RECOMMENDED ACTION AND JUSTIFICATION:  (POLICY ITEM:  YES  NO_X)

Conduct public hearing and consider Resolutions approving two Community Development Block Grant Housing Rehabilitation applications: (A) Six County communities ($500,000) and (B) George Washington Allotment ($205,000). (Necessary to submit applications and pursuant to Board direction on March 1, 1994).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

In 1989/90, the County implemented a CDBG Native American housing rehabilitation project. Resolution 91-172 authorized the current CDBG housing rehabilitation program. Resolution 94-60 authorized the proposed CDBG applications.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION.

1) Do not submit application.

SPECIAL INSTRUCTIONS:
List the attachments and number pages consecutively:

12 page memo

SOURCE:  ( ) 4/5ths vote required
A. Unanticipated revenues
B. Reserve for contingencies
C. Source description:
Balance in Reserve for Contingencies, if approved:

SPECIAL INSTRUCTIONS:

CLERK'S USE ONLY:
Resolution No.: 94-113 and 94-114
Ordinance No.: 
Vote - Ayes: 5  Noes: 
Absent: Abstain: 

Approved ( ) Denied
( ) Minute Order Attached
( ) No Action Necessary

There was no public input received.
The foregoing instrument is a correct copy of the original on file in this office.
Date: 

ATTEST:  MARGIE WILLIAMS
Clerk of the Board
County of Mariposa,
State of California

By: Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

/ Recommended
/ Not Recommended
/ Policy Determination
/ Submitted w/ Comment
/ Returned for further action

Comment: 

A.O. Initials: F
Conduct public hearing and consider Resolutions approving two Community Development Block Grant Housing Rehabilitation applications: (A) Six County communities ($500,000) and (B) George Washington Allotment ($205,000). (Necessary to submit applications and pursuant to Board direction on March 1, 1994).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

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LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION.

1) Do not submit application.

SPECIAL INSTRUCTIONS:
List the attachments and number pages consecutively:

12 page memo

SOURCE: ( ) 4/5ths vote required
A. Unanticipated revenues $_______
B. Reserve for contingencies $_______
C. Source description:
Balance in Reserve for Contingencies, if approved: $_______

CLERK'S USE ONLY:
Resolution No.: 94-113 and 94-114
Ordinance No.:________
Vote - Ayes: 5 Noes: ______
Absent: ______ Abstain: ______
Approved ( ) Denied
( ) Minute Order Attached
( ) No Action Necessary
There was no Public Research Received.

The foregoing instrument is a correct copy of the original on file in this office.
Date: ____________

ATTEST: MARGIE WILLIAMS
Clerk of the Board
County of Mariposa,
State of California

By: Deputy
RESOLUTION NO. 94-114

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE NATIVE AMERICAN ALLOCATION OF THE STATE CDBG PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE STATE OF CALIFORNIA

WHEREAS, the State Department of Housing and Community Development has issued a Request for Proposals regarding the State CDBG Program; and,

WHEREAS, the County of Mariposa desires to make application from the Native American allocation of the State CDBG Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Mariposa as follows:

I) The Board of Supervisors has reviewed and hereby approves an application in the amount of $205,000 for:
   A) George Washington/John Kowchity allotment housing rehabilitation...............$193,000
   B) General Administration.....................12,000

II) The Miwuk allotment located on Watt Road known as the George Washington/John Kowchity allotment is selected as housing rehabilitation target areas.

III) The Board of Supervisors has reviewed the citizen participation plan for compliance with federal statute and has determined that this plan was followed for the development of this application.

IV) The Board of Supervisors hereby approves the use of the following local funds to compliment the CDBG Native American housing rehabilitation program:
   A) Mariposa County HCD staff support.....$ 5,000
   B) Mariposa County HCD weatherization program funds.......................$ 3,000

V) The Housing and Community Development Agency Director is hereby authorized and directed to act in the County’s behalf in all matters pertaining to this application including submittal of the application.
VI) If this application is approved, the Chairman of the Board of Supervisors is authorized to enter into and sign the grant agreement with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors held on April 12, 1994 by the following vote:

AYES: BAGGETT, BALMAIN, ERICKSON, PARKER, TABER

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

[Signature]

ARTHUR G. BAGGETT, JR. CHAIRMAN
BOARD OF SUPERVISORS

[Signature]

MARGIE WILLIAMS, CLERK OF THE BOARD
RESOLUTION NO. 94-114

A RESOLUTION APPROVING AN APPLICATION AND CONTRACT EXECUTION FOR FUNDING FROM THE NATIVE AMERICAN ALLOCATION OF THE STATE CDBG PROGRAM AND AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT WITH THE STATE OF CALIFORNIA

WHEREAS, the State Department of Housing and Community Development has issued a Request for Proposals regarding the State CDBG Program; and,

WHEREAS, the County of Mariposa desires to make application from the Native American allocation of the State CDBG Program.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Mariposa as follows:

I) The Board of Supervisors has reviewed and hereby approves an application in the amount of $205,000 for:

   A) George Washington/John Kowchity allotment
      housing rehabilitation.........................$193,000
   B) General Administration......................12,000

II) The Miwuk allotment located on Watt Road known as the George Washington/John Kowchity allotment is selected as housing rehabilitation target areas.

III) The Board of Supervisors has reviewed the citizen participation plan for compliance with federal statute and has determined that this plan was followed for the development of this application.

