



## COUNCIL WORK SESSION

Wednesday, June 02, 2021 at 1:00 PM

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### COUNCIL MEMBERS:

Mayor Rick Scholl  
Council President Doug Morten  
Councilor Patrick Birkle  
Councilor Stephen R. Topaz  
Councilor Jessica Chilton

### LOCATION & CONTACT:

<https://zoom.us/j/98585628396>  
Website | [www.sthelensoregon.gov](http://www.sthelensoregon.gov)  
Email | [kathy@ci.st-helens.or.us](mailto:kathy@ci.st-helens.or.us)  
Phone | 503-397-6272  
Fax | 503-397-4016

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## AGENDA

### CALL WORK SESSION TO ORDER

**VISITOR COMMENTS** - *Limited to five (5) minutes per speaker*

**DISCUSSION TOPICS** - *The Council will take a break around 3:00 p.m*

- [1.](#) Planning Commission Annual Report - *Jacob*
- [2.](#) Police Staffing Discussion - *Joe*
3. Discussion regarding Status of Arts & Cultural Commission and Youth Council - *Rachael*
4. Discussion regarding SHMC 2.32 Council Elections - *John*
- [5.](#) Discussion regarding "Smith" Timber Sale - *John*
- [6.](#) Review Proposed Application for City Grant Funds - *Kathy*
7. Strategic Action Plan Updates
8. City Administrator Report

### ADJOURN

### EXECUTIVE SESSION

*Following the conclusion of the Council Work Session, an Executive Session is scheduled to take place to discuss:*

- *Real Property Transactions, under ORS 192.660(2)(e); and*
- *Consult with Counsel/Potential Litigation, under ORS 192.660(2)(h).*

*Representatives of the news media, staff and other persons as approved, shall be allowed to attend the Executive Session. All other members of the audience are asked to leave the Council Chambers.*

**FOR YOUR INFORMATION**

## Upcoming Dates to Remember:

- May 31, MEMORIAL DAY, All City Offices Closed
- June 2, 1:00 p.m., Council Work Session, via Zoom
- June 2, 5:15 p.m., Council Public Hearing, via Zoom
- June 2, 6:45 p.m., Council Public Hearing, via Zoom
- June 2, 6:50 p.m., Council Public Hearing, via Zoom
- June 2, 6:55 p.m., Council Public Hearing, via Zoom
- June 2, 7:00 p.m., Council Regular Session, via Zoom
- June 8, 7:00 p.m., Planning Commission, via Zoom

## Future Public Hearing(s)/Forum(s):

- PH: June 2, 5:15 p.m., Appeal of Land Partition at 160 Belton Rd. (Schlumpberger)
- PH: June 2, 6:45 p.m., Budget for FY 2021-22
- PH: June 2, 6:50 p.m., Annex 35111 Six Dees Lane (McCullough)
- PH: June 2, 6:55 p.m., Annex 505 N. Vernonia Road (Weber)

**VIRTUAL MEETING DETAILS**

**Join Zoom Meeting:** <https://zoom.us/j/98585628396>

**Meeting ID:** 985 8562 8396

**Dial by your location:** 1 253 215 8782

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The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...Get involved with your City...Volunteer for a City of St. Helens Board or Commission!

For more information or for an application, stop by City Hall or call 503-366-8217.



## CITY OF ST. HELENS PLANNING DEPARTMENT

## M E M O R A N D U M

TO: City Council  
 FROM: Jacob A. Graichen, AICP, City Planner  
 RE: Planning Commission Annual Report  
 DATE: May 12, 2021

This report covers Planning Commission activities from **June 2020** through **May 2021**. The Planning Commission discussed this report at their May 11, 2021 meeting.

- **Number of meetings: 13 (last year 10)**

More than 12? Yes. Commission had a special session outside of normal meeting dates to deliberate on a matter in July. So the Commission met twice in July 2020.

- **Number of public hearings (a continued hearing is counted separately): 19 (last year 18)**

- **Acceptance Agenda Items: 9 (last year 12)**

For administrative land use actions that are more significant (e.g., Site Design Review) the Commission motions to formally accept the decisions or otherwise. This is a check and balance of sorts.

