prices. As many of our food donors have substantially less food to donate, we have to drive to more partners across the Palouse to acquire the needed nutrition, all at the higher gas costs.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

With varying rules between Palouse communities and local universities regarding masks and vaccinations, the COVID-19 pandemic has made volunteer management extremely difficult. As we serve those who are especially vulnerable to the virus, it has been necessary to limit volunteer recruitment. The shortage of new volunteers creates a larger burden upon our existing, long term volunteers, and stretches the resources of our organization.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

We believe that having access to the necessary resources for a dignified and happy life is the foundation of a thriving region. And, as we enter the third year of the COVID-19 pandemic, we must address the long-term mental health effects the pandemic has had on our community. The ever-growing number of households in Moscow and the Palouse region needing aid, and the recent terminal mechanical failure of our delivery vehicle require us to develop a new operational response. To ensure the highest quality care for our community, we seek to pay for the Idaho certification and employment of a qualified mental health counselor. One of our volunteers has a master's degree in Clinical Mental Health Counseling and is seeking licensure as a Licensed Professional Counselor in Idaho. She has 3-years of knowledge of the chapter and relationships with clients, 3 years of experience in the mental health field, and we believe that it would be vital to retain and foster her expertise. A certified counselor, paired with our delivery vehicle to ensure the consistent delivery of services, would allow us to meet both the nutritional and mental health needs of our community.

We recently had a 1982 Chevy Van donated to our organization and this new vehicle combined with the funding from this grant will allow us to serve more areas throughout the Palouse and Lewiston region. Since getting this van, we have helped expand the services of food banks in Rosalia and Clarkston. We want to continue strengthening the community food banks and community partnerships throughout this region and are more able to do so when we have consistent funding for gas, insurance, car repair, and rent.

Program/Expense Category	Description	Total
Gas	Gas for food deliveries/pickups for the next 12-months	\$3200
Shop/Storage Rent	Estimated at 350/mo for 12 months	\$4200
Vehicle Insurance & Maintenance	Insurance and other vehicle related costs	\$4400
Mental Health Outreach Specialist wages	Mental Health specialist wages – 2,600/mo	\$31,200
Incidental Expenses	Misc. travel costs, car repairs, unexpected fees, etc.	\$2,000
Total		\$45,000

Is there any additional information you would like to add regarding this application or the required documentation?

We do not currently meet the requirements for having at least one employee. As an organization that directly serves over 200 families throughout Moscow and the Palouse region, we are presently working towards employing a mental health associate full-time. This grant would allow us to add our mental health outreach specialist to a payroll, which will allow us to expand the mental health services that we offer.



City of Moscow – Community Development

City Council Action

_____ Approve \$25,000 grant as requested by the Applicant; or
_____ Other action as stated and approved by City Council

Memo

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community and Social Services - Non-Profit Grant Application
Palouse Clearwater Environmental Institute (PCEI)**

Organization and Operations: PCEI was formed in 1986 and their mission “is to increase citizen involvement in decisions that affect our region's environment.” PCEI’s services include 1) Education – Quality educational programming to schools, community groups and adults focused on increasing awareness and knowledge of issues important to Palouse watersheds and ecosystems and engaging participants in service projects that restore or enhance current watershed conditions; 2) Restoration - Dedication to environmental conservation and educating the public by engaging volunteers in service-learning opportunities; and 3) Sustainable Living - Visitors are always welcome at PCEI’s Palouse Nature Center, 26.2-acre is open dawn to dusk 7 days a week. PCEI is committed to reducing their footprint of the surrounding environment from a composting toilet to water catchment systems, the Palouse Nature Center is a place to learn about alternative building, renewable energy, and native plants; and to experience a nature connection and peace of mind. PCEI’s daily operations were impacted during COVID-19 as no classroom visits were allowed to provide STEM education and fieldtrips, restoration projects were slowed as volunteers could not group and engage, and contract deadlines were delayed. Community outreach was not possible in projects, programs, and gatherings causing a financial loss. However, the Nature Center remained open to the public and saw a dramatic increase in use which is still continuing with outdoor recreation areas, becoming a popular gathering spot. During the last two years of the COVID pandemic (since March of 2020), PCEI has seen visitors at the Palouse Nature Center increase tenfold as people seek outdoor spaces to internally rejuvenate, connect with one another, and gain perspective.

Funding Request: PCEI is requesting \$25,000 which is based on current annual increased costs to operate the growth in the use of PCEI’s Palouse Nature Center, and are requesting one year of support to pay for salaries of \$20,000, and supplies to include fuel, equipment maintenance, tools, plants and cleaning supplies of \$5,000. The funding will help the organization meet the immediate needs from increased use and help build sustainability for future years.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria to address behavior health and educational services and recommends approval of the funding request.



City of Moscow
American Rescue Plan Act Community and
Social Services Non-Profit COVID-19
Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Palouse-Clearwater Environmental Institute (PCEI)
Non-Profit Tax ID Number: 94-3038182
Authorized Representative Name & Title: Thomas C. Lamar, Executive Director
Secretary of State Registration Status: Active-Good Standing
Organization Address: 1040 Rodeo Drive
City: Moscow **State:** ID **Zip Code:** 83843
Preferred Mailing Address: PO Box 8596
City: Moscow **State:** ID **Zip Code:** 83843
Phone No.: 208-882-1444 **Website Address:** pcei.org
Email Address: lamar@pcei.org
Year Founded: 1986, in response to Chernobyl Crisis **No of Employees:** 9

Please provide your organization's Mission Statement:

The mission of Palouse-Clearwater Environmental Institute is to increase citizen involvement in decisions that affect our region's environment.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

(please see attached)

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? **Total:** 3,000

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

(please see attached answers)

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

(please see attached answers)

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

(please see attached answers)

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: PPP Amount: \$ 245,827
enabled us to continue operating and paying salaries during 2020 (organizational budget of \$1.5 million)

How were the funds used? _____

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 25,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☐ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☒ Other, please describe: Providing a space for "Connecting People, Place and Community"

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

(please see attached answers)

Program/Expense Category		Description	Total
<i>Example: Rent</i>		<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Salaries	\$20/hr x 20 hours x 52 weeks of maintenance and upkeep.		\$20,800
Supplies.	Fuel, equipment maintenance, tools, plants, cleaning supplies.		\$5,000

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 3,000

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: TL

Date: 3/9/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application.
- ☒ IRS Final Determination Letter confirming 501(c)3.
- ☒ 990 forms for the last three (3) years.
- ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
 - The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: 	Signature: _____
Name: <u>Thomas C. Lamar</u>	Name: _____
Title: <u>Executive Director</u>	Title: _____
Date: <u>3/9/22</u>	Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned
☐ Veteran-owned