IV) The Board of Supervisors hereby approves the use of the following local funds to compliment the CDBG Native American housing rehabilitation program:

   A) Mariposa County HCD staff support.....$ 5,000
   B) Mariposa County HCD weatherization
      program funds.................................$ 3,000

V) The Housing and Community Development Agency Director is hereby authorized and directed to act in the County's behalf in all matters pertaining to this application including submittal of the application.
VI) If this application is approved, the Chairman of the Board of Supervisors is authorized to enter into and sign the grant agreement with the State of California for the purposes of this grant.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors held on April 12, 1994 by the following vote:

AYES:                 BAGGETT, BALMAIN, ERICKSON, PARKER, TABER

NOES:                  NONE

ABSENT:                NONE

ABSTAIN:               NONE

[Signature]

ARTHUR G. BAGGETT, JR. CHAIRMAN
BOARD OF SUPERVISORS

[Signature]

MARGIE WILLIAMS, CLERK OF THE BOARD
April 6, 1994

TO: Board of Supervisors

FROM: James F. Evans, Director

SUBJECT: 1994 Community Development Block Grant Applications

At the March 1, 1994 Public Hearing, the Board of Supervisors (Resolution 94-60) directed staff to submit applications for two Community Development Block Grant housing rehabilitation programs:

1) Continuation of the current CDBG housing rehabilitation program as discussed in the attached memo. This application is in the amount of $500,000.

2) A CDBG Native American allocation application for the George Washington/John Kowchity allotment on Watt Road. This application is in the amount of $205,000.

The complete applications are quite extensive and will be available for review on Monday, April 11, 1994. In addition, a discussion of the general CDBG housing rehabilitation program is scheduled for the April 11, 1994 Administrative Practices Session.

Staff was directed to determine if the Coulterville and Lake Don Pedro Sewer problems could be addressed with the 1994 CDBG application. Staff conducted an income survey in the Lake Don Pedro area to determine if CDBG funds would be suitable for this sewer project. Based on the fact that less than 30% of the households meet income criteria, the Lake Don Pedro area should not be included in this CDBG applications. However, CDBG funds should be sought next year for the Coulterville Sewer problems and this should be discussed during the FY 1994/95 Water Agency Budget Hearings. I believe that a suitable program could be designed in time for next year's CDBG application. I will work with Mike Edwards, Public Works Director during the next few months.
Since the attached memo describes the current and proposed CDBG housing rehabilitation program for Bear Valley, Catheys Valley, Coulterville, Hornitos, Mariposa, and Mt. Bullion, this memo will focus on the Native American application. In 1989, the County accepted a CDBG from the Native American allocation to rehabilitate housing on the Sara Priest allotment in Midpines. This project was completed in 1990. The proposed CDBG Native American Program is very similar to the previous project.

What is the cost of the proposed CDBG Project?

The California Department of Housing and Community Development California Indian Assistance Program (State CIAP) visited the site and prepared construction cost estimates. The estimated cost for 11 families is $164,000. Implementation and general administration costs total $41,000 for a total of $205,000.

How will the project be implemented?

Pursuant to State policy and the previous Mariposa County Native American CDBG program, the assistance will be in the form of a grant not a loan. There will likely be 3 phases to the project: 4 + 4 + 3 houses. This will enable small contractors to bid on the project. State CIAP will contract with the County to conduct the required inspections and construction management activities. It is estimated that this project will take 18-24 months.

What other funds will be contributed to the Project?

No County general funds are proposed. However, HCD staff will provide in-kind services valued at $5,000. $3,000 in HCD Weatherization funds will be committed. In conjunction with this Project, the Indian Health Service has indicated that they will provide $120,000 to upgrade or install well and septic systems. PG&E has been contacted to upgrade power facilities in the area.

Attached please find a copy of the required Citizen Participation Plan, Resolutions, and memo, dated April 6, 1994 referred to above.

Thank you very much for your consideration of this matter.
April 6, 1994

TO: Board of Supervisors
FROM: James F. Evans, Director

SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) HOUSING REHABILITATION PROGRAM

The CDBG Small Cities Program is administered by the State Department of Housing and Community Development. Rural cities and counties compete for limited funds. Most rural counties participate in the Small Cities Program and housing rehabilitation projects are the most popular use of CDBG funds for the following reasons:

1) Low income households in particular and rural households in general have difficulty obtaining bank or other private home improvement loans. Almost every recipient of a CDBG loan cannot secure a loan from a private lending institution.

2) Housing rehabilitation funds are in most cases made available to eligible homeowners and owners of rental property in the form of a loan secured by a Deed of Trust.

3) Local residents and contractors benefit from the program. Participants select the contractor of their choice provided the cost is reasonable. Since the projects are bid individually, local contractors almost always receive the contract.

4) The CDBG grant creates a revolving loan fund in which loan repayments can be re-used in the future. Communities that have been successful over the years in receiving CDBG housing rehabilitation grants can benefit greatly. For example, the City of Dunsmuir has a revolving loan fund in excess of Two Million Dollars and loan repayments are used to finance additional housing rehabilitation loans, water and sewer improvements, and economic development activities.

By Resolution 91-172, the Board of Supervisors authorized submittal of an application to create a housing rehabilitation revolving loan program. Mariposa County was successful and the program began in January, 1993. Some common questions and answers are as follows:
Where must a house be located to be eligible?

Eligible housing units must be located in the communities of Mariposa, Bear Valley, Mt. Bullion, Coulterville, Catheys Valley, and Hornitos. The entire County is not eligible because CDBG application regulations require that all houses be visually inspected to determine need. It was not humanly possible to inspect all 7,000 housing units in our geographically large County. However, 2 housing units can be rehabilitated outside of the "target areas".

Who is eligible to receive a CDBG loan?