- **Planning Director Decisions: 41 (last year 54)**

For lesser administrative land use actions (e.g., Home Occupations, Sign Permits, Temporary Use Permits), the items from the last month are included on the agenda to facilitate discussion and query usually for clarification purposes or to address concerns.

- **Discussion Items/Workshops: 16 (last year 11)**

**Items included (in no particular order):** Recommendation of proposed accessibility improvements as they relate to street standards; Planning Commission term expirations; Urban Renewal amendment; new Council adopted Zoom Meeting Policies and Guidelines/Commission operations, excused absences, etc.; Oregon House Bill 2001; overview of City Council first take on proposed duplex standards; S. 2<sup>nd</sup> Street ROW vacation recommendation; proposed interior setbacks rules; Bennett Building façade renovation update and recommendation; term expirations – Interview Committee recommendations; Chair/Vice Chair nominations; End of Year Summary Report; 2021 Development Code Amendments; SHIBP Master Plan Document; and the Commission’s annual report to City Council.

- **Architectural review: 3 (last year 2)**

Certain proposals within the Riverfront District require architectural review.

- **Projects in process:** None specific. But note the Commission discussed the 2021 Development Code amendments at several meetings before their March 2021 public hearing on the matter. They need a break!

- **Future projects/plans:** The Commission is largely reactionary in that it reviews things as they come. With all of the city projects going on combined with continued robust development in the community, the Commission will stay busy the next year.

- **What can the Council do to support the Commission?**

Last year the Commission said they would like an in-person work session with the Council to discuss long range planning issues, housing, riverfront development and such. In person is preferred over Zoom or another virtual meeting medium.

Due to the persistence of COVID-19, there was no practical in-person opportunity.

The Commission still desires this and noted that if it must be virtual to happen, then so be it. The council chambers and recreation center were discussed as possible in-person locations.



# St Helens Police Department Staffing Needs 2022/2023

# Current Staffing Levels



- SHPD authorized staffing is 23 employees: 20 sworn and 3 non-sworn
- A staffing study conducted in 2012 identified the **need for 26 sworn officers**. Since the study, the population of St. Helens has increased by over 2,000 residents.
- We have 2 vacant officer positions, **currently putting us at 18 sworn officers**. We are having a difficult time filling these positions.
- 3-4 SHPD officers are considering leaving SHPD to work at other agencies in the next few months due to the increased pay and benefits these agencies offer compared to SHPD.
- Beginning in 2023, SHPD will lose 6 officers to **retirement** (over 100 years of combined law enforcement experience).

# Recruiting/ Retention Challenges



In 22 years, SHPD has lost over 35 officers to other agencies. The primary reason officers leave is low wages. In the last 30 days, our officers have been scouted by:

- ✓ Columbia County Sheriff's Office
- ✓ Washington County Sheriff's Office
- ✓ Oregon State Police
- ✓ McMinnville Police Department
- ✓ Port of Portland Police
- ✓ Hillsboro Police Department
- ✓ Longview Police Department
- ✓ Oregon City Police Department
- ✓ Clark County Washington Sheriff's Office
- ✓ Castle Rock Washington Police Department



- SHPD has experienced a **significant reduction of police applicants**. In the past, SHPD would receive over 200 applicants for an officer opening. We received only 20 applicants for our last opening. To compare, our recent posting for clerical staff received 70 applications.
- 
- The **anti-police sentiment and police reform are adding to the challenge** of finding qualified applicants. This increases the need to keep our current officers, as well as attract officers from agencies where the community does not support them.
- **It takes on average 52 weeks (1 year)** from the time we advertise for a vacant position until the new hire has graduated from the police academy and field training and can work independently as a full-fledged officer.
- On average, **the City spends \$120,000** to recruit and train a new officer.
- **Taxpayers have spent over \$4 million** to fill vacant police officer positions. We need to focus on retaining officers instead of replacing them to be more fiscally responsible.



# Community Safety Impact

At our current recruitment rate, the City will not be able to hire six officers from a pool of 20 applicants. It has proven difficult to find one qualified officer in a pool of 20 applicants.

SHPD will have to look at making significant changes to our service levels and how we operate if we continue to be unsuccessful in filling vacancies.