☐ Woman-owned
☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

- ☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☐ Prefer not to disclose ☐ Other: _____

**City of Moscow
American Rescue Plan Act Community and Social Services Non-Profit COVID-19
Recovery Grant Program Application**

Answers to long-form questions:

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

1. Education – PCEI offers quality educational programming to schools, community groups and adults. We focus on increasing awareness and knowledge of issues important to Palouse watersheds and ecosystems, developing critical thinking skills, and engaging participants in service projects that restore or enhance current watershed conditions. Our programs are interactive and place-based, and promote hands-on exploration of the natural world. Programs are easily adaptable for all ages, and dates and times are flexible.
2. Restoration - PCEI's Restoration Team is dedicated to environmental conservation and educating the public by engaging volunteers in service-learning opportunities. The Restoration Team works with volunteers to restore, maintain, and conserve ecosystems in the Palouse-Clearwater region. These efforts include riparian/wetland restoration, Palouse Prairie rehabilitation, watershed planning, biological monitoring, and water quality protection and enhancement.
3. Sustainable Living - Visitors are always welcome at PCEI's Palouse Nature Center! Located at 1040 Rodeo Drive in Moscow, Idaho, our 26.2-acre Nature Center is open dawn to dusk 7 days a week. We are committed to reducing our footprint on our surrounding environment. From a composting toilet to water catchment systems, the Palouse Nature Center is a great place to learn about alternative building, renewable energy, and native plants; and to experience a nature connection and peace of mind.

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

PCEI daily operations were impacted by COVID-19 in all areas during 2020-2021. We were unable to visit classrooms to provide STEM education, school groups could not plan field trips because schools stopped in-person classes, our staff had limited access to professional development opportunities, restoration projects slowed because it was unsafe to engage with groups of volunteers, and summer camps and programs were cancelled. In 2020, our entire organization had to reinvent itself and problem solve how it could continue operating with limited services, all while needing to meet contract deadlines and create safe spaces to continue operations.

In 2021, PCEI had time to evaluate safety measures that could be put into place to encourage safe exploration of the nature center, offer education, and fulfill restoration commitments. PCEI thus began developing protocols and procedures to ensure staff and visitor safety. Hand washing stations were placed all around the nature center and more regular and intensive cleaning was done in office buildings and restrooms where people needed to be indoors.

PCEI's inability to reach community as we have always done through programs, projects, and gatherings was financially and emotionally crippling. Slowly, PCEI brainstormed ways of continuing to provide services safely and creatively to continue operations. The one constant was ensuring PCEI's Palouse Nature Center remained accessible to the public. The result was that we saw a dramatic increase in the use of the Palouse Nature Center in 2020 and 2021, and continuing to this day.

Social connection and support are key coping mechanisms during times of crisis. With physical distancing requirements in place, people had to change their social habits and find new ways to connect. Outdoor green and blue spaces are a way for families and friends to meet safely during the pandemic to support each other, feel a sense of normalcy, and reap the mental health benefits of spending time outside.

The "20-5-3 Rule" is a guide to address physical, mental and emotional suffering. If every person spends twenty minutes immersed in nature for three days a week and 5 hours each month, as well as an additional three days away from technology every year, then society will experience an overall reduction in stress. Lower chronic anxiety levels boost creativity, increase problem-solving abilities, and contribute to feelings of connection (Hopman, 2017).

Described the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

During the last two years of the COVID pandemic (since March of 2020), PCEI has seen visitors at the Palouse Nature Center increase tenfold as people seek outdoor spaces to internally rejuvenate, connect with one another, and gain perspective.

Funding demands have absolutely increased due to greater time and care needed to support the safe use of PCEI's Palouse Nature Center. We responded by providing increased maintenance and facility improvements at the cost of about \$25,800 per year. As our Nature Center is entirely no-cost to the public and open dawn to dusk, this has kept our staff busy maintaining, enhancing and cleaning to ensure that it remains a safe and welcoming place to visit year-round.

These expenses include but are not limited to: more time plowing, maintaining snow-free sidewalks and parking spaces, mowing, and wood chipping pathways; providing temporary maps and interpretive signage until permanent signage can be installed; making improvements to trails and parking areas; and time spent checking in on the property and cleaning to ensure safety and prevention of any issues with increased visitor use and volunteer interest.

This demand is noticeable in requiring both time and funds while work in our restoration and education projects and programs have been difficult to meet or maintain due to social distancing and funding availability.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

PCEI was unable to work with volunteer groups for the first full year as the world adapted and adjusted to what this pandemic really meant for the way we all live life. Additionally, as spikes in the COVID-19 pandemic occur, this slows our ability to do timely and effective environmental restoration projects. To help contain the spread of COVID, we have needed to cancel education programs and Nature School on various occasions throughout the past three years. PCEI has reduced the number of events that it is able to host, and has reduced the number of participants that can attend events and programs. The one resource we have been able to enhance is the PCEI Palouse Nature Center.

What does the research say about this increased time spend outside? Kristen Weir (2020) reports that significant time spent in nature for people of all ages resulted in increased learning capacity, longer attention span, better memory, and reduced stress. Contact with nature in any dose caused subjective scores of happiness and well-being to go up, led to positive social interactions, and gave study participants a greater sense of meaning in their lives. Participants also reported lower mental distress overall. Weir also points out that connection doesn't always mean to other humans: many participants felt happier because of their close relationship with nature and the environment.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

PCEI has the resources to strengthen our community's health during the COVID-19 pandemic and beyond. ARPA funds will help PCEI maintain walking trails, install benches and interpretive signage, provide volunteer opportunities to the community, host educational events and programs for all ages, support ongoing outreach, and continue to preserve and restore habitat.

PCEI's ability to host thousands of visitors each year in a variety of ways illustrates our ability to collaborate and create meaningful experiences for community. We plan to expand our current offerings and already have new educational events planned for the upcoming year. PCEI offers unlimited scholarships for our educational programs, hosts many free community events, and maintains the Nature Center (at 1040 Rodeo Drive, Moscow, ID) for anyone to visit free-of-charge.

Nature is a real antidote to the current mental health crisis. Thousands of studies during the past several decades (Robbins, 2020) indicate the clear links between time spent in nature and increased mental well-being. The fabric of reality of this community we serve, and young people in particular, has been adversely affected by limits placed on social interactions during the pandemic. Symptoms include, but are not limited to, social-emotional loneliness, depression, anxiety, and a general feeling of detachment that stems from physical separation from peers.