Eligible households are owner-occupants (or landlords who agree to rent to households) with incomes below the following: 1-person household...$20,200; 2-person household...$23,100; 3-person household...$26,000; 4-person household...$28,900; and, 5-person household...$31,200

What are eligible repairs?

All health and safety deficiencies must be corrected. Bedroom additions are eligible only to alleviate overcrowding. Energy conservation measures are allowed.

What are the financing terms?

Owner-occupants are eligible for 3% interest rate with a maximum term of 15 years. Loans can be deferred (payable upon sale or transfer of property) or amortized. Grants up to a maximum of $5,000 can be made only to homeowners who are elderly, handicapped, and homeowners with insufficient equity to correct all health and safety deficiencies. Owners of rental property receive a 5% amortized loan.

What is usual amount of the loan? How many homeowners?

The application and HCD staff estimate that 18 homeowners and 2 owners of rental property will receive CDBG loans. The maximum loan amount is governed by the amount of post-rehabilitation equity (debt to value ratio) but will generally be less than $27,000. The maximum loan amount is $35,000.

How are the loans processed?

Interested homeowners complete an application to determine eligibility. If an applicant is eligible, HCD staff complete a work write-up and cost estimate. If the cost of repairs are acceptable and the homeowner has enough equity to ensure repayment of the CDBG loan, a loan package is prepared and local contractors are invited to submit bids.
Once a bid is approved by the homeowner, the Construction Contract is executed by the homeowner and contractor (the County is not a party to the Construction Contract).

What is the County’s role?

The Housing Rehabilitation Participation Guidelines and Activity Description contained in the application delineate the County’s role in the Program. In essence, the County is responsible to ensure that the program operates in accordance with relevant rules and regulations. County staff prepare the loan package, bid specifications, and act as a liaison between the homeowner and contractor regarding work quality issues. As the loan agreement is between the County and the homeowner, County staff authorize loan disbursements after approval of the homeowner.

The HCD Director and County Administrative Office approve all loans. Program regulations and the need to maintain client confidentiality preclude a Boardmember or the Board of Supervisors from approving CDBG rehabilitation loans. Brown Act requirements would make public the private, confidential financial and credit records of clients.
The following plan describes how the County of Mariposa will involve citizens in the planning, implementation and assessment of the Community Development Block Grant (CDBG) program. Steps and procedures the County will undertake to ensure that the views of the principal beneficiaries, targeted income group members, and other affected persons are fully considered in program development and in any subsequent program or activity amendment.

The benefits of a well planned and executed participation process are many: Overall public acceptance of the adopted program is enhanced, creative ideas are introduced which may improve the program, and implementation can occur more quickly since potential beneficiaries are already aware of the program.

The CDBG program is intended to assist small cities and counties in undertaking neighborhood improvement programs. The regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to these elected officials.

SCOPE OF CITIZEN PARTICIPATION

Citizens will be involved in all stages of the CDBG program, including the development and approval of the application, program implementation, and assessment of performance. The citizen participation requirements of this program include three (3) primary components:

1. Holding public meetings and one public hearing
2. Making information available to the public; and
3. Inviting and responding to written comments.
4. Assisting groups representative of low and moderate income persons to develop proposals by providing technical assistance.

PUBLIC MEETINGS AND PUBLIC HEARINGS

The State CDBG regulations require a public meeting to be held "during program design and preparation of the application."

The purpose of this meeting is to explain the State CDBG program and give attendees an opportunity to ask questions and suggest possible uses for the funds. Attendees will be informed about the amount of funds available, the range of possible activities that may be undertaken with CDBG funds, and the opportunities for citizen involvement as the program progresses. Written comments
on any aspect of the program will be invited, with instructions on where to submit such comments.

The preapplication public meeting will be noticed in the same way the formal public hearing will be noticed (see Dissemination of Information to the Public) and will be held at the Board of Supervisors Chambers at 10th and Bullion, Mariposa, CA.

The location where background material can be inspected will be included in the notice, as well as an invitation to submit written comments. The notice will be in English and in Spanish and an interpreter will be available at the meeting.

A record will be kept which contains the notices, the list of attendees, and minutes of the meeting to support the certification of compliance with this requirement.

A public meeting will also be held at the time the Performance Report is prepared and when any amendments to policies or amendments to fund allocations exceeding 10 percent are contemplated.

The State CDBG regulations require a public hearing to be held prior to submitting the application to the Department. This hearing is more formal than the public meeting, and is held before the Board of Supervisor’s. The notice provisions, including bilingual accommodation, were the same for both meetings. The hearing will be conducted in conjunction with the Board of Supervisor’s meeting, at 10th and Bullion, Mariposa, CA.

At the hearing, the proposed program will be fully described, including the amount of funds to be requested, each proposed activity, the location of each activity, and the estimated schedule for accomplishment of the activity. Attendees will be provided full opportunity to comment on the program, subject to the County’s normal rules governing public hearings. Written comments will be with instructions on where to submit such comments.

The Board of Supervisors has the sole discretion of deciding what the contents of the application will be. However, any allegations made by any citizen that the procedural or legal requirements of the program are being violated will be thoroughly investigated and addressed by the County.

A record will be kept of the notices, the list of speakers, and minutes of the hearing to support the certification of compliance with this requirement.
DISSEMINATION OF INFORMATION TO THE PUBLIC

In order to ensure that the County of Mariposa residents are given full opportunity to participate in the CDBG program, the County will do the following:

A. Public Notices to all Public Meetings and Hearings will be published in the Mariposa Gazette at least 10 days before the scheduled event. These notices will be published in English and Spanish and will indicate the date, time, location and topics to be considered. Bilingual notices also will be posted in the County Courthouse.

