



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, September 11, 2018

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-18:088](#) Minutes for the Finance and Administration Committee Meeting on August 28, 2018

Attachments: [Finance Minutes 08282018.pdf](#)

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-18:142](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY AND ACCEPT THE FY2017 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)

Sponsors: Grants and Fire Department

Attachments: [Award Package - SAFER Grant](#)

[RES-18:144](#) A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE EXECUTION OF THE FY2018 CDBG ACTION PLAN

Sponsors: Grants and Community Development

Attachments: [Funding Approval 8.2018](#)

[RES-18:145](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH ASPHALT PRODUCERS, LLC FOR THE CROWLEY'S RIDGE PARKWAY: CRAIGHEAD FOREST PARK TRAIL - PHASE III (ARDOT NO. 100919) (2018:31)

Sponsors: Engineering and Parks & Recreation

Attachments: [Letter of Concurrence - ArDOT](#)

[RES-18:146](#) A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF JONESBORO AND THE BOARD OF TRUSTEES OF THE UNIVERSITY

OF ARKANSAS ACTING FOR AND ON BEHALF OF THE UNIVERSITY OF ARKANSAS
COOPERATIVE EXTENSION SERVICE FOR WATER FOUNTAINS AT CRAIGHEAD
FOREST PARK

Sponsors: Grants and Parks & Recreation

Attachments: [City of Jonesboro water fountains MOA](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-18:088 **Version:** 1 **Name:** Minutes for the Finance and Administration Committee Meeting on August 28, 2018

Type: Minutes **Status:** To Be Introduced

File created: 8/29/2018 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

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Sponsors:

Indexes:

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Attachments: [Finance Minutes 08282018.pdf](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance and Administration Committee Meeting on August 28, 2018



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 28, 2018

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Councilmember David McClain joined the meeting at 4:05 p.m.

Present 5 - Charles Coleman; Ann Williams; John Street; LJ Bryant and Joe Hafner

Absent 1 - David McClain

3. Approval of minutes

[MIN-18:081](#)

Minutes for the Finance Committee meeting on August 17, 2018

Attachments: [Minutes](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman; Ann Williams; John Street; LJ Bryant and Joe Hafner

Absent: 1 - David McClain

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-18:134](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING A SETTLEMENT ON THE CLIFTON BURCHAM ETAL VS. CITY OF JONESBORO LAWSUIT

Attachments: [Resolution to approve settlement of DID lawsuit.pdf](#)

Councilmember LJ Bryant asked if this was all of the plaintiffs from the lawsuit. Mayor Harold Perrin stated yes. This is the suit, I think, Mr. Rees filed against the city and the county through the judicial system when Judge Blackman was there. They were charging a fee that was illegal to charge. It took a long time for us to go back and look and it was less than \$2,000. This will take us out of the entire suit and be settled.

A motion was made by Councilperson John Street, seconded by Councilperson Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 5 - Charles Coleman;Ann Williams;John Street;LJ Bryant and Joe Hafner

Absent: 1 - David McClain

5. Pending Items

6. Other Business

[RES-18:139](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE FY2018 CONSOLIDATED RAIL INFRASTRUCTURE AND SAFETY IMPROVEMENTS (CRISI) PROGRAM.

Attachments: [Alt 1](#)

[Jonesboro Ind Lead Expansion Report 2018_signed_07feb18.pdf](#)

Councilmember LJ Bryant motioned, seconded by Councilmember John Street, to suspend the rules and walk RES-18:139 onto the agenda. All present voted aye.

Chairman Joe Hafner asked if Community Development Director Tiffny Calloway or City Engineer Craig Light could come up and give the committee some background on this project. I believe it may be part of a bigger project too.

Chairman Hafner asked that the record reflect that Councilmember David McClain is here.

City Engineer Craig Light said late last year and early this year, we worked with Rob Graham. He is a consultant and he does work on our railroad track out in the Industrial Park. For those of you who don't know, we have about six miles of industrial track out in our Industrial Park that services the industries. We had some issues with capacity and some other needed improvements with that track so we hired Rob Graham to do a master plan for us. One of the items of the master plan is alternate one and I think that is before you this evening. We would like to submit a grant application to get funding for that. What that project does is that it adds about 4,800 feet of rail. It would be a siding to the existing track so we can store more railcars out at the facility. This will allow the current industries to increase their capacity and their use of the rails. They are limited right now on space for storage of cars and how often they can get served by BNSF. We are anticipating that we are going to go from 110 railcars per week up to 185. We need to grow our capacity on our track to be able to handle that. With the intent of this siding, the rail would be able to hold those additional cars to where BNSF could serve the Industrial Park on their normal schedule. It is going to allow our industries to grow, increase capacity, and possibly add jobs. And, that is what we would like to see.

Mayor Harold Perrin asked Mr. Light, are you going to do the 800 like we have been talking about to add to this? Mr. Light said we did have a conversation earlier, the staff did, about the possibility of doing alternative one and two under this same grant application. It would increase our matching by a little bit, but I think the Chamber has some funds already allocated for alternative two that could be used for some of the

matching. And, we are actually going to meet with one of the industries that that project directly impacts about whether or not they will be able to provide some matching funds as well. There could be a possibility that we would do this. Mayor Perrin said the \$1.8 million that you are talking about here does give additional storage capacity. Trinity Rail needs more storage space. They want to hire 140 more people now as it stands. The \$800,000 which is alternative two is for the signalization to be moved on Commerce Drive so that the trains do not sit there on Commerce Drive like they do now because they have the old switching deal. I have visited with the Chamber of Commerce and they have \$200,000 left over on a grant that they had. We are to meet with CW Post on Friday to ask for them to put in \$200,000 and then, we would put in \$200,000. I think we can get an additional \$200,000. It would make sense to me to add the \$800,000 on the switch on this grant and apply for \$2,639,000 which then you are only going to be out 20% of the \$2,639,000 which is down to \$527,000. Do you see what I am saying? You get all of that stuff much better than trying to piece mill it.

Chairman Hafner said my only concern there, Mayor, is that it may cloud the picture some. It sounds like the \$800,000 switch when you start talking about the Chamber doing \$200,000, the city doing \$200,000, I think it muddies the water.