Children especially benefit from nature immersion. Compared to kids with access and exposure to green spaces, those without had a 55% higher risk of developing a mental illness in adulthood (Engemann et al., 2018). In a separate study, elementary school children acted more socially towards both classmates and strangers after a field trip to a nature center than they did after visiting an aviation museum (Dopko et al., 2019).

It is time to heal the wounds unintentionally inflicted by extended social and physical isolation. PCEI meets this need with the Palouse Roots Nature School, school and community field trips to local natural spaces, year-round volunteer opportunities, internships for university students, and a high-quality nature experience for all who visit the Nature Center.

ARPA funds directly support mission and goals. Our funding request meets the following categories within the APRA Eligible Uses index:

- 1.10 Mental Health Services
- 1.12 Other public health services
- 2.10 Aid to Non-profit organizations
- 2.11 Aid to tourism, travel and hospitality

- 3.1 Education Assistance: Early Learning
- 3.2 Education Assistance: Aid to High-Poverty Districts
- 3.4 Education Assistance: Social, Emotional, and Mental Health Services
- 3.9 Healthy Childhood Environments: Other (outdoor education)

Our request for \$25,000 (max request) is based on current annual increased costs of \$25,800, at a minimum, to operate the increased use of PCEI's Palouse Nature Center. We are essentially only requesting 1 year of support for this increased cost. This grant would help our organization meet the immediate needs while we build sustainability for future years. We will put these funds to use *immediately*, and will spend all funds before the May 31, 2024 deadline.

Please let us know what next steps are required to begin this partnership. PCEI's commitment to creating a safe, educational, and healing outdoor experience for all users continues to guide our organization. ARPA funding will allow us to continue to be a leader on the Palouse for those seeking involvement and "connecting people, place and community".

Works Cited:

Dopko RL., Capaldi C.A., and Zelenski J.M. The psychological and social benefits of a nature experience for children: A preliminary investigation. *Journal of Environmental Psychology* 63 (134-138). 2019. <https://doi.org/10.1016/j.jenvp.2019.05.002>

Engemann K, Pedersen CB, Arge L, Tsirogiannis C, Mortensen PB, Svenning JC. Childhood exposure to green space - A novel risk-decreasing mechanism for schizophrenia? *Schizophr Res*. 2018 Sep;199:142-148. doi: 10.1016/j.schres.2018.03.026. Epub 2018 Mar 21. PMID: 29573946.

Hopman-Droste, Rachel; Scott, Emily; Castro, Spencer; Weissinger, Kristen; Strayer, David. Measuring Cognition in Nature - Neural Effects from Prolonged Exposure to Nature. (2017). Presented at the Psychonomic Society 58th Annual Meeting.

Robbins, J.R. Ecopsychology: How immersion in nature benefits your health. *Yale E360*. 2020. <https://e360.yale.edu/features/ecopsychology-how-immersion-in-nature-benefits-your-health>

Weir, K. Nurtured by Nature. *American Psychological Association*, Vol. 51, No. 3 (50). 2020. <https://www.apa.org/monitor/2020/04/nurtured-nature>

Mailing Address: PO Box 8596, Moscow, ID 83843

Nature Center: 1040 Rodeo Drive, Moscow ID

(208) 882-1444 | pcei.org | info@pcei.org

The Palouse-Clearwater Environmental Institute is a 501(c)(3) nonprofit.

Tax ID #94-3038182. Donations are tax deductible to the fullest extent allowed.

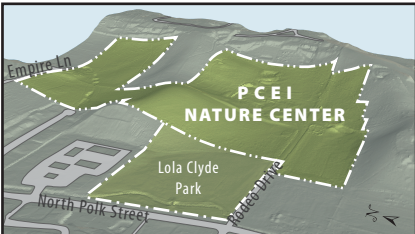
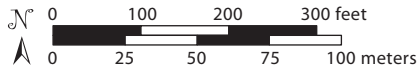
PCEI Nature Center

Features

- 1 **Main Office**
(Gertrude Danielson Perrine House)
- 2 **Restroom** 
(Jim LaFortune Memorial Groover)
- 3 **Stage and Pavilion** (Nancy Taylor)
- 4 **Waxwing Education Building**
- 5 **Straw Bale Bike Shelter**
- 6 **Outdoor Amphitheatre**
(Richard Louv)
- 7 **Learning Greenhouse**
(Thomas O. Brown)
- 8 **Karymor merry-go-round**
- 9 **Artist Studio**
- 10 **Palouse Roots Nature School Yurt**
- 11 **Red Barn - Equipment Shed**
- 12 **Green Barn - Equipment Shed**
- 13 **Pump Track**
- 14 **Gail's Orchard**
- 15 **Rabbit Hills**

Legend

- | | | | |
|---|-----------------------|---|--------------------------------|
|  | restroom |  | Karymor merry-go-round |
|  | parking |  | location sign |
|  | overflow parking |  | trailhead access |
|  | accessible parking |  | point of interest |
|  | no public road access |  | walking trails |
|  | children's play area |  | universally accessible pathway |
|  | bike parking |  | foot bridge |
| | |  | wetlands |



Visit: www.pcei.org

Email: info@pcei.org

Call: (208) 882-1444

Mail: PCEI, PO Box 8596
Moscow, ID 83843

Follow us



This is a non-smoking facility

Dogs must be on a leash

Please pick up after your dogs

Please supervise young children

Current Acreage of PCEI: 26.2

Map created by Chelsea M. Feeney, 2020
Custom Cartographics (www.cmfeeney.com)



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

_____ Approve \$7,605 grant as requested by the Applicant; or
_____ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

**Re: ARPA Community and Social Services - Non-Profit Grant Application
Palouse Prairie Charter School (Palouse Prairie)**

Organization and Operations: Palouse Prairie opened in 2009 and is located at 406 Powers Street where they employ 22 people providing public education for grades K-8. The mission of Palouse Prairie is “to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standard by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.” Palouse Prairie provides an on-site lunch program for students which has transitioned to providing “free” lunches for all students. This has been made possible by the US Department of Agriculture’s COVID response program called the “Seamless Summer Option.” The Moscow School District (MSD) is the vendor for the lunches which are picked up and served by Palouse Prairie employees who then return the serving dishes back to MSD each day. In addition to paying staff for pickup/delivery and serving lunch on-site, other related costs include supplies, silverware, mileage to staff, health department license and inspections.

Funding Request: It is unknown if the Seamless Summer Option will be available for the 2022-2023 school year and the expense to provide free lunch is not available in Palouse Prairie’s upcoming school year budget due to other shortfalls as a result of the COVID-19 pandemic including cancellation of their annual in-person fundraiser. Additional financial impacts as a result of on-line and hybrid learning combined with greater student needs and increased teacher workload have increased their financial burdens. Palouse Prairie is requesting funds to provide staffing, benefits, training in addition to operations costs to provide free lunches over the next year.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria of educational and nutritional services and recommends approval of the funding request.