B. Prior to each meeting or hearing, a copy of the State regulations, notices, minutes of any previous meetings, performance reports, invitation to submit written comments, written comments received, and applicant's responses will be available at least one week before the meetings.

C. During normal business hours, starting one day before the first public meeting and continuing until grant closeout or notice of application denial, a file will be available for public inspection that includes all of the information listed in "B" above. As new notices, documents, and minutes are prepared, these will be added immediately to the public inspection file.

INVITING AND RESPONDING TO WRITTEN COMMENTS

An invitation to submit written comments will be included in all public notices, the public information file, and at each meeting and hearing. The County will respond in writing to any comments or inquiries received, and will attach all correspondence to the submitted application.

Program Assessment activities by citizens will occur in a variety of ways. The Board of Supervisors will be asked to provide citizen commentary for the annual Grantee Performance Report, and to review that report prior to its submission. As part of the orientation to the program offered at the public hearing, citizens will be invited to volunteer comments on all aspects of program performance throughout the program year. Every reasonable effort will be made to provide written responses to complaints about performance within fifteen (15) days. Program staff will also be available during normal business hours to respond to citizen inquiries.
January 9, 1995

Arthur G. Bagget, Chairman
County of Mariposa
P.O. Box 39
Mariposa, California 95338

RE: CDBG No. 94-STBG-809; County of Mariposa

I have enclosed your copy of a fully executed Standard Agreement for the above referenced grant.

Prior to expenditure of funds a housing element certification, all environmental clearances and any other special conditions must be completed and submitted to the Department for approval. Failure to submit a housing element certification, provide all environmental clearance information and meet all other required special conditions within 90 days of grant execution will lead to the termination of this grant agreement. The first monthly cash request and report required is for the period beginning January 6, 1995 and ending January 31, 1994 and the Quarterly Report periods are Jan. - March, April - June, July - September and October - December. Reports are due thirty days after the end of the report period.

If you have any questions please call me at (916) 324-4522.

Sincerely,

[Signature]

Allen Jones
CDBG Representative

Enclosure
THIS AGREEMENT, made and entered into this 1st day of July, 1994, in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE
Director

AGENCY
County of Mariposa

Department of Housing and Community Development, hereafter called the State, and

CONTRACTOR'S NAME
County of Mariposa, hereafter called the Contractor.

WITNESSETH: That the Contractor for and in consideration of the covenants, conditions, agreements, and stipulations of the State hereinafter expressed, does hereby agree to furnish to the State services and materials as follows: (Set forth service to be rendered by Contractor, amount to be paid Contractor, time for performance or completion, and attach plans and specifications, if any.)

This agreement will provide official notification of the grant award under the State's administration of the Housing and Community Development Block Grant Program for Non-entitlement jurisdictions pursuant to the provisions of 42 U.S.C. 5301 et seq., 24 CFR Part 570, Subpart I, and 25 California Code of Regulations, Sections 7050 through 7124. In accepting this grant award, the Grantee agrees to comply with the terms and conditions of this agreement and all attachments hereto, the representations contained in the Grantee's application (hereinafter "the Application") which is hereby incorporated by reference as if set forth in full, and the requirements of the authorities cited above. For purposes of this Agreement use of the term "Grantee" shall be a reference to "Contractor".

CONTINUED ON 15 SHEETS, EACH BEARING NAME OF CONTRACTOR AND CONTRACT NUMBER.

The provisions on the reverse side herof constitute a part of this agreement.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA

AGENCY
Department of Housing & Community Development

BY (AUTHORIZED SIGNATURE)
Doreen Hart Howard
Timothy L. Coyle

PRINTED NAME AND TITLE OF PERSON SIGNING

TITLE
Director

CONTRACTOR
County of Mariposa

BY (AUTHORIZED SIGNATURE)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS
P.O. Box 39, Mariposa, California 95338

Department of General Services
Use Only

Exempt from Department of General Services approval

JAN 06 1995

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF ACCOUNTING OFFICER

DATE 1/5/94
8. **Work to be Performed**

The Grantee agrees to fully perform the work described in Attachment A, Section 1, (hereinafter "the Work") and more fully described in the Application.

9. **Grant Amount**

For the purposes of performing the Work, the State agrees to pay to Grantee the amount specified in Attachment A, Section 3. In no instance shall the State be liable for any costs for the Work in excess of this amount, nor for any unauthorized or ineligible costs. Payment will be made following receipt and approval of the Program Activity Report. Grantee agrees to administer this grant in accordance with the provisions of Section 7098 through, and including, Section 7124 of Title 25 of the California Code of Regulations.

10. **Special Conditions**

The Grantee agrees to comply with the special conditions, if any, contained in Attachment B.

11. **Method of Payment**

To receive payment for the Work performed, or to receive an operating advance, the Grantee shall submit, one original and three copies on forms provided by the State, a duly executed Program Activity Report. The Grantee shall submit all Program Activity Reports to the Department of Housing and Community Development, Community Development Program, 1800 Third Street, P.O. Box 952054, Sacramento, California 94252-2054, or any other address of which the Grantee has been notified in writing. The State shall not authorize payments unless it determines that the Work has been performed in compliance with the terms of this agreement and its attachments.

12. **Commencement and Term**

This agreement is effective upon approval by the State. Grantee agrees that Work shall not commence prior to execution of this agreement by the State. Grantee agrees that the Work shall be complete by the date specified in Attachment A, unless a written request for an extension is approved in advance and in writing by the State. This agreement shall terminate on the date set forth in Attachment A.