Community Development Director Tiffny Calloway said she has provided Councilmember Hafner with the actual plan that was provided by Mr. Rob Graham and I will make it available to each Councilmember. It shows all of the options. Alternative one is kind of what Mr. Light has described. Alternative two is about the switch. The CRISI Grant, once we read more into depth, safety is another component of it. Alternative two which provides the switch option, it brings and ties more into safety. Alternative one is more of an economic development project which is a qualifier of the grant. But, by combining both projects for this one grant application, we have a better opportunity to actually get the grant. Chairman Hafner said not to be a pain, but I need to ask a question. We are already walking this on and we walked it on at the \$1.8 million and now we are trying to modify it on the floor for another \$800,000. Ms. Calloway said actually, in the resolution, it isn't specific as to what and that is why we attached part of the plan into the document and I guess we should have attached the whole plan, but for some reason, it wasn't attached. Chairman Hafner said that would have made more sense. If that is what the community wants to do, that's fine. I am just saying from my seat, when we are walking it on at \$1.8 million and now we are talking about walking it on at \$2.6 million, it just loses clarity. Ms. Calloway said what the Mayor is saying is that if we get the \$1.8 million project, the 20% match from the city will be about \$360,000 which will come from the city. If we did the option one and the option two, less match would actually come out of the city's coffers because we will be using matching funds from the Chamber and also potentially from industries who are going to be supported by the project.

Chairman Hafner said let me make this suggestion. If that is what the committee wants to do, my recommendation is going to be for this not to be a part of the consent agenda at the regular council meeting, but be separate. Then, all the backup including what we are talking about will be attached. Mayor Perrin said I think that is good because I would rather go into more detail on that and not put it on the consent agenda. Chairman Hafner said I don't think it needs to be put on the consent agenda. Ms. Calloway said we would have more detail at that time as well so that would be perfect. Mayor Perrin said that we will add everything in here on the \$800,000. That will also give me time to meet with CW Post on Friday. We probably won't get an answer. We might locally, but that is something that is going to have to go up to the home office to do that. I do know that the Chamber has the \$200,000 in grant. I know that we can put the \$200,000 in here. If you don't have a copy of the master plan of this

railroad, then you need to get a copy of that. Craig, just send them a full copy. Here is what I want you to look at when you look at this picture, this town is growing so fast. With the industrial deal, Craig just told you we have approximately six miles of railspur within our Industrial Park. Now, Risever hasn't even built their facility yet and they are going to need rail. We are working with some other industries to try to get them here that are going to need rail. Most of them need rail. My point is that. What you are going to see is that Rob Graham looked at the full, big picture and went out further than just this year or two years. Your total cost of what we really need to do on this thing is probably around \$14 million. We are trying every way in the world to get the federal government and other folks to help us as much as we possibly can. When this grant came out and Ms. Calloway looked at that, I said this is ideal for what we need to do on this thing. Ms. Calloway and I are planning to be in Washington probably around October or maybe the first of November. If we get this approved by the council, I am going to go ahead and start with Senator Boozman and start working them before we ever get there. This is the first time the railroad, and correct me if I am wrong, it is the first time the railroad or the federal government has brought in what I call the urban type deal for railroads. Most of this money that is coming out of Washington, D.C. for railroad has gone for mass transit or your high speed deal and all that. Now, they are getting down to helping us, folks like us is what I am saying to you. I do agree with you Chairman Hafner. I would like to see it under New Business and we will add all of those in there.

Councilmember David McClain asked if this was time sensitive. Ms. Calloway said that this grant application is due September 15, 2018. Councilmember McClain said, so, we would have to read it all. Chairman Hafner said it is a resolution. Councilmember McClain said so you are just saying so we can have some discussion or some more discussion. Chairman Hafner said so it will be easier to ask questions instead of having to pull it off of the consent agenda. Mayor Perrin said that \$800,000 is not behind there. What we are going to do for transparency and stuff, I think, we need to have all of it in there. I also want Mr. Light to go ahead and send all of you tomorrow by email a full copy of what Rob Graham reported. That is really going to open your eyes on every alternative and what we are going to be facing in the future. Ms. Calloway said we will have Mr. Light send it to City Clerk Donna Jackson and her team to put it onto Legistar as well, the full plan. Ms. Jackson said thank you.

Councilmember LJ Bryant asked Ms. Calloway if the hard cash would be spent next year. Ms. Calloway asked Councilmember Bryant to repeat his question. Councilmember Bryant asked if the hard cash or the match would be spent next year. Ms. Calloway said the match would be spent next fiscal year. It just makes it a better application to tie in the safety and it would also save the city matching dollars if we are able to tie the industry in and possibly the other partners. It would be a true public-private partnership. Mayor Perrin said you are going to get \$2.6 million worth of goods and only be out \$500,000. On the other way, you are going to get \$800,000 worth of goods and be out \$200,000. So, this is definitely a better deal. Ms. Calloway said we are hopeful that our Senators support the project as well. So, we will be reaching out to them.

A motion was made by Councilperson John Street, seconded by Councilperson LJ Bryant, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

CHANGE ORDER NO. 1 FOR THE SOUTHSIDE CONCESSION BUILDING

Attachments: [Change Order - 1](#)

Councilmember LJ Bryant motioned, seconded by Councilmember John Street, to suspend the rules and walk RES-18:139 onto the agenda. All present voted aye.

Councilmember Dr. Charles Coleman said he has a question. Mayor Perrin said he has a question too. I just saw this just a few minutes ago I think on this change order. Councilmember Coleman said I just happened to be at the A&P Commission meeting earlier today. That \$69,000, is that a part of this or not? Chairman Joe Hafner said that was not a part of this. Well, it looks like it could be. I just got this. City Engineer Craig Light said it is. Chairman Hafner said it is part of this because it says Back Stop netting system for field. So, the A&P Commission did agree to contribute \$69,000. Councilmember Coleman said, so it is part of this? Chairman Hafner said yes. It would be item B – Back Stop netting for field.

