

AGENDA ITEM
November 6, 2018

Subject: Authorizing Designated Official for Missouri DNR Loan/Grant Program

Department: Administration

This resolution will authorize the Mayor for the City of Nevada to execute and file an application for a loan and/or grant aid from the Missouri DNR, for the purpose of development of specific public projects. The “designated official” is responsible for furnishing information to the Missouri DNR related to the application, to complete required documentation, and to receive payment on behalf of the City.

RESOLUTION NO. 1522

A RESOLUTION OF THE CITY OF NEVADA, MISSOURI AUTHORIZING THE FILING OF AN APPLICATION WITH THE MISSOURI DEPARTMENT OF NATURAL RESOURCES, SMALL COMMUNITY ENGINEERING ASSISTANCE PROGRAM UNDER THE MISSOURI CLEAN WATER LAW (SECTION 644, RSMo).

WHEREAS, under the terms of the Missouri Clean Water Law, Section 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the development of specific public projects.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Nevada, Missouri

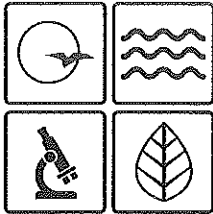
1. That Brian L. Leonard, Mayor, is hereby authorized to execute and file an application on behalf of the City of Nevada with the State of Missouri for a loan and/or grant to aid in the development of improvements to the City of Nevada water treatment system.
2. That Brian L. Leonard, Mayor, is hereby authorized and directed to furnish such information as the Missouri Department of Natural Resources may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances to the Missouri Department of Natural Resources as may be required by law or regulation, and to receive payment on behalf of the applicant.

PASSED, APPROVED AND ADOPTED, by the City Council of the City of Nevada, Missouri, this 6th day of November, 2018.

(seal)
ATTEST:

Brian L. Leonard, Mayor

Johnna Williams, Deputy City Clerk



Missouri Department of dnr.mo.gov

NATURAL RESOURCES

Michael L. Parson, Governor

Carol S. Comer, Director

October 5, 2018

Mr. Randy Marti, Administrative Services Director
City of Nevada
110 South Ash Street
Nevada, MO 64772

RE: EPG-164-18 City of Nevada, Missouri
Small Community Engineering Assistance Program

Dear Mr. Marti:

The draft engineering contract for the above referenced wastewater treatment scope of services between the City of Nevada, Missouri and Allgeier, Martin & Associates, Inc. has been reviewed and determined to be eligible for program participation. The contract is for the preparation of an engineering report to evaluate and plan for addressing inflow and infiltration into the collection system. Please submit a copy of the contract when executed by both parties.

The following contract items are eligible for funding through this program:

Engineering Report Preparation	\$60,000
--------------------------------	----------

The eligible contract amount is \$60,000. Based upon this amount, the city is eligible for the maximum \$48,000 grant under the Small Community Engineering Assistance Program. Please note that if additional services are required, an addendum to the contract must be submitted for review and approval, however, the grant amount may not be increased.

Please note that any work or expenditures performed prior to grant award will not be eligible for grant reimbursement.

The following enclosed forms must be completed before we can move forward with the grant:

1. Resolution for Authorized Official: This resolution must be adopted by the city naming an individual (preferably an elected official) as the person authorized to sign the grant agreement, pay requests and to make decisions for this project. Please note, this person is the only person who can sign the aforementioned documents.
2. Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization form: These documents state that the participant does not employ illegal immigrants. Please follow the directions on the form. We will need this form completed for both the city and the engineering firm.



Recycled paper

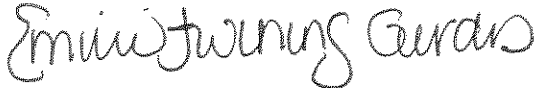
Mr. Randy Marti, Administrative Services Director
October 5, 2018
Page 2

3. The Applicant Assurance of Local Funds: This form shows where all funding for this project will come from.

If you have any questions, please feel free to contact me at 573-526-0828. Please submit the executed contract with these forms to the Missouri Department of Natural Resources, Water Protection Program, attention Ms. Emilie Twining Gerdes, P.O. Box 176, Jefferson City, MO 65102-0176. Thank you.

Sincerely,

WATER PROTECTION PROGRAM



Emilie Twining Gerdes, Project Coordinator
Financial Assistance Center

ETG/ng

Enclosures

c: Mr. Chris Erisman, P.E., Allgeier, Martin and Associates, Inc.

RESOLUTION OF GOVERNING BODY OF APPLICANT
RESOLUTION NO. _____

Resolution authorizing the filing of an application with the Missouri Department of Natural Resources, Small Community Engineering Assistance Program under the Missouri Clean Water Law (Section 644, RSMo).

WHEREAS under the terms of the Missouri Clean Water Law, Section 644, Revised Statutes of Missouri, the State of Missouri has authorized the making of loans and/or grants to authorized applicants to aid in the development of specific public projects.