13. **Grant Termination**

A. The State may terminate this agreement at any time for cause by giving 14 days written notice to the Grantee. Cause shall consist of violations of any terms and/or Special Conditions of this agreement; upon the request of HUD; or withdrawal of the State’s expenditure authority. Upon termination of this agreement, unless otherwise approved in writing by the State, any unexpended funds received by the Grantee shall be returned to the State within 14 days of the Notice of Termination.
B. It is mutually understood between the parties that this agreement may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the agreement were executed after the determination was made.

C. This agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the federal fiscal year 1994 for the purposes of this program. In addition, this agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or State Legislature or any statute enacted by the Congress or the State Legislature which may affect the provisions, terms or funding of this agreement in any manner.

D. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this agreement shall be amended to reflect any reductions in funds.

E. The State has the option to terminate this agreement under the 14-day cancellation clause or to amend the agreement to reflect any reduction of funds.

14. Contractors and Subcontractors

A. The Grantee shall not enter into any agreement, written or oral, with any contractor without the prior determination by the State of the contractor’s eligibility. A contractor or subcontractor is not eligible to receive grant funds if the contractor is not licensed in good standing in California, or is listed on the federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.

B. The Agreement between the Grantee and any contractor shall require the contractor and its subcontractors, if any, to:

1) Perform the Work in accordance with federal, State and local housing and building codes as are applicable.

2) Comply with the Labor Standards described in Attachment C of this agreement as are applicable. In addition to the requirements of Attachment C, all contractors and subcontractors must comply with the provisions of the California Labor Code as are applicable.

3) Comply with the applicable Equal Opportunity Requirements, described in Attachment D of this agreement.

4) Maintain at least the minimum State-required Worker’s Compensation Insurance for those employees who will perform the Work or any part of it.
5) Maintain, if so required by law, unemployment insurance, disability insurance and liability insurance in an amount to be determined by the State which is reasonable to compensate any person, firm, or corporation who may be injured or damaged by the contractor or any subcontractor in performing the Work or any part of it.

C. Pursuant to Section 7120(c) of Title 25 of the California Code of Regulations, the Department reserves the right of pre-award review and approval of all proposed contracts and related procurement documents, such as requests for proposals and invitations for bids, where the contract amount exceeds $10,000 and only one bid or proposal is received, or a "brand name" product is specified, or the contract is to be awarded sole source.

15. Inspections

A. Grantee shall inspect any Work performed hereunder to ensure that the Work is being and has been performed in accordance with the applicable federal, State and/or local requirements, and this agreement.

B. The State reserves the right to inspect any Work performed hereunder to see that the Work is being and has been performed in accordance with the applicable federal, State and/or local requirements, and this agreement.

C. The Grantee agrees to require that all Work found by such inspections not to conform to the applicable requirements be corrected, and to withhold payment to the contractor or subcontractor until it is so corrected.

16. Records

A. All records, accounts, documentation and all other materials relevant to a fiscal audit or examination, as specified by the State, shall be retained by the Grantee for a period of not less than three (3) years from the date of termination of this agreement.

B. If so directed by the State upon termination of this agreement, the Grantee shall cause all records, accounts, documentation and all other materials relevant to the Work to be delivered to the State as depository.

17. Audit

A. Contractor shall retain all books and records relevant to this contract for a minimum of three years after the expiration of the contract and any and all amendments hereto, or for three years after the conclusion or resolution of any and all audits or litigation relevant to this contract, whichever is later. The State, the Bureau of State Audits, HCD and/or their representatives shall have unrestricted reasonable access to all locations, books and records for the purpose of monitoring, auditing or otherwise examining said locations, books and records, with or without prior notice.
B. An expenditure which is not authorized by this agreement or which cannot be adequately documented shall be disallowed and must be reimbursed to the State or its designee by the Grantee. Expenditures for Work not described in Attachment A shall be deemed authorized if the performance of such Work is approved in writing by the State prior to the commencement of such Work.

C. Absent fraud or mistake on the part of the State, the determination by the State of the allowability of any expenditures shall be final.

D. Pursuant to OMB Circular A-128, Grantee shall perform an annual audit at the close of each fiscal year in which this agreement is in effect. The costs of the CDBG related portion of the audit may be charged to the program in accordance with Public Law 98-502, OMB Circular A-128 and 25 California Code of Regulations 7122.

E. The audit shall be performed by a qualified State, local or independent auditor. Grantee shall notify the State of the auditor’s name and address immediately after the selection has been made. The contract for audit shall include a clause which permits access by the State to the independent auditor’s working papers.

F. Three copies of all required audit reports shall be submitted to the State Controller’s Office within six months of the close of the required audit period.

G. The State shall not approve any expenditures for audit prior to receiving an acceptable audit report.

18. **Compliance with State Law and Regulations**

The Grantee agrees to comply with all State laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity and all other matters applicable to the Grantee, its subgrantees, contractors, or subcontractors, and the Work.

19. **Environmental Requirements**

This agreement is subject to the provisions of the California Environmental Quality Act (CEQA). Grantee assumes responsibility to fully comply with CEQA’s requirements regarding the Work. In addition, the Grantee shall comply with the provisions of the National Environmental Policy Act (NEPA) by following the procedures contained in 24 CFR Part 58. The release, by the State, of program implementation funds is hereby conditioned upon compliance with CEQA and NEPA.