Councilmember LJ Bryant said he had a question. I wanted to be clear. So, on the \$69,000 from the A&P Commission, we need to subtract that from the \$129,000 or that is an additional project? Chairman Hafner said to subtract it. Mayor Perrin said again, I know that Mr. Light can answer this better than I can, but I get a lot of these change orders from time to time, understand that adding the Back Stop on that \$78,000, they are going to pay \$69,000 of that. The \$49,000 on here says add walkway removal and replacement or remove the old asphalt. What is that? Should this not have been in the original contract? City Engineer Craig Light said no sir. You and I met out there. The original contract only did the concrete within like 20 ft. to 25 ft. of where the concession stand was. This is the rest of the concrete work or asphalt work that is around there. When they did the lighting project and put the new light poles out there, all of the asphalt got torn up and there are trenches and it is caving in. Mayor Perrin asked, is this Southside? Mr. Light said it is Southside. It is completely falling apart. Mayor Perrin said I agree. Mr. Light said we can either leave it as is or change order it in. Mayor Perrin said we need to do this because this is where all of your customers sit in the bleachers and all of that is mud down through there because all that water runs off that concession stand right down through that. Councilmember David McClain said I was trying to figure that out in my mind. I know exactly where you are talking about now. Mayor Perrin said I apologize. I was thinking this was on Joe Mack. Mr. Light said no, this is Southside. Mayor Perrin said if you all haven't had a chance to look at the Joe Mack Concession stand, go look at it. It is absolutely beautiful.

Chairman Hafner said I guess the reason why this was walked on instead of being on the regular agenda, it looks like it was just turned in today and I know they are already in process of doing it. Mr. Light said it was revised a little bit today. They had 9.5% on sales tax and we had him change it to 8.5% so there was a change to it today. But with the contract, he is expecting to be done sometime in September and we need to let him know to do this work under his original contract time. So, we need an answer fairly quickly so we can keep him moving. Councilmember McClain asked, would this be under the consent agenda? Councilmember Hafner said this is a resolution, but I would ask if this does get approved by the committee to go to full council, that it also be under New Business instead of on the consent agenda because it involves dollars and it was walk on here so just for transparency. Mayor Perrin said well, this is a resolution. On the money, you are adding here, it was not budgeted. An ordinance has to be passed, as you know, in order to increase funds regardless. If you walk it on to the full council with a resolution here, all you are doing is entering into this contract to spend the money. Then, Chief Financial Officer Bill Reznicek and I will have to have

an ordinance for the next time to pick up every line item. Chairman Hafner said since this is just a resolution, then we can still just put it under New Business that way if somebody wants to ask questions about it, it will be easier to ask questions. Mayor Perrin said right. Well, he and I talked about it. We are going back now and looking at everything we have ever spent that has not been budgeted and it shouldn't be that much, but again, I am projecting all the way out to December 31, 2018. Sales tax is still down which I will tell you again on Tuesday. That was a topic of the Executive Committee last week in Little Rock. Chairman Hafner said, hey Mayor, before you start talking about that, there has been a motion and a second on this one. Is there any more questions or comments?

Councilmember McClain can you explain a little more of what this work is for. Is it for the entire field or is it for multiple fields that surround this area? I have been out there, but I haven't been out there since they almost finished. Mr. Light said the limits of it basically go from the dugouts or the farthest point away from the concession stand all the way to the dugouts on all four sides. Basically, there is a fence line about midway down each one of the sides. It will go from there to the concession stand. Beyond there, the asphalt is still in good condition. It is not all of it. It will not due underneath the bleachers. That is an area that the Mayor and I talked about that we might do as we remove bleachers and we do a section at a time until it is all done. We would probably need another \$50,000 to do it all at once. Councilmember McClain asked, do what to it, to finish it? Mr. Light said to take out the bleacher sections and canopies and redo all of the concrete and then put it all back. We felt like it would probably be another \$50,000. Councilmember McClain asked, is it going to look A-1? Is it going to look professional? Mr. Light said we are going to need to do that other work. We are talking about piece milling it together, basically, a bleacher section at a time next year. Chairman Hafner said that Parks Director Danny Kapales did a really good presentation at the A&P meeting. I think since 2012, when the city took over Southside, including all of the stuff that has been done out there this year, it is well like over \$2 million that has been invested out there. Mayor Perrin said we also raised through the public, \$3.2 million for the Miracle League Field and we are not through. In next year's budget, it will probably be \$500,000, but that will give you over 400 parking places. CWL has already put the lights in there for us, LED, which is absolutely incredible.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman;Ann Williams;John Street;David McClain;LJ Bryant and Joe Hafner

Chairman Joe Hafner said he would turn the floor back over to the Mayor so he could talk about his sales tax. I didn't mean to cut you off. I guess I did mean to cut you off. Mayor Perrin said that is fine. You didn't hurt my feelings at all. What I am saying to you is that we are in the middle of budgets and again, Bill Reznicek and Trever Harvey are meeting with every department. They have done three or four already. And, again, the budget is going to be tight for 2019 because of the revenue on that and also we are probably going to have some big increases on our health insurance and some other stuff. We spend a little more than \$4 million a year on health insurance. With anything that you have a double digit increase on, you can imagine what that is going to cost. So, that is why we are looking at everything we can, particularly in grants areas or whatever because I have said this before, you cannot run a city on sales tax. You

don't have but a 4% spread on what you have collected and what you pay the employees. You only have 4-5% left to buy a shovel truck or anything in this city. So, you stop and think about that. We have 585 employees. I am just telling you reality, when you see that and when you see where it is going to come in at. I will present you with a balanced budget. Now, again, by law, we have to have a balanced budget and that is what I will present to you. There may be attrition. There may be a lot of things in that budget that you are not going to like, but the budget will balance. Chairman Hafner said I think that is kind of what we have talked about and I have talked here more lately about the private-public partnerships and collaborations. Mayor Perrin said we are doing it. Chairman Hafner said we have got to turn it up a few notches. Mayor Perrin said I was on the phone today trying to find someone to buy a K-9 dog for \$9,138. So, again, it is there. I am not complaining. I am just saying to you that this is what we do every day. The community has been very gracious and very open to us about that. I would put Jonesboro up against any other city. In fact, we will probably, on population, as discussed in Little Rock last week, we will probably surpass North Little Rock and probably end up being the 4th largest city in the state when it comes to the Census in 2020. In fact, I think we have already passed them, but officially, you would have to have the figures on that in 2020. The good news is that we have 82 square miles to work in. Fayetteville, Springdale, Bentonville, and Rogers may have growth in each one of them, but it is all in each one of them, not in ours. So, that tells me that we have a much better chance at being one of the much larger cities 10-15 years from now than they are by far. Chairman Hafner said you have to grow smartly. Mayor Perrin said we have to do this like this railroad, you have got to do this or you are not going to recruit. It is just that simple. That is why I wanted to show you the total price tag of \$14 million. Don't worry about \$2.6 million. We need to be worried about the \$14 million because that is where you are going to have to go to get these things done.