City of Moscow

American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Palouse Prairie Charter School
Non-Profit Tax ID Number: 20-887-0679
Authorized Representative Name & Title: Jeneille Branen
Secretary of State Registration Status: Active-good standing
Organization Address: 406 Powers Street
City: Moscow State: ID Zip Code: 83843
Preferred Mailing Address: 406 Powers Street
City: Moscow State: ID Zip Code: 83843
Phone No.: 208-882-3684 Website Address: palouseprairieschool.org
Email Address: jbranen@palouseprairieschool.org
Year Founded: 2009 No of Employees: 22

Please provide your organization's Mission Statement:

The mission of Palouse Prairie Charter School is to engage the children and the community of the Palouse in a rigorous and collaborative education of the highest standard by fostering a spirit of inquiry, a persistence towards excellence, a responsibility for learning, and an ethic of service.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

K-8 public education

Who are your Organization's target beneficiaries (select all that apply):

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: _____

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

Fillable field prohibited text from being pasted here. Please see attached document.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Fillable field prohibited text from being pasted here. Please see attached document.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

Fillable field prohibited text from being pasted here. Please see attached document.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: CARES, ARPA, CRRSA Amount: \$ 643,660

How were the funds used? bldg ventilation upgrades, safety equipment and distancing supplies, technology, staffing, prof development

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 7,605

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☐ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☒ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☒ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~The PPCS lunch program has grown from only offering free or reduced lunches to~~ _____
 low-income students to offering free lunches to all students during the pandemic. Healthy,
 safe and easily accessible lunches are integral to our students' success. The funds from the
 APRA grant will allow us to continue this service for our students.

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Staffing	One year of salary, benefits and training	\$6,755
Supplies	Food service licensing, lunchroom supplies	\$ 850
	staff mileage reimbursement	

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☐ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 190 students

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: K. Jeneille Brannen

Digitally signed by K. Jeneille Brannen
Date: 2022.02.18 12:35:51 -08'00'

Date: 02/18/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

While we have received several federal COVID grants, COVID related situations have put a strain on our general funds. As a charter school we do not have local levies to rely on. Grants such as this would provide our organization with funds necessary to continue our 

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

While we have received several federal COVID grants, COVID related situations have put a strain on our general funds. As a charter school we do not have local levies to rely on. Grants such as this would provide our organization with funds necessary to continue our essential lunch program.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: K. Jeneille Branen Digitally signed by K. Jeneille Branen
Date: 2022.02.18 12:36:05 -08'00'

Signature: _____

Name: K. Jeneille Branen

Name: _____

Title: Executive Director

Title: _____

Date: 2/18/2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned
☐ Veteran-owned

☐ Woman-owned
☒ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☒ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American ☐ White or Caucasian ☐ Indigenous or Alaskan Native
☐ Black or African American ☐ Multi- or Bi- Racial ☐ Native Hawaiian or Other Pacific Islander
☐ Hispanic or Latino ☒ Prefer not to disclose ☐ Other: _____

Section 1:

PPCS provides an on-site lunch program for students. Our lunch program has expanded from offering free or reduced lunches to low-income students to offering free lunches to all students. This has been made possible by the U.S. Department of Agriculture's COVID response program: the "Seamless Summer Option".

Section 2:

Prior to the Seamless Summer program, a portion of students paid for lunch. That income was used to cover the majority of PPCS costs associated with the lunch program. Our lunch vendor, Moscow School District supplies our lunches. We have staff who pick up lunches, serve them to students, and return items to the MSD each day school is in session. There are also staff costs associated with training and other requirements of offering a lunch program. Estimated cost for this year's lunch staffing is \$6755 in salaries and benefits. In addition, supplies like napkins and silverware, paying mileage to the lunch server who picks up lunch and returns pans each day to MSD, and paying the health department for inspections and a food service license is an additional \$850. Total budgeted amount for food service this year is \$7605.

It is uncertain as to whether the "Seamless Summer Option" will continue into the 2022-2023 school year. If it does, our budget will experience a similar shortfall.

This budget shortfall is only one of several impacts our school has experienced due to the COVID-19 pandemic. Other economic impacts include the cancellation of our annual in-person fundraising event last year, greater student behavioral challenges and academic needs and the curriculum and teaching staff to address those needs.

Section 3:

Our school provided online education for several months during the first part of the pandemic. After the exclusive online period, we moved to a hybrid model where some students were in person and some tuned into the live class via Zoom from their home. Although this allowed for all of our students to access their education in a manner that was safer for them, the economic and workload impact on our school and our teachers remains. These impacts, coupled with the others detailed above have made it more difficult for us to execute our mission. A safe, efficient lunch program is key for students to be able to engage in rigorous and collaborative learning.



City of Moscow – ARPA Non-Profit Grant Request

City Council Action

- ☐ Approve \$25,000 grant; or
- ☐ Approve grant for the amount of \$ _____; or
- ☐ Other action as stated and approved by City Council

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community & Social Services Non-Profit Grant Application - Family Promise of the Palouse, Inc.

Organization and Operations: The mission of Family Promise is to empower families experiencing homelessness to achieve sustainable independence for a more promising future. Over the past three years, Family Promise has provided “shelter services” to over 35 families, prevention services to include rent, deposit for utility assistance to over 15 families, and also provided furniture, household goods, clothing and coats to over 100 families. Family Promise has had to adjust their shelter model in that services were normally able to serve four families in the congregational shelter model. Since Covid started, services had to limit shelter capacity to 2-3 families. Any additional families above what a church is comfortable housing, needed to be housed in a hotel, at the minimal rate of \$800 per week per family. Along with the capacity limits, the need for shelter services also increased greatly, resulting in turning away families due to full capacity. Family Promise also extended Day Center open hours to accommodate the families spending less time at the congregations. Plans are in process for expanding services to include a day program for homeless individuals. Family Promise expenses have increased due to need for hotels to house families, increase in requests for eviction prevention services and utility assistance, and to accommodate for the additional staff time at the Day Center. Expenses have increased for weekly grocery costs for families, as the congregations are limited in their funds. Due to Covid-19 and the risks associated, four scheduled large fundraising events were cancelled and not rescheduled. There is now the need to increase staffed hours to accommodate the extended hours families are at the center and the loss of volunteers. Adding a day program will require staff on-site from 7:00 am-7:00 pm daily. In the past, the agency was staffed on the weekends and evenings by many community volunteers. Due to COVID-19 the volunteer service was eliminated in the center.