20. **Compliance with Federal Laws and Regulations**

The Grantee agrees to comply with all federal laws and regulations applicable to the CDBG Program and to the Work, and with the required federal provisions set forth in Attachment E.
21. **State Coordinator**

The coordinator of this agreement for the State is the Program Manager of the Community Development Program, Division of Community Affairs, or the Program Manager's designee.

22. **Purchase of Equipment**

Prior to the drawdown of funds for purchase of any data processing equipment or any other equipment or fixtures with a useful life of one year and a cost of at least $300.00, Grantee shall submit a detailed justification of the need for the equipment or fixtures for review and approval by the Department.

23. **Certified Resolution**

This agreement shall be accompanied by a certified resolution from the Grantee’s governing body authorizing its execution.

24. **Waivers**

No waiver of any breach of this agreement shall be held to be a waiver of any prior or subsequent breach. The failure of the Department to enforce at any time the provisions of this agreement or to require at any time performance by the Contractor of these provisions, shall in no way be construed to be a waiver of such provisions nor to affect the validity of this agreement or the right of the Department to enforce these provisions.

25. **Litigation**

A. If any provision of this agreement, or an underlying obligation, is held invalid by a court of competent jurisdiction, such invalidity, at the sole discretion of the Department, shall not affect any other provisions of this agreement and the remainder of this agreement shall remain in full force and effect. Therefore, the provisions of this agreement are, and shall be, deemed severable.

B. The Grantee shall notify the Department immediately of any claim or action undertaken by or against it which affects or may affect this agreement or the Department, and shall take such action with respect to the claim or action as is consistent with the terms of this agreement and the interests of the State.

26. **NLRB Certification**

The Contractor warrants by execution of this Agreement and does swear under penalty of perjury that no more than one final unappealable finding of contempt of court by a Federal Court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor’s failure to comply with an order of a Federal Court which orders the Contractor to comply with an order of the National Labor Relations Board.
27. **Drug Free Workplace Certification**

By signing this contract, the contractor or grantee hereby certifies under penalty of perjury under the laws of the State of California that the contractor or grantee will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350 et seq.) and will provide a drug-free workplace by taking the following actions:

A. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355 (a).

B. Establish a Drug-Free Awareness Program as required by Government Code Section 8355 (b) to inform employees about all of the following:

1) the dangers of drug abuse in the workplace;
2) the person’s or organization’s policy of maintaining a drug-free workplace;
3) any available counseling, rehabilitation and employee assistance programs; and,
4) penalties that may be imposed upon employees for drug abuse violations.

C. Provide, as required by Government Code Section 8355 (c), that every employee who works on the proposed contract:

1) will receive a copy of the company’s drug-free policy statement; and
2) will agree to abide by the terms of the company’s statement as a condition of employment on the contract.

Failure to comply with these requirements may result in suspension of payments under the contract or termination of the contract or both, and the contractor or grantee may be ineligible for award of any future state contracts if the department determines that any of the following has occurred: the contractor or grantee (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.
Section 1 - Work Description

A. Grantee shall perform the Work as described in the approved Application, which is on file at the Department of Housing and Community Development, Division of Community Affairs, 1800 Third Street, Third Floor, Sacramento, California. All written materials or alterations submitted from time to time as addenda to the original Application and which are approved in writing by the State prior to the award are hereby incorporated as part of the Application.

B. The work shall principally benefit Targeted Income Group families and shall consist of:

The rehabilitation of residential units occupied by Targeted Income Group families.

C. In accordance with Section 6 of this Standard Agreement, Grantee shall request written approval from the State when a program or budget revision is needed or when a waiver of a provision of the Grantee’s program guidelines is proposed as required by Section 7114, Title 25 of the California Code of Regulations.

Section 2 - Completion Dates

A. All Work shall be completed by April 30, 1997 in accordance with the standard milestones set by the State. Housing rehabilitation activities must expend at least 25% of funding 12 months after the contract is enacted and at least 75% by the 24th month. Community Facility, Public Services, Public Facilities and New Construction Activities must expend at least 50% of funding by the 18th month of the enacted contract and at least 75% by the 24th month of the contract period.

Section 3 - Grant Amount and Operating Budget

A. Specifics of the operating budget shall be agreed upon by the State and Grantee prior to drawdown of any funds.

B. The grant of $205,000 consists of:

$12,000 - General Administration
$193,000 - Housing Rehabilitation
SPECIAL CONDITIONS

1. Pursuant to 25 California Code of Regulations 7056(b) (1), as a condition of drawing down any CDBG funds, the Grantee shall comply with the following conditions pertaining to housing element (see Article 10.6 (commencing with Section 65580) of the Government Code). Upon submittal of a draft housing element, the Grantee may draw down a portion of any awarded administrative funds for the purpose of completing the adoption of a revised housing element in compliance with State Law. As a condition of drawing down any program implementation funds (i.e. other than administrative funds) the Grantee shall adopt a housing element revision in compliance with the substantive requirements in Article 10.6.

2. Prior to the drawdown of program activity funds, the Grantee shall file with the Department a "Residential Antidisplacement and Relocation Assistance Plan" (The Plan) as required by Federal Relocation, Displacement and Acquisition rules governing the CDBG program, 24 CFR 570.496a.

The Plan must contain: (a) the requirement to replace all low-moderate income dwelling units that are demolished or converted to a use other than low-moderate income housing; and (b) a relocation assistance component which discusses both the provision of temporary and permanent relocation assistance to person displaced as a result of CDBG funded activities.