7. Public Comments

8. Adjournment

A motion was made by Councilperson LJ Bryant, seconded by Councilperson John Street, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner



Legislation Details (With Text)

File #:	RES-18:142	Version:	1	Name:	AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY AND ACCEPT THE FY2017 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)
Type:	Resolution	Status:			To Be Introduced
File created:	9/5/2018	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY AND ACCEPT THE FY2017 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)				
Sponsors:	Grants, Fire Department				
Indexes:	Grant				
Code sections:					
Attachments:	Award Package - SAFER Grant				

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOMELAND SECURITY AND ACCEPT THE FY2017 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)

WHEREAS, the FY2017 SAFER grant award is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards; and

WHEREAS, the City of Jonesboro was awarded the FY2017 SAFER Grant in the amount of \$291,587 with a local match requirement of \$181,255 for a total award of \$472,842; and

WHEREAS, this grant will fund 3 new full-time firefighter positions (salaries and benefits) to be added to the Fire Department beginning in January 2019; and

WHEREAS, the SAFER grant is funded for two years at 75% by the U.S. Department of Homeland Security with a 25% local match required, one year at 35% by the U.S. Department of Homeland Security with a 65% local match required, and requires these positions be kept by the City of Jonesboro for an additional two years with no additional funding.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The City of Jonesboro will enter into agreement with the Department of Homeland Security to accept the FY2017 SAFER Grant for \$472,842.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this application.

Award Package



FEMA

Ms. Tiffny Calloway
City of Jonesboro
P.O. Box 1845
Jonesboro, Arkansas 72403-1845

Re: Award No. EMW-2017-FH-00610

Dear Ms. Calloway:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant has been approved in the amount of \$472,842.00. As a condition of this award, you are required to contribute a cost match in the amount of \$181,255.00 of non-Federal funds. The Federal share is \$291,587.00 of the approved total project cost of \$472,842.00.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the Assistance to Firefighters Grant Programs' e-grant system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo
- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2017 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Notice of Funding Opportunity

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Prior to requesting Federal funds, all recipients are required to register in the System for Award Management (SAM.gov). As the recipient, you must register and maintain current information in SAM.gov until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that the recipient review and update the information annually after the initial registration, and more frequently for changes in your information. There is no charge to register in SAM.gov. Your registration must be completed on-line at <https://www.sam.gov/portal/public/SAM/>. It is your entity's responsibility to have a valid DUNS number at the time of registration.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please go to <https://portal.fema.gov> to accept or decline your award. This will take you to the Assistance to Firefighters eGrants system. Enter your User Name and Password as requested on the login screen. Your User Name and Password are the same as those used to complete the application on-line.

Once you are in the system, the Status page will be the first screen you see. On the right side of the Status screen, you will see a column entitled Action. In this column, please select the View Award Package from the drop down menu. Click Go to view your award package and indicate your acceptance or declination of award. PLEASE NOTE: your recruitment period has begun. If you wish to accept your grant, you should do so immediately. When you have finished, we recommend printing your award package for your records.

Step 2: If you accept your award, you will see a link on the left side of the screen that says "Update 1199A" in the Action column. Click this link. This link will take you to the SF-1199A, Direct Deposit Sign-up Form. Please complete the SF-1199A on-line if you have not done so already. When you have finished, you must submit the form electronically. Then, using the Print 1199A Button, print a copy and keep the original form in your grant files. Once approved you will be able to request payments online. If you have any questions or concerns regarding your 1199A, or the process to request your funds, please call (866) 274-0960.

Sincerely,

A handwritten signature in dark ink, reading "Thomas DiNanno". The signature is fluid and cursive, with the first name "Thomas" and last name "DiNanno" clearly legible.

Thomas George DiNanno
GPD Assistant Administrator

Summary Award Memo

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2017-FH-00610
GRANTEE: City of Jonesboro
DUNS NUMBER: 073540288
AMOUNT: \$472,842.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

17-FEB-19 to 16-FEB-22

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel:	\$310,500.00
Fringe Benefits	\$162,342.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$472,842.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

Any questions pertaining to your award package, please contact your GPD Grants Management Specialist Dee Myerly at edith.myerly@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)



FEMA

U.S. Department of Homeland Security
Washington, D.C. 20472

AGREEMENT ARTICLES

STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE (SAFER) Grants

GRANTEE: City of Jonesboro

PROGRAM: Staffing for Adequate Fire and Emergency Response (SAFER) - Hiring

AGREEMENT NUMBER: EMW-2017-FH-00610

AMENDMENT NUMBER:

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Article XLIV	Use of DHS Seal, Logo and Flags
Article XLV	Whistleblower Protection Act

Article I. **Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form [424B Assurances - Non-Construction Programs](#), or OMB Standard Form [424D Assurances - Construction Programs as applicable](#). Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their programs as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at [2 C.F.R. Part 200](#), and adopted by DHS at [2 C.F.R. Part 3002](#).

Article II. **DHS Specific
Acknowledgements and
Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.

2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.