Funding Request: If granted, funds would be used to enhance current programs and allow the shelter to run at full capacity. Specifically, a fourth family could be entered into the program for a full shelter cycle, utilizing a local hotel as shelter. Additionally, services to continue to provide groceries, such as food, toiletries, baby formula, etc., for all four families in shelter during the duration of their shelter stay or until they are able to complete and receive assistance or obtain employment. Assistance would allow expansion of the day program, offering many of these services to individuals or families that may not fully qualify for the shelter program but need shelter. Funds would also be used to increase staff hours to allow for the increase in Day Center operating needs until the summer to restart the volunteer program. Staff funds would also be utilized to hire a second full time Case Manager to assist with the influx in families receiving services. There is currently a waiting list for the program. By opening the shelter to full capacity, an additional family (up to 8 more individuals) can be assisted in the community to retain safe interim-housing and eventual permanent housing. Opening the Day Center to a Day program, helps this vulnerable population in receiving services, food and meeting other needs. They are also requesting funds to be used to remodel an area of the Day Center. This area would be used as Day rooms for individuals and families in the Day Program. This remodel would include flooring repairs, paint, shelving and inspection costs. The funding request detailed amounts are shown on page 3 of the Application in which \$200,000 is being requested.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City’s Community Development and Finance Departments. The Committee has concluded the grant request is eligible under the established criteria for services to address homelessness, behavioral health, and nutritional assistance services and recommends approval of a request of \$25,000 or an amount to be determined by City Council.



City of Moscow American Rescue Plan Act Community and Social Services Non-Profit COVID-19 Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Family Promise of the Palouse, Inc
Non-Profit Tax ID Number: 45-5497267
Authorized Representative Name & Title: Autumn Avery, Executive Director
Secretary of State Registration Status: Active-Good Standing
Organization Address: 510 W Palouse River Drive
City: Moscow State: Idaho Zip Code: 83843
Preferred Mailing Address: PO Box 9389
City: Moscow State: Idaho Zip Code: _____
Phone No.: 208.882.0165 Website Address: www.familypromisepalouse.org
Email Address: fpp_ed@familypromisepalouse.org
Year Founded: 2012 No of Employees: 4

Please provide your organization's Mission Statement:

The mission of Family Promise of the Palouse is to empower families experiencing
homelessness to achieve sustainable independence for a more promising future.

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

In the past three years, we have provided Shelter Services to over 35 families, Prevention
services (rent, deposit or utility assistance to 15 families, supplied furniture items,
household good, clothing and coats to over 100 families.

Who are your Organization's target beneficiaries (select all that apply):

☐ Seniors ☒ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 50+

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2022-11, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

We have had to adjust our shelter model. We are normally able to serve four families in our congregational shelter model. Since COVID started, ~~we have had to limit our shelter capacity to 2-3 families, depending on size. Any additional families above what a church is comfortable housing,~~ need to be housed in a hotel, at the minimal rate of \$800 per week per family. Along with the allowable capacity being limited, the need for our ~~services had also increased greatly, with us needing to turn away families from full shelter due to maximum capacity reached.~~ We have also had to extend our day center open hours to accommodate our families spending less time at the congregations. We are in process of expanding our services to include a day program for homeless individuals, not just families. We have found a need for this has increased in our community.

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

Our expenses have increased due to the increased need for hotels to house families, the increase in requests for eviction ~~prevention services and utility assistance and to accommodate for the additional staff time required to staff our Day Center.~~ We have also had in increase in our weekly grocery costs for families, as our congregations are limited in their funds that are normally provided. Due to COVID-19 and the risks associated, we have also canceled four scheduled large fundraising events that have yet to be able to be rescheduled.

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

We have found the need to increase our staffed hours to accommodate for the extended hours our families are in our center and the loss of ~~volunteers available. Adding a Day program, there will be a need for staff on-site from 7:00 am-7:00 pm daily. In the past, our agency was~~ staffed on the weekends and evenings by many community volunteers. Due to COVID-19, social distance requirements and the need to ~~keep our families, volunteers and staff safe and healthy, we eliminated volunteer service in our center. We are currently accepting new~~ volunteers, however, we are finding it difficult to find persons ready to resume volunteerism.

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: Paycheck Protection Program Amount: \$ \$16,983

How were the funds used? Payroll and benefit associated costs for staff for three months.

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 200,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☒ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☐ Other, please describe: _____

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

If granted, funds would be used to enhance our current programs and allow our shelter to run at full capacity. Specifically, we would be able to enter a fourth family into our program for a full shelter cycle, utilizing a local hotel as shelter. Additionally, we would be able to continue to provide groceries, such as food, toiletries, baby formula, etc for all four families in shelter during the duration of their shelter stay or until they are able to complete and receive Basic Food and/or TANF Assistance or obtain employment. We will also be able to expand our Day program, offering many of these services to individuals or families that may not fully qualify for our shelter program, but need a safe place to be during the day. Funds would also be used to increase staff member hours each week to allow for the increase in our Day Center operating hour needs until the summer time when we hope to have restarted full our volunteer program. Staff funds would also be utilized to hire an second full time Case Manager to assist with the influx in families receiving services.

There is currently a waiting list for our program and others in the area as well. By opening our shelter to full capacity, we can assist an additional family (up to 8 more individuals) in our community to retain safe interim housing and eventual permanent housing. By opening our Day Center to a Day program, we are able to assist this vulnerable population in receiving services, food and meeting other needs.

We are also requesting funds to be used to remodel an area of our Day Center. This are would be used as Day rooms for individuals and families in our Day Program. These remodel needs include flooring repairs, paint, shelving and inspection costs.

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Case Manager Salary (66001)	Full time Case Manager 08.01.2022-12.01.2022	\$17,500
Case Manager Salary (66001)	Full time Case Manager 01.01.2023-12.31.2023	\$40,000
Case manager Salary (66001)	Full time Case Manager 01.01.2024-05.31.2024	\$17,500
Hotel Shelter (65210)	65 Weeks of hotel shelter for additional families (La Quinta Inn)	\$48,000
Day Center Program Supplies (65220)	65 weeks of groceries for four families, rent assistance, day program	\$52,000
Day Center Renovations (62840)	Flooring repairs, paint, contractor & supplies, permits	\$25,000

Grant Award Request continued...

What groups of people would benefit from the grant if awarded? (select all that apply)

☐ Seniors ☒ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: 50+

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:

Initial: AAA

Date: 05/19/2022

Documentation Checklist

Please provide ALL of the documentation in the checklist below:

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?