The Rule requires that tenants who are displaced from housing units demolished or converted as a result of CDBG funded activities be provided with relocation assistance. Members of the Targeted Income Group who are renter households in dwelling units rehabilitated with funds from this grant who, within a 5 year period after the completion of the work, are required to pay rents which are more than the higher of 1) 30% of their monthly gross income or 2) their pre-rehabilitation rents are considered to be displaced persons entitled to relocation assistance. Tenants who are required to relocate temporarily, but are not reimbursed for their reasonable out-of-pocket expenses, are also considered to be displaced persons if they move from the property permanently.

The Grantee shall plan and budget for the relocation of tenants displaced by CDBG funded activities which result in the loss of low or moderate income rental units due to demolition or increased rents charged to tenants of the targeted income group.

In order to meet this requirement, the Grantee shall either: (a) include these provisions within a Rental Limitation Agreement with the property owner landlord, or (b) offer to any targeted income group tenant whose rents are raised within a five year period the financial displacement assistance specified in either 24 CFR 570.496a or the Uniform Relocation Act, 49 CFR Part 24, at the election of the tenant.

In addition to the above requirements, the provisions of the Uniform Relocation Act, 49 CFR Part 24, apply to the use of funds in this program.
3. All Housing Element, Residential Antidisplacement and Relocation Assistance Plans, environmental review documents and any other stipulated items shall be submitted to the Department within 90 days of grant execution.

4. The Grantee shall not delete, waive, amend or supplement in any way the provisions or contents of this application without prior written approval by HCD, notwithstanding any language in the grantee’s application including program guidelines which may authorize changes to the program design.

5. Prior to the expenditure of activity funds the Grantee shall have satisfied all CEQA and NEPA requirements.

6. The Grantee will report on the value of other contributions included as leverage to the project activity on a quarterly basis. Required contributions to be reported on, as described in the application, are:

   $3,000  Weatherization
   $5,000  Local

7. No reconstruction will be allowed under this contract without prior written approval by HCD.
Labor Standards


All contractors and subcontractors shall give the following certification to the Grantee and forward this certification to the Grantee within 10 days after the execution of any contract or subcontract.

A. "I am aware of the provisions of Section 1720 et seq. of the California Labor Code which requires that the State prevailing wage rate shall be paid to employees where this rate exceeds the federal wage rate."

B. "I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and I will comply with such provisions before commencing the performance of the Work of this contract."

C. "It is further agreed that, except as may be provided in Section 1815 of the California Labor Code, the maximum hours a worker is to be employed is limited to eight hours a day and 40 hours a week and the subcontract shall forfeit, as a penalty, $25 for each worker employed in the execution of the subcontract for each calendar day during which a worker is required or permitted to labor more than eight hours in any calendar day or more than 40 hours in any calendar week and is not paid overtime."


Except with respect to the rehabilitation of residential property designed for residential use for less than eight families, the Grantee and all contractors/subcontractors of the Grantee engaged under contracts in excess of $2,000 for the construction, alteration, completion or repair of any building or work financed in whole or in part with assistance provided under this Agreement, shall comply with HUD requirements pertaining to such contracts and the applicable requirements of the regulations of the Department of Labor under 29 CFR Parts 3, 5 and 5a, governing the payment of wages and the ratio of apprentices and trainees to journeymen: Provided, that if wage rates higher than those required under such regulations are imposed by State or local law, nothing hereunder is intended to relieve the Grantee or any contractor/subcontractor of their obligation, if any, to require payment of the higher rates. The Grantee shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of 29 CFR 5.5 and, for such contracts in excess of $10,000, 29 CFR 5a.3.
Equal Opportunity

1. The Civil Rights, HCD, and Age Discrimination Acts Assurances:

During the performance of this Agreement, the Grantee assures that no otherwise qualified person shall be excluded from participation or employment, denied program benefits, or be subjected to discrimination based on race, color, national origin, sex, age, or handicap, religion, or religious preference, under any program or activity funded by this contract, as required by Title VI of the Civil Rights Act of 1964, Title I of the Housing and Community Development Act of 1974, as amended, and the Age Discrimination Act of 1975, and all implementing regulations.

2. Rehabilitation Act of 1973 and the "504 Coordinator":

The Grantee further agrees to implement the Rehabilitation Act of 1973, as amended, and its regulations, 24 CFR Part 8, including but not limited to, for Grantees with 15 or more permanent full or part time employees, the local designation of a specific person charged with local enforcement of this Act, as the "504 Coordinator".

3. The Training, Employment, and Contracting Opportunities for Business and Lower Income Persons Assurance of Compliance:

a) The work to be performed under this Agreement is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given lower income residents of the project area and contracts for Work in connection with the project be awarded to business concerns which are located in, or owned in substantial part by persons residing in the area of the project.

b) The parties to this Agreement will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.

c) The Grantee will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or worker's representative of his commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.

d) The Grantee will include these Section 3 clauses in every contract and subcontract for Work in connection with the project and will, at the direction of the State, take appropriate action pursuant to the contract upon a finding that the Grantee or any contractor or subcontractor is in violation of regulations.
issued by the Secretary of Housing and Urban Development, 24 CFR Part 135 and, will not let any contract unless the Grantee or contractor or subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

e) Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued thereunder prior to the execution of the Agreement shall be a condition of the federal financial assistance provided to the project, binding upon the Grantee, its successors, and assigns. Failure to fulfill these requirements shall subject the Grantee, its contractors and subcontractors, its successors, and assigns to those sanctions specified by the grant or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR Part 135.

