

Mary Cone

From: Heather Dawson
Sent: Friday, January 22, 2010 9:10 AM
To: Mary Cone
Subject: FW: River Street Letters of support
Attachments: Draft_Support_Letter[1].doc

From: Michelle Griffith [mailto:michelleatarch@gmail.com]
Sent: Friday, January 15, 2010 12:13 PM
To: Heather Dawson
Cc: Rick Davis
Subject: River Street Letters of support

Dear Heather,

We are moving forward with the River Street Application. One section of the application deals with community support. We have received many letters which will help tremendously in the application. It would add significant weight to the application for the City of Hailey to also write a letter. I have attached a draft which may be modified as you feel is appropriate.

Sincerely,
Michelle

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

January 25, 2010

Michelle Griffith
ARCH Community Housing Trust, Inc.
P. O. Box 1292
Ketchum, Idaho 83340

Re: Proposed 24 Unit Senior Housing Development
731 N. River Street

Dear Ms. Griffith:

I have reviewed the information that you provided regarding the proposed River Street Senior affordable housing development. This development would consist of 24 one and two bedroom apartments targeted for senior households with incomes at or below 60% of the area median income. It is my understanding that River Street Senior Community will include supportive services for the residents, to help increase their self sufficiency and ability to live independently.

Over the past decade, Hailey has seen significant growth. Very high home prices have made the need for affordable housing in our community even more important. This need can be felt most acutely by those who live on fixed, limited incomes. There is a growing need for affordable rental units in our community. Many of our seniors have a difficult time finding a safe and suitable place to live. The one and two bedroom units that you are proposing will fill a persistent need in our community.

I support your proposal to bring 24 additional units of quality affordable senior housing to our community. Provided it is carefully designed to meet the criteria in our zoning ordinance and the specific needs of our community, I believe this project will be an asset to Hailey.

I support the development of additional affordable housing in Hailey and your efforts to obtain funding for this project through Idaho Housing and Finance Association. I look forward to successful completion of your development.

Sincerely,

Rick Davis
Mayor

City of Hailey

115 MAIN STREET SOUTH, SUITE H
HAILEY, IDAHO 83333

(208) 788-4221
Fax: (208) 788-2924

Idaho Transportation Coalition - CTAI
913 W. River, Suite 440
Boise, Idaho 83702

ATTENTION: Idaho Delegation
RE: FY2011 5309 Grant for Bus and Bus Facilities for Mountain Rides

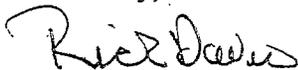
Thank you for the opportunity to provide a letter of support for Mountain Rides Transportation Authority and its FY 2011 Application for 5309 Bus and Bus Facilities Grant. We support the operations of Mountain Rides through a contribution to its annual budget to fund operating, administration, and capital costs. And we support this application funding to support a new facility in southern Blaine County and a replacement bus.

In the past few years, we have been very pleased to see the tremendous growth that Mountain Rides has experienced, as it has become a regional multi-modal provider of fixed route, commuter, ADA para-transit, vanpool, rideshare, and bike/ped services. As the organization looks towards future growth and development, the need for a new facility and vehicles is critical. Growing demand means that Mountain Rides must maximize funding opportunities for capital projects.

If successful, a FY 2011 5309 Grant would allow Mountain Rides to begin building a new facility in Bellevue that would support growth in services to the south. The funds would also allow Mountain Rides to expand their service capacity by continuing to upgrade its vehicle fleet. Adequate transit service, and its supporting infrastructure, is vital to increasing mobility, reducing traffic, and helping businesses recruit and retain employees.

Without this grant program, Mountain Rides and its local funding partners would be unable to meet the growing capital requirements associated with more regional services. We thank you for your continued support and hope that you will recognize our needs and continue to support our efforts in obtaining funds in FY 2011.

Sincerely,



Rick Davis
Mayor - City of Hailey

AGENDA ITEM SUMMARY

DATE: 01/14/2009 DEPARTMENT: Hailey Arts Commission DEPT. HEAD SIGNATURE: _____

SUBJECT:

Idaho Commission on the Arts
Entry Track Grant Application

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code 2.32, 3.08
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The Hailey Arts Commission has prepared the attached grant application for the Idaho Commission on the Arts Entry Track program. Entry Track grants support public programs in the arts delivered by Idaho's arts organizations and are the entry point through which those organizations new to the ICA can transition to Public Programs in the Arts support.

The amount of Entry Track grant awards is calculated on a formula basis, so at this time the Hailey Arts Commission does not know the amount of the potential grant. However, recent Entry Track grants have been made to Challis Arts Council (\$3,214), the Teton Arts Council (Driggs / \$4,942), the Eagle Arts Commission (\$1,808), City of Moscow (\$4,942) and the Mountain Home Arts Council (\$5,688).

Matching funds are not required under the Entry Track program.