The IRS determination letter shows a spelling error in our business name. This has been remedied on file with the IRS

ACKNOWLEDGEMENT & ATTESTATIONS

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2022-11. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.
- ☒ **Attestations:**
- The organization has a minimum of at least one employee.
 - Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
 - Certification that the grant amount and spending records will be available for audit when requested.
 - The business agrees to maintain all records pertaining to the grant for at least 5 years.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
 - There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☒ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: 

Signature: _____

Name: Autumn I Avery

Name: _____

Title: Executive Director

Title: _____

Date: May 16, 2022

Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than 51% (check all that apply)?

☐ Minority-owned

☐ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☒ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☒ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☐ Other: _____

Family Promise of the Palouse has a vision of a nation in which every family has a home, a livelihood and the chance to build a better future. Our mission towards this vision is to empower families with children experiencing homelessness to achieve sustainable independence for a more promising future.

Family Promise of the Palouse (FPP) provides shelter to homeless families in Moscow Idaho, Latah County and Pullman Washington, Whitman County; also known as The Palouse. Currently on The Palouse there are 103 homeless school aged children. This current homeless count has been provided by some of the school districts we serve which includes Moscow School District 281, Potlatch School District 267, Pullman School District 267, Genesee School District 282. This information was reported by the McKinney Vento Liaison for each school district. With 103 reported homeless children in our area, we strive to end homelessness on the Palouse. Family Promise of the Palouse (FPP) provides homeless children, and their parents shelter for up to 90 days. While a family is in shelter, they are offered services that help guide them to stability in long term housing. Services include intense case management, financial literacy, parenting education and life skills education. Case-Management consists of a families' current goals such as housing and employment; these are broken down into manageable weekly activities.

St. Vincent De Paul (SVDP) a local Catholic Charity serving Latah County by providing financial assistance to households living in poverty and homeless families. In the last year SVDP has served 850 households in Latah County. St. Vincent provides financial assistance to prevent homelessness and support households living in poverty. The services and support that SVDP provides to the Moscow community alone indicates that there are households in our community living in poverty. This information was reported by SVDP Board Member.

Family Promise operates with a broad array of community support and has a unique model that accesses 30 congregations in our community to provide the food and shelter services for families we are serving. Each week a pair of Congregations works together to provide shelter and supports to our families this include meals for each day.

FPP has been providing services and shelter to homeless families on the Palouse for over 8 years. In this time, we have served 99 families with an overall 79% success rate.

When we work with a family, we are not only giving them a place to lay their heads, but we are working with the parents to provide education which has promoted long term stability for children in our community. Eighty percent of the 13 families served in 2021 exited FPP into long term permanent housing and gainful employment.

An important outcome of (FPP) is to provide our families with the support they need to have long term stability with education, parenting, housing, finances, and life skills so that families no longer live in poverty. While a family is in shelter with FPP they are required to take part in our intense case-management and have access to Parenting Education, Life Skills Education and Financial Literacy. The main goal being that they will find long term employment, long term housing and continued success with life stability.

In 2020 we expanded our After Care program. This program assists graduated families in continuing in their progress to maintain the stability they have attained. Monthly or bi-monthly case management meetings are scheduled. Participants are offered to continue in the courses and programs they were utilizing while in our Shelter Program. We assist families in maintaining their progress and allow for continued growth. Financial incentives are given to families who continue to meet and exceed goals. These incentives include onetime bill payment, grocery card, gas cards, City of Moscow/Pullman pool passes, etc.

In 2020, we also implemented our Prevention and Diversion Services programs. Prevention Services are designed to prevent a family from becoming homeless. This program is offered to families who are close to becoming homeless due to financial reasons or behavioral reasons. Case management services are available to cover Financial Literacy, Parenting Courses and Life Choices Guidance. Financial assistance is available for each family. Generally, a Prevention Family is in this program for three months. During that time, they complete their case management goals and checklists and a financial incentive is provided. A fuel card is given after every case management meeting and during budgeting and financial planning, it is determined what monthly bills Family Promise will assist with for three months' time. Family Promise generally can assist with utility bills, telephone bills, grocery cards, childcare tuition, etc. Cash funds are not given directly to families. Diversion Services are offered to families who homelessness is imminent, yet they have another safe, affordable housing option available. We "divert" the family from entering shelter. This can be done by assisting with deposit funds to secure a new residence, assistance with a rent payment or paying for a hotel for the family to bridge the gap between exiting one housing situation and entering the next. Case management services such as budgeting tools and classes, parenting tools and classes and financial literacy are available. Diversion is not a long-term program and long-term case management is not required to obtain assistance. After care services are offered with incentives to participate.

In 2022 Family Promise added an additional service area: our HomeStart Program. HomeStart began in 1982 by the local 1st Presbyterian Church in Moscow, ID. This program offered new or gently used home goods to individuals and families moving into a new home who could not otherwise afford to purchase items. This program has been open to anyone in the community, with no prerequisite other than an appointment. The program has outgrown the church and they had a need and desire to grow in other mission areas. Family Promise happily adopted the HomeStart program from the church and hit the ground running in January 2022. This program aligns with our mission and has given us the privilege of welcoming many persons to our center and fulfilling needs. We have also had the ability to offer other services to HomeStart participants, increase their chances for success.

Long term growth plans include the potential for FPP ran transitional housing, increased shelter capacity and expanded Day Center services, such as childcare and life skills training center.

Since our operation opened, we have had the opportunity serve 99 families through our shelter program and over 500 individuals through shelter, prevention, diversion or through our local donation program and coat closet. We currently have a network of over 900 trained volunteers.

With the adoption of HomeStart into our Day Center, we have found the need to utilize our current space in a more efficient manner. Expanding into unused areas in our building will allow us to move our HomeStart area into a larger, open "store" like area. In turn, moving the HomeStart items will allow for four additional rooms to be used by our shelter and prevention families, increasing the number of families we can serve at any given time. Additionally, with the adoption of HomeStart and our other expanded programs, we have found the need for an additional staff. We do not have an office area for this program assistant. Renovated an unused back area will create a shared office space that will increase the effectiveness of our programs and improve work efficiency.

Currently, we have no private area for program participants to meet with Case Managers, other than their office. Renovating a currently unused area of the building will allow for the creation of a conference room. This conference room will be available for case management meetings, staff meetings, board meetings and will also be used by outside agencies that often need to meet with clients in a private, confidential setting.

Renovations also needed are a new kitchen floor and flooring repairs in other areas of our building. The current linoleum is lifting and cracking and will soon become a safety hazard if not addressed. Completing all construction items in the same time frame will cause the least disruption to our program clients and staff. The desired renovations will allow for continued expansion of our services offered and increase the number of families we will be able to serve.