4. State Nondiscrimination Clause:

1. During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate, harass or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, and denial of family care leave. Contractors and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code, Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations are incorporated into this contract by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

2. This contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the contract.

5. Assurance of Compliance with Requirements Placed on Construction Contracts of $10,000 or more:

Grantee hereby agrees to place in every contract and subcontract for construction exceeding $10,000 the Notice of Requirement for Affirmative Action to ensure Equal Employment Opportunity (Executive Order 11246), the Standard Equal Employment Opportunity, Construction Contract Specifications. Grantee furthermore agrees to insert the appropriate Goals and Timetables issued by the U.S. Department of Labor in such contracts and subcontracts. Grantee shall refer to Chapter V of the State CDBG Grant Management Manual or shall contact the State for further guidance regarding compliance with this requirement.
Other Required Federal Provisions

1. Flood Disaster Protection:

This Agreement is subject to the requirements of the Flood Disaster Protection Act of 1973 (P.L. 93-234). No portion of the assistance provided under this Agreement is approved for acquisition or construction purposes as defined under Section 3(a) of said Act, for use in an area identified by the Secretary as having special flood hazards which is located in a community not then in compliance with the requirements for participation in the national flood insurance program pursuant to Section 201(d) of said Act; and the use of any assistance provided under this Agreement for such acquisition or construction in such identified areas in communities then participating in the national flood insurance program shall be subject to the mandatory purchase of flood insurance requirements of Section 102(a) of said Act.

Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this Agreement shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance as required with respect to financial assistance for acquisition or construction purposes under Section 102(s) of the Flood Disaster Protection Act of 1973. Such provisions shall be required notwithstanding the fact that the construction on such land is not itself funded with assistance provided under this Agreement.

2. Lead-Based Paint Hazards:

The construction or rehabilitation of residential structures with assistance provided under this Agreement is subject to the HUD Lead-Based Paint regulations, 24 CFR Part 35. Any grants or loans made by the Grantee for the rehabilitation of residential structures with assistance provided under this Agreement shall be made subject to the provisions for the elimination of lead-based paint hazards under subpart B of said regulations, and the Grantee shall be responsible for the inspections and certifications required under Section 35.14(f) thereof.

3. Compliance with Air and Water Acts:

This Agreement is subject to the requirements of the Clean Air Act, as amended, 42 USC 1857 et seq., the federal Water Pollution Control Act, as amended, 33 USC 1251 et seq., and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

In compliance with said regulations, the Grantee shall cause or require to be inserted in full in all contracts and subcontracts with respect to any nonexempt transaction thereunder funded with assistance provided under this Agreement, the following requirements:
a) A stipulation by the contractor or subcontractor that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the List of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR 15.20.

b) Agreement by the contractor to comply with all the requirements of Section 114 of the Clean Air Act, as amended (42 USC 1857c-8), and Section 308 of the federal Water Pollution Control Act, as amended (33 USC 1318), relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

c) A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the Director, Office of Federal Activities, EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA List of Violating Facilities.

d) Agreement by the contractor that he will include or cause to be included the criteria and requirements in paragraphs (a) through (d) of this section in every nonexempt subcontract and requiring that the contractor will take such action as the government may direct as a means of enforcing such provisions.

In no event shall any amount of the assistance provided under this Agreement be utilized with respect to a facility which has given rise to a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the federal Water Pollution Control Act.

4. Obligations of Grantee with Respect to Certain Third Party Relationships:

The Grantee shall remain fully obligated under the provisions of the Agreement notwithstanding its designation of any third party or parties for the undertaking of all or any part of the program with respect to which assistance is being provided under this Agreement to the Grantee. Any Grantee shall comply with all lawful requirements of the State necessary to ensure that the program with respect to which assistance is being provided under this Agreement to the Grantee is carried out in accordance with the State’s Assurance and Certifications, including those with respect to the assumption of environmental responsibilities of the State under Section 104(h) of the Housing and Community Development Act of 1974.

5. Interest of Certain Federal Officials:

No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same.
6. **Interest of Members, Officers, or Employees of Contractors, Members of Local Governing Body, or other Public Officials:**

   No member, officer, or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for Work to be performed in connection with the program assisted under the Agreement. The Grantee shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this section.

7. **Prohibition Against Payments of Bonus or Commission:**

   The assistance provided under this Agreement shall not be used in the payment of any bonus or commission for the purpose of obtaining HCD approval of the application for such assistance, or HCD approval of the applications for additional assistance, or any other approval or concurrence of HCD required under this Agreement, Title I of the Housing and Community Development Act of 1974, or HCD regulations with respect thereto; provided, however, that reasonable fees for bona fide technical, consultant, managerial or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as program costs.
STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT

BUSINESS, TRANSPORTATION AND HOUSING AGENCY

CONTRACT ENCUMBERING ADDENDUM

HCD 813 (1/94)
(Instructions on Back)

Date of Request July 1, 1994

Requested by Allen Jones Phone # 324-4522

A. Contractor County of Mariposa Contract # 94-STBG-809 Am.#

Division/Program Community Affairs/CDBG Program

Contract Manager Allen Jones Phone # 324-4522 MS 390-2A1

B. Summary of Requested Encumbrance Change Additional Coding Information necessary for contract.

Reasons for Change (Attach official documentation. If needed, provide additional information.)

Additional space required to include all encumbering information.

C. Complete Information to Reflect Requested Change(s)

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OBJECT OF EXPENDITURE (CODE AND TITLE) Grant - Governmental 661702
2207/41340 $244; 2207/41310 $1,526; 2207/41320 $12,902; 2207/41330 $3,176; 2207/41350 $187,052

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

Signature of Accounting Officer

T.B.A. B.R. No.

Date

=================================================================================================

D. Approval Signatures

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cc: Contract Manager