# Community Safety Impact

If we find ourselves short six or more officers, the following changes will soon follow:

- Removal of 24-hour police protection coverage (we are the only Law Enforcement Agency in Columbia County which provides 24/7 police coverage/protection).
- Removal of Detectives to fill patrol staff vacancies.
- Altering our effective patrol schedule.
- Improper supervision.
- Improper investigations/case management.
- Increased number of officers applying to different agencies for better pay and less work stress.
- Failure to train at the required state level, much less at the level of best practice.



# Current Detective Investigation Snapshot

- ✓ 8 Child Pornography Investigations
- ✓ 5 Juvenile Sexual Abuse Investigations
- ✓ 10 Physical Abuse Investigations
- ✓ 3 Adult Sexual Assault Investigations
- ✓ 2 Elder Abuse Investigations
- ✓ Attempted Murder Investigation.
- ✓ Projected 25-30 Search Warrants Being Completed in 2021.



**Current SHPA Contract:**

City's SHPA current monthly salary ranges (Effective 6/16/2021)

Police Union Employees - July 1 2021		MONTHLY SALARY RANGE					
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records and Evidence Specialist	SHPA	3,498	3,682	3,876	4,080	4,295	4,521
Code Enforcement Officer	SHPA	3,858	4,061	4,275	4,500	4,737	4,986
Patrol Officer	SHPA	4,737	4,986	5,248	5,524	5,815	6,121
Detective	SHPA						6,429
Corporal	SHPD						6,957

Current SHPA Contract goes through 2024/2025. At the end of the contract with agreed 3% COLA increases, top steps will be the following as of 6/15/2025:

Recorders/Evidence Specialist	4,940
Police Support Specialist	5,187
Code Enforcement Officer	5,448
Patrol Officer	6,689
Detective	7,025
Corporal	7,602

Current SHPA Contract has the following % Breakdown of top step salaries among difference positions.

Recorders/Evidence Specialist	74% of Patrol Salary
Police Support Specialist	78% of Patrol Salary
Code Enforcement Officer	81% of Patrol Salary
Patrol Officer	Used as Base for Percentage Difference
Detective	105% of Patrol Salary
Corporal	114% of Patrol Salary

**Current SHPA Contract for Vacation Accrual**

1 Month – 48 Months	8 Hours	Max 200
49 Months – 108 Months	10 Hours	Max 300
109 Months – 168 Months	13.334 Hours	Max 400
169 Months – 228 Months	16.667 Hours	Max 500
229 Months +	20.000 Hours	Max 600

City does not offer lateral balance transfers or lateral accrual steps by experience years for vacation or Sick Leave.

**City and SHPA Joint Principal Agreement**

Item #2.

Proposed new salary schedule, effective 6/16/2021:

Police Union Employees - PROPOSAL		MONTHLY SALARY RANGE								
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
Records and Evidence Specialist	SHPA	4,349	4,460	4,575	4,692	4,812	4,936	5,062	5,192	5,325
Code Enforcement Officer	SHPA	4,639	4,758	4,880	5,005	5,133	5,265	5,400	5,538	5,680
Patrol Officer	SHPA	5,798	5,947	6,099	6,256	6,416	6,581	6,749	6,923	7,100
Detective	SHPA	6,088	6,244	6,404	6,569	6,737	6,910	7,087	7,269	7,455
Corporal	SHPA	6,262	6,423	6,587	6,756	6,929	7,107	7,289	7,476	7,668