In order to accommodate local contractors willing to donate labor funds and in-kind time, the project will likely not begin until the “off-season” for contractors. We will be able to start in the late fall or early winter, with completion expected by March 2023. This timeframe will also allow for Family Promise to secure any additional funds needed, have all inspections completed and renovation plan approved by all agencies required.

We are currently seeking funding from other sources including the Laura Moore Cunningham Foundation, Latah County and MeterGroup in Pullman to assist with the costs associated with renovating space, staff time and conference room.



City of Moscow – Community Development

City Council Action

_____ Approve \$25,000 grant as requested by the Applicant; or
_____ Other action as stated and approved by City Council

Memo

To: Mayor and City Council

Cc: Bill Belknap, City Supervisor

From: ARPA Review Committee

Date: May 24, 2022

Re: ARPA Community and Social Services - Non-Profit Grant Application - Sojourners Alliance (Sojourners)

Organization and Operations: Sojourners was formed in 1999, currently employs 6 people, and works toward a vision of dignity and respect for all people. Their mission is to confront the barriers that lead to hunger, homelessness and poverty through direct intervention with those in need by providing a safe and comfortable living environment while receiving intensive case management. Sojourners services include transitional housing, emergency shelter, permanent supportive housing and rental assistance for individuals experiencing homelessness. In the spring of 2020, Sojourners had to reduce their transitional housing spaces by 40% to mitigate COVID-19 spreading by establishing single room occupancy instead of double. During the pandemic the need for housing assistance greatly increased, but fortunately federal assistance helped pay for a part-time case manager and funds for motel vouchers, back rent, or deposit/rent for an apartment for clients. Respectively, the decrease in housing availability also reduced the monthly revenue of providing housing. Lastly, Sojourners was unable to host their public fundraisers and the on-line fundraiser generated \$20,000 less than prior years. The biggest need during the pandemic has been housing assistance and the current federal funding is set to expire September of 2022. However, the demand for housing continues to increase in addition to the ever-increasing cost of rent and housing.

Funding Request: Sojourners plan to use \$20,800 in grant funding for housing case manager wages, as this service has proven to be very effective in addressing the needs of the individuals they serve; \$2,100 for furnishings for the recently remodeled rooms; and \$2,100 to support general operations to manage the increase in housing demands.

Committee Review and Recommendation: The Grant Program Application and supporting documentation have been evaluated by the ARPA Review Committee, consisting of staff from the City's Community Development and Finance Departments. The Committee has concluded the grant request is eligible and recommends approval of the funding request under the established criteria to address homelessness, nutritional assistance, and help with transportation to medical services, food banks, and other social service referrals.



City of Moscow
American Rescue Plan Act Community and
Social Services Non-Profit COVID-19
Recovery Grant Program Application

Applications can be submitted via mail, hand delivery, or email to the Community Development
Department | PO Box 9203 | 504 S. Washington Street | Moscow ID 83843
grantsmanager@ci.moscow.id.us

Organization Information

Legal Name of Non-Profit Organization: Sojourners Alliance

Non-Profit Tax ID Number: 82-0450752

Authorized Representative Name & Title: Cliff McAleer-Executive Director

Secretary of State Registration Status: Active

Organization Address: 627 N Van Buren St.

City: Moscow State: Idaho Zip Code: 83843

Preferred Mailing Address: 627 N Van Buren St.

City: Moscow State: Idaho Zip Code: 83843

Phone No.: 208-883-3438 Website Address: <https://www.sojournersalliance.org>

Email Address: cliff.sojourners@gmail.com

Year Founded: 1999 No of Employees: 6

Please provide your organization's Mission Statement:

Sojourners' Alliance is a private, non-profit organization working toward a vision of dignity and respect for all people. Our mission is to confront the barriers that lead to hunger, homelessness and poverty through direct intervention with those in need by providing a safe and comfortable living environment while receiving intensive case management. We

List the services that your organization has provided to the City of Moscow residents and/or City of Moscow businesses over the last 3 years:

Transitional housing, emergency shelter, permanent supportive housing and rental assistance for individuals experiencing homelessness.

Who are your Organization's target beneficiaries (select all that apply):

☒ Seniors ☐ Youth ☒ Veterans ☒ Families ☒ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses were served in 2021? Total: 200

COVID-19 Impact

The Community and Social Services Non-Profit Grant Program, as authorized pursuant to Resolution 2021-30, is intended for non-profit organizations for the development and delivery of new or expanded service programs designed in response to the Covid-19 pandemic. Such programs shall be consistent with the non-profits mission and shall include evidence-based intervention measures that have been demonstrated to be successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities. Describe the impact COVID-19 has had on your organization's programs/activities, such as an increase or decrease in demand for services, program modifications due to social distancing, new programming to serve those impacted, limited operations, etc.

See Attached

1. Covid-19 has impacted Sojourners Alliance in a number of ways. In the spring of 2020 we r

Describe the impact COVID-19 has had on your organization's finances, such as increased or new expenses, reduced/cancelled fundraising, loss of earnings, decline in revenue, etc.

See Attached

2. When we decreased the numbers of individuals in transitional housing by 40% that also decr

Describe any other impact the COVID-19 pandemic has had on your organization such as staffing changes, volunteer impacts, periods of closure, mitigation efforts to contain the spread of COVID, or anything else you would like to be considered:

See Attached

3. The biggest impact that Covid-19 pandemic has had on Sojourners Alliance has been the inc

Has your small business received other COVID-19 funding assistance such as Federal Cares Act; Paycheck Protection Program (PPP) loans; Economic Injury Disaster Loans (EIDL); or Community Development Block Grant – Coronavirus (CDBG-CV) funds?

☐ No ☒ Yes Program: 2 PPP loans Amount: \$ 57,225

How were the funds used? General Operations

Grant Award Request

Grant assistance must be expended within two (2) years of the award, or by March 31, 2024, whichever comes first.

Amount of funds requested (max amount \$25,000): \$ 25,000

Grant Award Request continued...

Select all community service areas that apply to your programs:

- ☒ Services to address homelessness including the provision of emergency and transitional housing services, and access to stable and affordable housing.
- ☐ Behavior health services including mental health and substance misuse treatment, crisis intervention and domestic abuse intervention and prevention programs.
- ☒ Nutritional assistance services including food banks, food assistance programs and similar services provided to households in need.
- ☐ Educational services and practices to address the academic needs of students including tutoring, summer school, afterschool and other extended learning programs that address the educational, social, emotional, and mental health needs of students.
- ☒ Other, please describe: _____

Transportation to medical, food bank, referrals etc.

Describe the planned use of funding for the development and delivery of new or expanded service programs designed in response to the COVID-19 pandemic. Include details of the proposed evidence-based intervention measures that have been demonstrated as successful in addressing the social and/or community need, and be responsive to the public health emergency and its negative social and economic impacts upon low-income and socially vulnerable communities.