4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the [DHS Office of Civil Rights and Civil Liberties](#) (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Article III. Acceptance of Post Award Changes	In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. If you have questions about these procedures, please contact the AFG Help Desk at 1-866-274-0960, or send an email to firegrants@dhs.gov .
Article IV. Acknowledgment of Federal Funding from DHS	All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
Article V. Activities Conducted Abroad	All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
Article VI. Age Discrimination Act of 1975	All recipients must comply with the requirements of the <i>Age Discrimination Act of 1975</i> (Title 42 U.S. Code, § 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.
Article VII. Americans with Disabilities Act of 1990	All recipients must comply with the requirements of Titles I, II, and III of the <i>Americans with Disabilities Act</i> , which prohibits recipients from discriminating 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. §§ 12101- 12213).
Article VIII. Animal Welfare Act of 1966	Where applicable, recipients of financial assistance will comply with the requirements of the Animal Welfare Act, as amended (7 U.S.C. §2131 et seq.), which requires that minimum standards of care and treatment be provided for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public. Recipients must establish appropriate policies and procedures for the humane care and use of animals based on the Guide for the Care and Use of Laboratory Animals and comply with the Public Health Service Policy and Government Principles Regarding the Care and Use of Animals.
Article IX. Best Practices for Collection and Use of Personally Identifiable Information (PII)	DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.
Article X. Civil Rights Act of 1964 - Title VI	All recipients must comply with the requirements of Title VI of the <i>Civil Rights Act of 1964</i> (42 U.S.C. § 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7 . All recipients must comply with Title VIII of the Civil Rights Act of 1968 , which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100 . The
Article XI. Civil Rights Act of 1968	

Article XII. **Contract Provisions for Non-federal Entity Contracts under Federal Awards**

prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See [24 C.F.R. § 100.201](#).) In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the recipient under the Federal award must contain provisions as required by Appendix II of 2 C.F.R. Part 200, *Contract Provisions for Non-Federal Entity Contracts Under Federal Awards*, including but not limited to the following:

a. Contracts for more than the simplified acquisition threshold set at \$150,000.

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by [41 U.S.C. §1908](#), must address administrative, contractual, or legal remedies in instance where contractors violate or breach contract terms and provide for such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000.

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

Article XIII. **Copyright**

All recipients must affix the applicable copyright notices of [17 U.S.C. §§ 401 or 402](#) and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XIV. **Debarment and Suspension**

All recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) [12549](#) and [12689](#), and [2 C.F.R. Part 180](#). These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XV. **Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

Article XVI. **Drug-Free Workplace Regulations**

All recipients must comply with the *Drug-Free Workplace Act of 1988* ([41 U.S.C. § 8101 et seq.](#)), which requires all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. You as the recipient must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101-8107).

Article XVII. **Duplication of Benefits**

Any cost allocable to a particular federal financial assistance

	award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.
Article XVIII. Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX	All recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19 .
Article XIX. Energy Policy and Conservation Act	All recipients must comply with the requirements of 42 U.S.C. § 6201 which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.
Article XX. Environmental Planning and Historic Preservation Screening	AFG funded activities that may require an EHP review, involving the installation or requiring renovations to facilities, including but not limited to air compressor/fill station/cascade system (Fixed) for filling SCBA, air improvement systems, alarm systems, antennas, gear dryer, generators (fixed), permanently mounted signs, renovations to facilities, sprinklers, vehicle exhaust systems (fixed) or washer/extractors are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's Environmental and Historic Preservation (EHP) screening form and instructions go to our Department of Homeland Security/Federal Emergency Management Agency website at: https://www.fema.gov/library/viewRecord.do?id=6906 . In order to initiate EHP review of your project(s), you must complete all relevant sections of this form and submit it to the Grant Programs Directorate (GPD) along with all other pertinent project information. Failure to provide requisite information could result in delays in the release of grant funds.
Article XXI. False Claims Act and Program Fraud Civil Remedies	All recipients must comply with the requirements of 31 U.S.C. § 3729- 3733 which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.)
Article XXII. Federal Debt Status	All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A- 129.)
Article XXIII. Federal Leadership on Reducing Text Messaging while Driving	All recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513 , including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.
Article XXIV. Fly America Act of 1974	All recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the <i>International Air Transportation Fair Competitive Practices Act of 1974</i> (49 U.S.C. § 40118) and the interpretative guidelines issued by the Comptroller General of

	the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.
Article XXV. Hotel and Motel Fire Safety Act of 1990	In accordance with Section 6 of the <i>Hotel and Motel Fire Safety Act of 1990</i> , 15 U.S.C. § 2225a , all recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the <i>Federal Fire Prevention and Control Act of 1974</i> , as amended, 15 U.S.C. § 2225 .
Article XXVI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)	All recipients must comply with the <i>Title VI of the Civil Rights Act of 1964</i> (Title VI) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resources on http://www.lep.gov .
Article XXVII. Lobbying Prohibitions	All recipients must comply with 31 U.S.C. § 1352 , which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action concerning the award or renewal.
Article XXVIII. National Environmental Policy Act	All recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
Article XXIX. Nondiscrimination in Matters Pertaining to Faith- Based Organizations	It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. All recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
Article XXX. Non-supplanting Requirement	All recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.
Article XXXI. Notice of Funding Opportunity Requirements	All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.
Article XXXII. Patents and Intellectual Property Rights	Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517 , as amended, and codified in 35 U.S.C. § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 .

Article XXXIII. Prior Approval for Modification of Approved Budget	<p>and the standard patent rights clause located at 37 C.F.R. § 401.14.</p> <p>Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.</p>
Article XXXIV. Procurement of Recovered Materials	<p>All recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.</p>
Article XXXV. Protection of Human Subjects	<p>Where applicable, recipients of financial assistance will comply with the requirements of the Federal regulations at 45 CFR Part 46, which requires that recipients comply with applicable provisions/law for the protection of human subjects for purposes of research. Recipients must also comply with the requirements in DHS Management Directive 026-04, Protection of Human Subjects, prior to implementing any work with human subjects. For purposes of 45 CFR Part 46, research means a systematic investigation, including research, development, testing, and evaluation, designed to develop or contribute to general knowledge. Activities that meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. The regulations specify additional protections for research involving human fetuses, pregnant women, and neonates (Subpart B); prisoners (Subpart C); and children (Subpart D). The use of autopsy materials is governed by applicable State and local law and is not directly regulated by 45 CFR Part 46.</p>
Article XXXVI. Rehabilitation Act of 1973	<p>All recipients must comply with the requirements of Section 504 of the <i>Rehabilitation Act of 1973</i>, 29 U.S.C. § 794, as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.</p>
Article XXXVII. Reporting of Matters Related to Recipient Integrity and Performance	<p>If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, you must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.</p>
Article XXXVIII. Reporting Subawards and Executive Compensation	<p>All recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.</p>
Article XXXIX. SAFECOM	<p>All recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical</p>

Article XL. **Terrorist Financing**

standards that ensure and enhance interoperable communications.