NOW, THEREFORE, be it resolved by _____
(governing body of applicant)

1. That _____ be and he/she is hereby authorized to execute and
(designated official)
file an application on behalf of _____
(legal name of applicant)
with the State of Missouri for a loan and/or grant to aid in the development of:

(brief project description)

2. That _____,
(name of authorized official) _____
(title)

he/she is hereby authorized and directed to furnish such information as the Missouri Department of Natural Resources may reasonably request in connection with the application which is herein authorized, to sign all necessary documents on behalf of the applicant, to furnish such assurances to the Missouri Department of Natural Resources as may be required by law or regulation, and to receive payment on behalf of the applicant.

CERTIFICATE OF RECORDING OFFICER

The undersigned, duly qualified and acting _____ of the
(title of officer)

_____, does hereby certify: That the attached resolution is a
(legal name of applicant)

true and correct copy of the resolution adopted at a legally convened meeting of the

_____ held on the _____ day of _____,
(name of the governing body of applicant)

_____ ; and further that such resolution has been fully recorded in the journal of proceedings and

records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of

_____, _____.

(signature of recording officer)

(title of recording officer)

SEAL (If applicant has an official seal, impress here.)

EXHIBIT
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The bidder/contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

- BOX A:** To be completed by a non-business entity as defined below.
- BOX B:** To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/files/programs/gc_1185221678150.shtm.
- BOX C:** To be completed by a business entity who has current work authorization documentation on file with a Missouri state agency including Division of Purchasing and Materials Management.

Business entity, as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term “**business entity**” shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term “**business entity**” shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term “**business entity**” shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the _____ (insert agency name) with all documentation required in Box B of this exhibit.

Authorized Representative's Name (Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

EXHIBIT , continued

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box B, do not complete Box C.)

BOX B – CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530.

Authorized Business Entity Representative's
Name (Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

E-Mail Address

As a business entity, the bidder/contractor must perform/provide each of the following. The bidder/contractor should check each to verify completion/submission of all of the following:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.uscis.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page listing the bidder's/contractor's name and company ID OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/contractor who meets the section 285.525, RSMo, definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

_____	_____
Authorized Representative's Signature	Printed Name
_____	_____
Title	Date
_____	_____
E-Mail Address	E-Verify Company ID Number

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)
commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)
_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

_____	_____
Signature of Notary	Date

(Complete the following if you have the E-Verify documentation and a current Affidavit of Work Authorization already on file with the State of Missouri. If completing Box C, do not complete Box B.)

BOX C – AFFIDAVIT ON FILE - CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, and have enrolled and currently participates in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri. We have previously provided documentation to a Missouri state agency or public university that affirms enrollment and participation in the E-Verify federal work authorization program. The documentation that was previously provided included the following.

- ✓ The E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder’s/contractor’s name and the MOU signature page completed and signed by the bidder/contractor and the Department of Homeland Security – Verification Division
- ✓ A current, notarized Affidavit of Work Authorization (must be completed, signed, and notarized within the past twelve months).

Name of **Missouri State Agency** or **Public University*** to Which Previous E-Verify Documentation Submitted: _____

(*Public University includes the following five schools under chapter 34, RSMo: Harris-Stowe State University – St. Louis; Missouri Southern State University – Joplin; Missouri Western State University – St. Joseph; Northwest Missouri State University – Maryville; Southeast Missouri State University – Cape Girardeau.)

Date of Previous E-Verify Documentation Submission: _____

Previous **Bid/Contract Number** for Which Previous E-Verify Documentation Submitted: _____

(if known)

Authorized Business Entity Representative’s Name (Please Print)

Authorized Business Entity Representative’s Signature

E-Verify MOU Company ID Number

E-Mail Address

Business Entity Name

Date

FOR STATE USE ONLY

Documentation Verification Completed By:

Buyer

Date

APPLICANT ASSURANCE OF AVAILABILITY OF THE
LOCAL SHARE OF PROJECT FUNDING

I hereby certify that funds to finance the recipient match and any ineligible expenses or cost overruns of the eligible project costs will be available within 90 days of the grant award, and that the following information (including any attached pages) is complete and true.

A. *(Instruction: Insert information regarding each item. Attach any extensive explanations required.)*

1. **Source of funds.** *(Insert name of bank account, name of bank providing a loan, etc. Example – Water/Sewer Fund, General Expenses Fund, name of bank, etc.)*

2. **Amount of funds.** *(Insert amount of funds that the system/city/district has available for ineligible project costs PLUS funds the system/city/district has available in the event of cost overruns that exceed the final funding amount)*

3. **Financial arrangements completed to date.** *(The money is in the bank and readily available, a line of credit is established, etc.)*

4. **Future actions required to obtain the funds, and a schedule for these actions.** *(Insert procedures, if any, that need taken to enable the use of the above funds. Example – any action needed by the board/counsel/alderman, still need to secure funding from the bank, etc.)*

Date

Authorized Representative