~~We plan on using the funds primarily to pay part of our transitional housing case managers' wages. Case management has been shown to be very effective in addressing the needs of the individuals we serve.~~

Program/Expense Category	Description	Total
<i>Example: Rent</i>	<i>Rent for July, August, September 2021</i>	<i>\$7,200</i>
Case Management Wages: \$20,800		
Furnishing additional rooms in basement remodel: \$2,100		
General operations: \$2,100		

Grant Award Request continued...**What groups of people would benefit from the grant if awarded? (select all that apply)**
☒ Seniors ☐ Youth ☒ Veterans ☒ Families ☐ Low-income Households ☐ Businesses

How many Moscow persons/households/businesses are expected to be assisted?

Total: _____

By initialing below, your organization agrees to provide demographic information on the beneficiaries assisted if awarded grant funds:Initial: CWDate: 3-1-22**Documentation Checklist****Please provide ALL of the documentation in the checklist below:**

- ☒ Completed application. ☒ IRS Final Determination Letter confirming 501(c)3.
- ☒ 990 forms for the last three (3) years. ☒ Completed and signed W-9.

Is there any additional information you would like to add regarding this application or the required documentation?**ACKNOWLEDGEMENT & ATTESTATIONS**

- ☒ **Acknowledgment:** I/We understand that this grant is being reviewed by a three-member Review Committee, selected by the City of Moscow, that will review the request and associated documentation to ensure conformance with the program as described in Resolution 2021-30. Applicants that may be recommended for denial will be provided with the opportunity to submit additional supporting information and may request reconsideration. The Review Committee will make a recommendation to the City Council who will review the recommendation and make the final decision. I/we further understand that this application and the supporting documents being provided will be considered public records pursuant to Idaho Code Title 74, Chapter 1, Public Records Act.

☒ **Attestations:**

- The organization has a minimum of at least one employee.
- Spending Plan and certification that funds will be spent by May 31, 2024, or within 2 years of the grant award, whichever comes first.
- Certification that the grant amount and spending records will be available for audit when requested.
- The business agrees to maintain all records pertaining to the grant for at least 5 years.
- There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds participating in the decision-making process for approval of this application.
- There are no employees, agents, consultants, officers, family members, or elected officials of the organization requesting grant funds in a position to influence the approval of this application.

CERTIFICATION & SIGNATURES

- ☐ **Certification:** I/We also agree that this application authorizes the City to verify all documentation provided, including but not limited to, 501(c)3 and non-profit status.

By signing below, I/we certify that I/we have read the foregoing and understand it and, additionally, I/we have had an opportunity, if desired, to speak with legal counsel prior to signing it. I/we accept the conditions of the grant as contained herein. I/we certify under penalty of perjury pursuant to the law of the State of Idaho that the foregoing is true and correct, and that I/we are authorized representative(s) of the organization identified herein. I/we understand that any false statement may disqualify the organization from receiving the requested grant.

Signature: <u>Cliff McAleer</u>	Signature: _____
Name: <u>Cliff McAleer</u>	Name: _____
Title: <u>Executive Director</u>	Title: _____
Date: <u>3-1-22</u>	Date: _____

Please carefully read the following: The City reserves the right, in its sole and absolute discretion at any time: (1) to amend or terminate this program with no recourse for any proposing applicant; (2) to choose or reject any or all applications received in response to this program; (3) to request additional information of the applicants as deemed necessary and appropriate by the City; (4) to conduct further due diligence with applicants or any third party; (5) to modify the City's objectives or the scope of the program; (6) to modify program requirements, general terms and conditions, or eligible activities; and/or (7) to disqualify any proposing applicant on the basis of any real or perceived conflict of interest that is disclosed or revealed by materials submitted or by any data available to the City. By submission of this application with documentation, applicant agrees to these terms.

Optional Demographic Information

The City of Moscow would appreciate you taking a moment to answer the following questions regarding demographic information to be included in the City's reports required under ARPA regarding the assistance requested and/or received by small businesses under this Program.

Is your business more than
51% (check all that apply)?

☐ Minority-owned

☐ Woman-owned

☐ Veteran-owned

☐ Prefer not to disclose

What is your gender identity? ☐ Woman ☐ Man ☐ Non-binary ☐ Prefer not to disclose

Which of the following best describes you?

☐ Asian or Asian American

☐ White or Caucasian

☐ Indigenous or Alaskan Native

☐ Black or African American

☐ Multi- or Bi- Racial

☐ Native Hawaiian or Other Pacific Islander

☐ Hispanic or Latino

☐ Prefer not to disclose

☒ Other: _____

1. Covid -19 has impacted Sojourners Alliance in a number of ways.

In the Spring of 2020 we reduced the number of individuals we provide services for in our Transitional Housing Program by approximately 40%. This was done to mitigate the spread of Covid by allowing everyone to have their own room rather than share rooms as we have always done in the past.

In addition, we experienced a significant increase in demand for housing assistance, probably by about 200%. Luckily, we were awarded some Federal Funding to provide for rental assistance and motel vouchers. This is essentially a pass through process where we pay for motel stays or back rent or deposit and first month's rent on an apartment out of our own money and then we are reimbursed the costs. We do, however, get reimbursed for a portion of our staff time, which has helped. So, basically, we have been extremely busy and just recently, have hired a 20 hr. per week case manager.

Case management, our person to person person contact, both in the office and in people's homes was reduced to email and phone call contact.

2. Financial Impact

When we decreased the number of individuals in Transitional Housing by 40% that also decreased our revenue from the monthly program fee we charge each individual by 40%. This program relies solely on donations, grants and program fees to operate. In addition, we have been unable to have our in person fundraiser the last 2 years. In 2019 the in person fundraiser, we called it The Huckleberry Fest, generated approximately \$12,000. Our annual on-line fundraiser, Avenues for Hope, was down by \$20,000 this year over last year. We have definitely seen a decline in revenues. The PPP loans we received, one for \$29,000 the other for \$28,225 were instrumental in offsetting these declines.

3. The biggest impact the Covid-19 pandemic has had on Sojourners Alliance has been the increase in the number of people seeking assistance. The Federal Funds we have been able to disburse have been a godsend but they are set to expire in Sept. of 2022. Unfortunately, we don't see the demand going away as quickly. We plan to be back at pre-pandemic numbers in our Transitional Housing Program plus , thanks to a grant award from Latah County, a remodeling addition in our basement of 3 rooms with 6 beds in our men's unit. This will give us a total of 14 beds in the men's unit, 6 beds in the women's unit and 2 family units