All recipients must comply with [E.O. 13224](#) and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XLI. **Trafficking Victims Protection Act of 2000**

All recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by [22 U.S.C. § 7104](#). The award term is located at [2 C.F.R. § 175.15](#), the full text of which is incorporated here by reference in the award terms and conditions.

Article XLII. **Universal Identifier and System of Award Management (SAM)**

All recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at [2 C.F.R. Part 25, Appendix A](#), the full text of which is incorporated here by reference in the terms and conditions.

Article XLIII. **USA Patriot Act of 2001**

All recipients must comply with requirements of the [Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act \(USA PATRIOT Act\)](#), which amends [18 U.S.C. §§ 175-175c](#).

Article XLIV. **Use of DHS Seal, Logo and Flags**

All recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLV. **Whistleblower Protection Act**

All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at [10 U.S.C. § 2409](#), [41 U.S.C. 4712](#), and [10 U.S.C. § 2324](#), [41 U.S.C. §§ 4304](#) and [4310](#).

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2017-FH-00610	2. AMENDMENT NO. 0	3. RECIPIENT NO. 71-6013749	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX03041N2018T		
6. RECIPIENT NAME AND ADDRESS City of Jonesboro 3215 E Johnson Ave Jonesboro Arkansas, 72401-2960	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Sylvia Carroll 202-646-3503	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472				
9. NAME OF RECIPIENT PROJECT OFFICER Tiffany Calloway	PHONE NO. 8703367229	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960			
11. EFFECTIVE DATE OF THIS ACTION 17-FEB-19	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:17-FEB-19 To:16-FEB-22 Budget Period From:13-MAY-18 To:29-SEP-18			
15. DESCRIPTION OF ACTION a. (Indicate funding data for awards or financial changes)						
PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.083	2018-F7-C211-P4310000-4101-D	\$0.00	\$291,587.00	\$291,587.00	\$181,255.00
		TOTALS	\$0.00	\$291,587.00	\$291,587.00	\$181,255.00
b. To describe changes other than funding data or financial changes, attach schedule and check here. N/A						
16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.						
16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN						
This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.						
17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) N/A						DATE N/A
18. FEMA SIGNATORY OFFICIAL (Name and Title) Rosalie Vega						DATE 17-AUG-18



Legislation Details (With Text)

File #:	RES-18:144	Version:	1	Name:	AGREEMENT WITH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE EXECUTION OF THE FY2018 CDBG ACTION PLAN
Type:	Resolution	Status:			To Be Introduced
File created:	9/5/2018	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE EXECUTION OF THE FY2018 CDBG ACTION PLAN				
Sponsors:	Grants, Community Development				
Indexes:	Grant				
Code sections:					
Attachments:	Funding Approval 8.2018				

Date	Ver.	Action By	Action	Result
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A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE EXECUTION OF THE FY2018 CDBG ACTION PLAN

WHEREAS, the City of Jonesboro has been granted its annual allocation for the FY2018 CDBG Action Plan for \$622,310; and

WHEREAS, the CDBG funds are 100% federally funded and local match is not required; and

WHEREAS, these funds shall be used for infrastructure projects, public facility improvements, homeownership assistance, homeowners rehabilitation of housing, demolition and clearance, homelessness activities, public services (sub-recipients) and the program administration; and

WHEREAS, the FY2018 CDBG Action Plan was approved through RES-18:101 by the City Council on July 5, 2018.

NOW, THEREFORE LET IT BE RESOLVED BY THE CITY COUNCIL FOR THE JONESBORO ARKANSAS THAT

SECTION 1: The City of Jonesboro will enter into an agreement with the Department of Housing and Urban Development for the execution of the FY2018 CDBG Action Plan for the aforementioned community development activities.

SECTION 2: The Mayor and City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

Funding Approval/Agreement

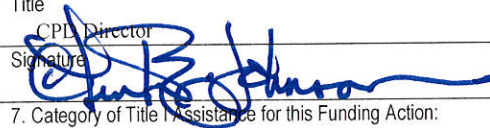
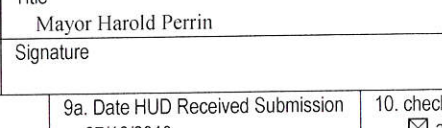
Title I of the Housing and Community
Development Act (Public Law 930383)
HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) City Of Jonesboro	3a. Grantee's 9-digit Tax ID Number 716013749	3b. Grantee's 9-digit DUNS Number 073540288
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) PO Box 1845 Jonesboro, AR 72403-1845	4. Date use of funds may begin 07/01/2018	
	5a. Project/Grant No. 1 B-18-MC-05-0012	6a. Amount Approved \$622,310.00
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Clinton Johnson		Grantee Name City Of Jonesboro	
Title CPL Director		Title Mayor Harold Perrin	
Signature 		Signature 	
Date (mm/dd/yyyy) 08/22/2018		Date (mm/dd/yyyy)	
7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission 07/16/2018 9b. Date Grantee Notified 08/22/2018 9c. Date of Start of Program Year (07/01/2018)	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
11. Amount of Community Development Block Grant			
		FY (2018)	FY (2017)
a. Funds Reserved for this Grantee		\$622,261.00	\$ 49.00
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			
12a. Amount of Loan Guarantee Commitment now being Approved N/A		12b. Name and complete Address of Public Agency City Of Jonesboro PO Box 1845 Jonesboro, AR 72403-1845	
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.		12c. Name of Authorized Official for Designated Public Agency	
		Title	
		Signature	

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

8. Special Conditions.

- (a) The period of performance for the funding assistance specified in the Funding Approval ("Funding Assistance") shall begin on the date specified in item 4 and shall end on September 1, 2025. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2025.
- (b) The Recipient shall attach a schedule of its indirect cost rate(s) in the format set forth below to the executed Agreement that is returned to HUD. The Recipient shall provide HUD with a revised schedule when any change is made to the rate(s) described in the schedule. The schedule and any revisions HUD receives from the Recipient shall be incorporated herein and made a part of this Agreement, provided that the rate(s) described comply with 2 CFR part 200, subpart E.