- Follows change to 9 Step schedule similar to unrepresented employees and increase top step of Patrol to just under top step comparison of Hillsboro/Beaverton and other jurisdictional Compensation & Benefits study.
  - LCOG Salary Study – Completed March 2021. *Rates below do not reflect 21/22 COLA increases.*
    - Beaverton \$7,251
    - Canby \$7,199
    - Hillsboro \$7,194
    - Monmouth \$7,115
    - ST. HELENS \$7,100 (Proposal)**
    - Tigard \$6,917
    - Sherwood \$6,769
    - Dallas \$6,240
    - ST. HELENS \$6,121 (Effective 6/16/21)**
    - Sandy \$6,105
    - ST. HELENS \$5,943 (Effective 7/1/20 - CURRENT)**
    - Gladstone \$5,806
    - The Dalles \$5,794
    - Silverton \$5,673
- Estimated additional cost in 2021-2022 fiscal year will be \$240,000.
- Monthly Salary Range Steps for current officers will be based on Years of DPSST Service including St. Helens and previous jurisdictions. Once initially placed, officers will continue their yearly step increases based on job performance and annual reviews. This “Years of Service” schedule will also be used as a lateral step placement tool for incoming officers as well as Vacation accrual changes for current and incoming officers.
  - 00.00 – 03.99 Years Start Step 4 Vacation Accrual = 10.0 Hours per Month
  - 04.00 – 06.99 Years Start Step 5 Vacation Accrual = 12.0 Hours per Month
  - 07.00 – 09.99 Years Start Step 6 Vacation Accrual = 14.0 Hours per Month
  - 10.00 – 13.99 Years Start Step 7 Vacation Accrual = 16.0 Hours per Month
  - 14.00 – 19.99 Years Start Step 8 Vacation Accrual = 18.0 Hours per Month
  - 20.00 + Years Start Step 9 Vacation Accrual = 20.0 Hours per Month
- Lateral Officers would begin day 1 with 40 hours of Sick Leave in Bank.
- Current SHPA Contract has the following % Breakdown of top step salaries among difference positions.
  - Recorders/Evidence Specialist 75% of Patrol Salary
  - Code Enforcement Officer 80% of Patrol Salary
  - Patrol Officer Used as Base for Percentage Difference
  - Detective 105% of Patrol Salary
  - Corporal 108% of Patrol Salary
- Proposal to review contract COLA after 2022 (after Hillsboro/Beaverton complete their contracts)

**MEMORANDUM OF UNDERSTANDING**

**between**

**THE CITY OF ST. HELENS**

**and**

**ST. HELENS POLICE ASSOCIATION**

**JUNE 2, 2021**

**DRAFT**

## PARTIES

“City” - City of St. Helens, Oregon

“Union” - St. Helens Police Association

## RECITALS

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into as of June 16<sup>th</sup>, 2021 (the “Effective Date”), by and between the City of St. Helens (the “City”), and the St. Helens Police Association (the “Union”).

- A. The City will eliminate the Police Support Specialist Position from the salary schedule. Current staff hired at the Police Support Specialist will transfer to a new position as Records and Evidence Specialist. The transfer of position will also translate to a new step on the schedule that is listed below and outlined in Section D.
- B. The City will adjust Vacation Accruals based on the years of DPSST service including previous job experience. The following matrix will be instituted and adjusted for all new and current employees:

<u>Years of DPSST Experience</u>	<u>Vacation Accrual Per Month</u>	<u>Maximum Accrual</u>
00.00 – 03.99 Years	10.00	No Maximum
04.00 – 06.99 Years	12.00	No Maximum
07.00 – 09.99 Years	14.00	No Maximum
10.00 – 13.99 Years	16.00	No Maximum
14.00 – 19.99 Years	18.00	No Maximum
20.00 + Years	20.00	No Maximum

Employees hired on or before the 15<sup>th</sup> of the month, vacation leave shall accrue from the first of the month. Employees hired after the 16<sup>th</sup> of the month will start accruing vacation leave on the first of the following month. Full-time bargaining unit members may take earned vacation if approved after completion of field training.

Any employee who is laid off, discharged, retired or separated from the City, for any reasons, prior to using their vacation, will be compensated in cash for all unused vacation that has accumulated at the time of separation.

Section B of this Memorandum will supersede “Article 15 – Vacation” Section 1 and Section 2 in the SHPA 2020-2025 Contract as of the effective date of this Memorandum.

- C. Incoming lateral officers will receive 40.00 hours of Sick Leave on their first day of employment.
- D. The City of St. Helens and SHPA agree to a new salary structure shown below. This salary schedule will be effective June 16<sup>th</sup>, 2021 and will supersede Appendix A – Wage Scale in the SHPA 2020-2025 Contract. Wages shall be the following monthly base rates.