<u>Administering Department/Agency</u>	<u>Indirect cost rate</u>	<u>Direct Cost Base</u>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

Instructions: The Recipient must identify each agency or department of the Recipient that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR §200.414(f)), and the type of direct cost base to which the rate will be applied (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rates for subrecipients.

- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water- related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that directly or indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #:	RES-18:145	Version:	2	Name:	ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH ASPHALT PRODUCERS, LLC FOR THE CROWLEY'S RIDGE PARKWAY: CRAIGHEAD FOREST PARK TRAIL - PHASE III (ARDOT NO. 100919) (2018:31)
Type:	Resolution	Status:			To Be Introduced
File created:	9/5/2018	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH ASPHALT PRODUCERS, LLC FOR THE CROWLEY'S RIDGE PARKWAY: CRAIGHEAD FOREST PARK TRAIL - PHASE III (ARDOT NO. 100919) (2018:31)				
Sponsors:	Engineering, Parks & Recreation				
Indexes:					
Code sections:					
Attachments:	Letter of Concurrence - ArDOT				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH ASPHALT PRODUCERS, LLC FOR THE CROWLEY'S RIDGE PARKWAY: CRAIGHEAD FOREST PARK TRAIL - PHASE III (ARDOT NO. 100919) (2018:31)
WHEREAS, the City of Jonesboro has desires to accept the low bid and enter into a contract for the Crowley's Ridge Parkway: Craighead Forest Park Trail - Phase III (ArDOT No. 100919); and

WHEREAS, the low bidder and the firm selected for the Crowley's Ridge Parkway: Craighead Forest Park Trail - Phase III (ArDOT No. 100919) is Asphalt Producers, LLC; and

WHEREAS, funding for the execution of the contract shall come from the Transportation Alternative Program (TAP) from the Arkansas Department of Transportation and compensation shall be paid in accordance with the contract documents.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: That the City of Jonesboro shall accept the low bid and enter into a contract with for the Crowley's Ridge Parkway: Craighead Forest Park Trail - Phase III (AHTD No. 100919) is Asphalt Producers, LLC.

Section 2. That funding for the execution of the contract shall come from the Transportation Alternative Program (TAP) from the Arkansas Department of Transportation and compensation shall be paid in accordance with the contract documents.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.



ARKANSAS DEPARTMENT OF TRANSPORTATION

ArDOT.gov | IDriveArkansas.com | Scott E. Bennett, P.E., Director

10324 Interstate 30 | P.O. Box 2261 | Little Rock, AR 72203-2261

Phone: 501.569.2000 | Voice/TTY 711 | Fax: 501.569.2400

September 6, 2018

The Honorable Harold Perrin
Mayor of Jonesboro
P.O. Box 1845
Jonesboro, AR 72403-1845


Re: Job 100919
F.A.P. RTP-1302(285)
Jonesboro Craighead Forest Park Trail Ph. 3
(RTP-16) (S)
Craighead County

Dear ^{Harold} Mayor Perrin:

We have received your request for concurrence in award and the bid tabulations for the referenced project. The Department concurs in the award of the project in the amount of \$326,600.62 to the low bidder, Asphalt Producers, LLC, of Jonesboro, based on a review of the bid tabulations and the City's certification that the project was advertised and bids were received in accordance with the regulations governing Federal-aid projects and all other applicable state and federal regulations. The maximum approved Federal-aid amount for this project is \$359,000.

Once the contract is executed, you may issue a work order to begin construction. The LPA Report of Daily Work Performed (Attachment K of the Agreement of Understanding) must be submitted with each request for reimbursement and the LPA Final Acceptance Report (Attachment L of the Agreement of Understanding) must be submitted at the completion of the project. The forms must be submitted to Aaron Vowell, the Department's Resident Engineer in Jonesboro, who can be contacted at (870) 935-6471. Also, Aaron must be invited to attend the pre-construction conference for this project. You must submit all change orders to the contract to Aaron for review and approval for program eligibility.

Sincerely,


Kevin Thornton
Assistant Chief Engineer – Planning

c: Deputy Director and Chief Engineer
Program Management
Construction
Transportation Planning and Policy
District 10
Resident Engineer #06
Job 100919 'C' File (w/copy of incoming & bid tabs)
Mr. Jason MacDonald, Civil Engineering Associates



Legislation Details (With Text)

File #:	RES-18:146	Version:	1	Name:	ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF JONESBORO AND THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS ACTING FOR AND ON BEHALF OF THE UNIVERSITY OF ARKANSAS COOPERATIVE EXTENSION SERVICE FOR WATER FOUNTAINS AT CRAIGHEAD FOREST PARK
Type:	Resolution	Status:			To Be Introduced
File created:	9/5/2018	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF JONESBORO AND THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS ACTING FOR AND ON BEHALF OF THE UNIVERSITY OF ARKANSAS COOPERATIVE EXTENSION SERVICE FOR WATER FOUNTAINS AT CRAIGHEAD FOREST PARK				
Sponsors:	Grants, Parks & Recreation				
Indexes:	Grant				
Code sections:					
Attachments:	City of Jonesboro water fountains MOA				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN THE CITY OF JONESBORO AND THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS ACTING FOR AND ON BEHALF OF THE UNIVERSITY OF ARKANSAS COOPERATIVE EXTENSION SERVICE FOR WATER FOUNTAINS AT CRAIGHEAD FOREST PARK

WHEREAS, the City of Jonesboro was awarded the U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC) sub-grant in the amount of \$2,950.00 for 5 concrete wall-mounted water fountains at Craighead Forest Park; and

WHEREAS, the City of Jonesboro will accept all conditions and reporting responsibilities as outlined in the agreement; and

WHEREAS, this agreement requires immediate approval in order to receive funding for the grant period.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

Section 1: The City of Jonesboro will enter into a Memorandum of Agreement with the University of Arkansas, Cooperative Extension Service for a sub-grant award of \$2,950.00 for 5 concrete wall-mounted water fountains at Craighead Forest Park.