Police Union Employees - EFFECTIVE 6/16/2021		MONTHLY SALARY RANGE								
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
Records and Evidence Specialist	SHPA	4,349	4,460	4,575	4,692	4,812	4,936	5,062	5,192	5,325
Code Enforcement Officer	SHPA	4,639	4,758	4,880	5,005	5,133	5,265	5,400	5,538	5,680
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Detective	SHPA	6,088	6,244	6,404	6,569	6,737	6,910	7,087	7,269	7,455
Corporal	SHPA	6,262	6,423	6,587	6,756	6,929	7,107	7,289	7,476	7,668

The following differential pay between positions and steps will be followed until otherwise noted in future contracts:

- Between each step is a 2.5% difference.
- Future COLA increases will be assessed on the Patrol Officer Top Step 9 and then calculated backwards each step at a 2.5% difference.
- Records and Evidence Specialist Step 9 will be 75% of the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Code Enforcement Officer Step 9 will be 80% of the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Detective Step 9 will be 5% above the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.
- Corporal Step 9 will be 8% above the Patrol Officer base pay and then calculated backwards each step at a 2.5% difference.

Monthly base pay steps for current and incoming lateral officers will be based on years of DPSST service including St. Helens and outside jurisdictions. Current SHPA officers will be re-placed on the new salary schedule based on the following years of service matrix and corresponding steps. Once initially placed, officers will continue their yearly step increase based on job performance and annual reviews.

<u>Years of DPSST Experience</u>	<u>Salary Step</u>
00.00 – 03.99 Years	Step 4
04.00 – 06.99 Years	Step 5
07.00 – 09.99 Years	Step 6
10.00 – 13.99 Years	Step 7
14.00 – 19.99 Years	Step 8
20.00 + Years	Step 9



- E. This Memorandum will supersede “Article 20 – Wages, Section 6” in reference to future COLA adjustments. The City of Beaverton and Hillsboro union contracts expire in 2022, at which time the SHPA and City will review COLA agreements of outside agencies and will negotiate SHPA COLA Adjustments for the remainder of the 2024/2025 Contract in late fiscal year 2021/2022.

This Memorandum of Understanding is entered into on this 2nd day of June, 2021 and acknowledged by the following signers:

ST. HELENS POLICE ASSOCIATION

CITY OF ST. HELENS

\_\_\_\_\_  
President

\_\_\_\_\_  
Rick Scholl, Mayor

\_\_\_\_\_  
SHPA Attorney

\_\_\_\_\_  
John Walsh, City Administrator

DRAFT

Mason, Bruce & Girard, Inc.  
707 S.W. Washington Street, Suite 1300  
Portland, OR 97205-3530  
(503) 224-3445

## MEMORANDUM

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**DATE:** May 26, 2021  
**TO:** City Council – City of St Helens  
**FROM:** Brent Keller  
**SUBJECT:** 2021 Timber Sale Bids

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Bids were opened for the 2021 City of St Helens ‘Smith’ Timber Sale at 11:00 am on Wednesday, May 26, 2021. The bid results are as follows:

<u>Bidder</u>	<u>Smith</u>
Interfor US Timber Inc	<b>\$652.36</b>
Pellham Cutting Inc	\$576.00
Stimson Lumber	\$573.03

*Prices per MBF (thousand board feet) for Douglas-fir*

My recommendation is to accept the high bid and award the ‘Smith’ timber sale to Interfor US Timber Inc.

**City of St. Helens**  
**265 Strand Street**  
**St. Helens, OR 97051**



Bid closing date & time: May 26, 2021 at 11:00 a.m.

Bid opening date & time: May 26, 2021 at 11:00 a.m.

For: Salmonberry "Smith" Timber Sale (approx. 92 acres)

Bids submitted witnessed by: John Walsh & Brent Keller

Recommendation: Interfor US Timber Inc.