Section 2: The Mayor and City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

MEMORANDUM OF AGREEMENT

between

The Board of Trustees of the University of Arkansas

acting for and on behalf of

The University of Arkansas, Cooperative Extension Service

and

the City of Jonesboro

This Agreement, entered into this 06 day of August, 2018, by and between the Board of Trustees of the University of Arkansas acting for and on behalf of the University of Arkansas Cooperative Extension Service (UACES) and the City of Jonesboro (Cooperator), is intended to provide materials, supplies, and other approved expenses as noted in Exhibit A, *Scope of Work*, for the purpose of implementing policies, systems, and environmental changes to support healthy behaviors and increased physical activity in the Cooperator service area.

A. Authority: This project is authorized by an award between UACES and the U.S. Department of Health and Human Services Center for Disease Control and Prevention (CDC).

Scope of Work: This project focuses on enhancing the usability of one of the region's most active and popular outdoor recreational parks, Craighead Forest Park, by providing easy and free access to drinking water fountains. Regardless of activity or intensity level, hydration is a critical component to a healthy and enjoyable experience. Encouraging physical activity is of paramount importance as we work together as a community to fight the obesity epidemic in our county and state. According to research, "the first thing a park needs is facilities and amenities." "Parks have an unrealized potential to improve everyone's quality of life and longevity, and that's been too neglected." Craighead Forest Park in Jonesboro, AR is a physical activity hub for many in the community and region. The park contains a multitude of outdoor recreational activities, including a 3-mile perimeter trail, 2-mile lake trail, disc golf course, mountain bike trails, multiple individual playgrounds, a bmx track, softball field, and more. One thing the park lacks at its playgrounds/bathrooms locations is access to drinking water. We are requesting five (5) wall-mount water fountains to install at each restroom location around the park, providing easy-access to water for adults and children alike. The increased availability of water at these locations will allow for extended physical activity timeframes, enhancing the enjoyment and health of the public, while also ensuring their safety through the prevention of dehydration.

Craighead Forest Park Playgrounds/Restrooms Water Fountains					
Vendor	Link	Qty.	Color	Price	Total
Global Industrial	https://www.globalindustrial.com/g/plumbing/drinking-fountains/outdoor/concrete-wall-mount-drinking-fountain	5	Gray Limestone	\$590	\$2,950

B. Personnel and Contact Information:

UACES:

Health & Wellness Special Projects Coordinator:
Jessica Vincent
2301 South University Avenue
Little Rock AR 72204-4940
Telephone: 501-282-1233
Email: jvincent@uaex.edu

Designated UACES Extension Agent:
Debbie DeRossitte
611 E. Washington Avenue
Jonesboro, AR 72401
Telephone: 870-933-4565
Email: dderossitte@uaex.edu

COOPERATOR

City of Jonesboro
300 S. Church Street
Jonesboro, AR 72401
870-932-1052

C. Responsibilities and Agreements

1. UACES

Under the terms of this agreement UACES will provide the following assistance and services to the Cooperator:

- a. Establish a project budget based on review of the Cooperator's Scope of Work. Budgets are subject to modification based on the project review team recommendations, project priority, availability of funds, etc.
- b. Serve as purchasing agent for all goods/services approved as necessary to fulfill the project goals and work plan (Exhibit A, *Scope of Work*).
- c. Establish contracts, purchase orders, etc. with vendors selected to provide goods/services through UACES purchasing procedures.
- d. Provide training and/or technical assistance meetings to all Cooperators receiving support under this program at mutually agreed upon dates and times as needed.
- e. Monitor Cooperator's progress of the project approved under this Agreement through correspondence and on-site meetings/inspections to be scheduled between personnel as noted in Section B or their designees.
- f. Inspect and approve project upon notification of completion and submission of final report as outlined in C.2.g.
- g. Upon inspection and final approval by UACES, the project(s) completed under this Agreement shall be fully owned by Cooperator.

2. Cooperator

Under the terms of this agreement, the Cooperator shall perform and adhere to the following:

- a. Upon receipt of this fully-executed Agreement, Cooperator shall provide UACES personnel as designated a complete list of goods/services necessary to carry out the awarded project. At minimum, Cooperator will provide information including:
 - i. Complete description of materials requested including dimensions, sizes, colors, etc., if applicable.
 - ii. Quantity of each item (units, hours, etc.)
 - iii. Delivery address or addresses.
- b. Cooperator agrees that funds appropriated for this project cannot be used for wages,

labor, equipment (equipment is defined as any one item costing over \$5,000), or indirect costs, with the exception of the service costs of vendor-owned equipment that include provision of an operator of the equipment as an independent contractor.

- c. Attend training and/or technical assistance meetings as scheduled by UACES prior to receipt of any goods/services to be provided.
- d. Comply with best practices in terms of goods/services received and document use of such goods/services upon request of UACES personnel.
- e. Notify UACES Extension Agent in writing if there is any change in circumstances that may impact your ability to complete the project within the period covered by this Agreement.
- f. Cooperate with UACES personnel in scheduling meetings to review progress of project and complete a final inspection.
- g. Provide a final report to include a minimum of five (5) digital photographs by September 1, 2018.
- h. Commit to maintaining/sustaining project for a period of 3 years following the termination date of this agreement.
- i. Upon inspection and final approval by UACES, the project(s) completed under this Agreement shall be fully owned by Cooperator.

D. Term of Agreement:

This Agreement is effective upon signature of both parties and terminates on September 29, 2018.

E. Breach

Failure of the Cooperator to abide by the terms of this agreement, including Exhibits, within the timeframe as outlines (or amended, if approved), will be considered a breach of this Agreement.

Breaches of the Agreement shall be addressed on a case-by-case basis in consultation with the program coordinator.

F. Termination of Agreement

This agreement may be terminated by either party with thirty (30) days written notice. In the event termination is at the request of the Cooperator, UACES reserves the right to request reimbursement for expenses for goods/services purchased on behalf of Cooperator at the time of approval of the request for termination.

G. Approvals:

**Board of Trustees of the University of Arkansas
acting for and on behalf of the
Division of Agriculture,
Cooperative Extension Service**

Cooperator

Sam Boyster
Interim Associate Director-Operations and
Director of Information Technology
University of Arkansas System,
Division of Agriculture,
Cooperative Extension Service

Harold Perrin
Mayor
City of Jonesboro