The bid amounts below have been checked by: Brent Keller

In order of bids opened:

Contractor's Name & Address	Bid Price Per 1,000 Board Feet (net) of Douglas Fir	Bid signed? (Yes/No)	Certificate of Eligibility Complete & Signed (Yes/No)	Bid Includes \$25,000 Certified Check or MO (Yes/No)
Pellham Cutting Inc. PO Box 840 St. Helens, OR 97051	\$576.00	Yes	Yes	Yes
Stimson Lumber Company PO Box 346 Clatskanie, OR 97016	\$573.03	Yes	Yes	Yes
Interfor US Timber Inc. 15555 S. Highway 211 Molalla, OR 97038	\$652.36	Yes	Yes	Will wire transfer
	\$			



# APPLICATION TO REQUEST GRANT FROM CITY

City of St. Helens ♦ 265 Strand Street ♦ St. Helens, OR 97051  
City Contact: Kathy Payne 503.366.8217

**DEADLINE: Wednesday, July 21, 2021, 5PM**

**Applicant/Organization Name:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

Organization Information	
<b>Organization Type:</b>	<b>Federal Tax ID No:</b>
<input type="checkbox"/> Non-Profit 501C(3) <input type="checkbox"/> Other Non-Profit <input type="checkbox"/> For Profit Organization <input type="checkbox"/> Other	Describe organization type:

<b>Authorized Signer</b>	<b>Phone:</b>
<b>Print Name:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>
<b>Contact Person</b>	<b>Phone:</b>
<b>Print Name:</b>	<b>Fax:</b>
<b>Title:</b>	<b>Email:</b>
<b>Street Address:</b>	<b>Mailing Address:</b>

**Provide an explanation and documentation that demonstrates how your project can begin within four months after the award from the City of St. Helens and completed within the appropriate time frame for the type of project being proposed.**

Detailed Proposed Project Budget				
Budget Line-item	City Funds	*Non-City Funds	Agency Contribution	Total
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Totals</b>	\$	\$	\$	\$

*Explain Sources of Non-City Funds	Amount	Status Committed, Application Submitted, Application Invited, or Potential Source
	\$	
	\$	
<b>Total</b>	\$	

#### Detailed Project Description - include the problem and need for request

#### Detailed Proposed Solution - include project design, readiness to proceed and financial need

## Objectives and Outcomes

Each applicant must select their primary objective and primary outcome, then address your performance measurements as indicated.

### 1. Objectives: *(Select One)*

**Suitable Living Environment** - This objective relates to activities designed to benefit communities, families, or individuals by addressing their living environments.

**Providing Assistance** – This objective focuses on programs where the purpose of the program is to provide assistance to people who would not otherwise be served in the community by other programs or agencies.

**Creating Economic Opportunities** – This objective applies to economic development, commercial revitalization, beautification, and job creation.

### EXPLANATION

### 2. Outcomes: *(Select One)*

**Availability/Accessibility** – This outcome applies to projects that make services available and accessible to persons that would not otherwise receive the services provided by the agency or organization. In this category, accessibility does not refer only to physical barriers but also to making the affordable basics of daily living available.

**Affordability** – This outcome applies to projects that provide affordability in a variety of ways. It can include the creation or maintenance of services to underserved or underprivileged persons.

**Sustainability/Promoting Livable or Viable Communities** – This outcome applies to projects where the activities are aimed at improving communities or neighborhoods, helping to make them livable or viable through multiple activities or services that sustain communities or neighborhoods.

### EXPLANATION

1. How much money will be leveraged from other sources (e.g. federal, state, local, and private)?
2. How many persons, households or units will be assisted at the completion of this project?
3. How many underserved or underprivileged persons will be served by this project?
4. Explain what your organization provides as a good or service or both to meet the needs of St. Helens residents and note exactly how many residents that live inside the city limits of St. Helens are benefitted?

**During the application stage the City of St. Helens fully understands that the performance measures and specific indicators will be estimates. Each grant recipient must be ready to report actual accomplishments for the performance measures and specific indicators annually and at the completion of the project.**

**General Certification**

I certify that to the best of my knowledge all information contained in this document and any attached supplements, is valid and accurate.

I further certify that, to the best of my knowledge:

- 1) The application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process; and
- 2) If signed by an official, other than the Board Chair or President, documentation is attached that verifies the official's authority to sign on behalf of the applicant. Such documentation can include a letter signed by the Board Chair or President, agency/organization meeting minutes, or similar.

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**Signature**

(must be Board Chair, President or other authorized official)

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**Title**

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**Date**