At this time, the Hailey Arts Commission is seeking formal authorization by the city council for Mayor Rick Davis to sign the application.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	____ _____
____ Safety Committee	____ P & Z Commission	____ Police	____ _____
____ Streets	____ Public Works, Parks	____ Mayor	____ _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Approve request to sign and submit.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: _____ *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies _____
Instrument # _____

ORGANIZATION APPLICATION FORM 5

All applicants should read the guideline instructions to correctly complete this application. Neatly handwrite or type in 12-point. Fill in all questions and fields. Answer required narrative questions and complete the checklist.

Applicant/Organization (official IRS name) City of Hailey

Contact Name and Title Tracy Anderson, Public Art Coordinator

Street Address 115 Main St. S, Suite H P.O. Box _____

City Hailey State ID Zip 83333 County Blaine

Phone Day (208) 788-4221, ext. 26 Evening _____ Cell _____

Fax (208) 788-2924 E-mail tracy.anderson@haileycityhall.org Web site www.haileycityhall.org

This is a new address or phone number. Applicant is acting as a Fiscal Agent (see page 6)

Applicant is applying in the area of Visual Arts Performing Arts Literature Media Arts

Local Arts Council Other _____

GRANT PROGRAM (Check the appropriate box below)

Public Programs in the Arts (PPA) Entry Track

QuickFund\$ QuickProject QuickFund\$ Technical Assistance

Amount requested \$ _____

Period of support requested Start Date 07/01/10 End Date 06/30/11
(QuickFund\$ Projects cannot begin until 3 weeks after deadline.)

Public Art & Cultural Facilities Public Art Capital Expenditure

Feasibility Study Renovation/Construction

◆ U.S. Congressional District OR District Idaho State Legislative District 25

Is yours a nonprofit organization? no yes (include IRS tax determination)

Number of years doing business in Idaho 105 Federal Tax ID# 82-6000201 (required)

If applicable, write a short summary of this project in the space below.

Budget Summary

Fiscal Year Start Date 10/01/09 Fiscal Year End Date 09/30/10

Annual Operating Budget of Organization \$ 10,009,997

QuickFund\$, Public Art & Cultural Facilities applicants include: Total Project Revenues \$ 0

Total Project Expenses \$ 0

If you have received a grant, did you submit the required final report? yes no

Authorizing Signatures - I certify that the information contained in this application, including attachments and support materials, is true and correct to the best of my knowledge. I have read and agree to comply with the *Legal Requirements* of accepting this grant.

<u>Tracy Anderson, Public Art Coordinator</u>	<u>January 26, 2010</u>
Authorized Staff/Project Coordinator	Date
<u>Becky Stokes, Treasurer</u>	<u>January 26, 2010</u>
Financial Officer	Date
<u>Rick Davis, Mayor</u>	<u>January 26, 2010</u>
Authorizing Official (person able to legally obligate the applicant)	Date

PPA/ENTRY TRACK BUDGET FORM 5-A

Neatly handwrite or type. Fill in all questions and fields. Round to nearest dollar.

Organization: City of Hailey Federal Tax ID# 82-6000201

Your fiscal year begins 10/01/09 and ends 09/30/10

Do not include income or expenses that are part of your organization's capital budget. Expenses for the past fiscal year should be actual costs, supported by financial statements. When income and expenses vary more than 25% in specific line items from one year to the next, include one additional page referencing the categories and explaining the increase or decrease.

INCOME

Past Fiscal Year (actual)	Past Fiscal Year (actual)	Last Completed Fiscal Year (actual)	Current Fiscal Year (budgeted)
---------------------------	---------------------------	-------------------------------------	--------------------------------

EARNED

Admissions			
Contracted Services			
Other			

CONTRIBUTED

Corporate		3,500	500
Individual		279	
Government Support - Federal			
Government Support - State (include ICA funds)			
Government Support - Local (county, city, etc.)		11,013	3,820
Foundation Support			
Cash			
TOTAL CASH INCOME	\$0	\$5,143	\$14,792

Do not include income or expenses that are part of your capital budget. Expenses for the past fiscal year should be actual costs, supported by financial statements.

TOTAL IN-KIND CONTRIBUTIONS (Complete Supplement A, page 41) \$ 7,022

EXPENSES

Past Fiscal Year (actual)	Past Fiscal Year (actual)	Last Completed Fiscal Year (actual)	Current Fiscal Year (budgeted)
---------------------------	---------------------------	-------------------------------------	--------------------------------

Personnel (include salary and benefits)		4,125	6,875
Outside Fees and Services			10,800
Production			
Space/Facilities			
Travel			
Marketing/Promotion		970	1,000
Other Expenses		30	500
TOTAL EXPENSES	\$0	\$5,125	\$19,175

If applicable, complete information below:

Cash Reserves \$ 20,954 Capital Campaign Overall Goal \$ _____
 Endowment Campaign Goal \$ _____ Capital Expenditures & Acquisitions \$ _____

Budget Explanation

Income

Corporate Contributions: FY09 (last fiscal year) includes two corporate contributions: one for the Fox Building Mural and one for the Welcome to Hailey Sign. FY10 (current fiscal year) has so far seen one corporate contribution of \$500 for the Fox Building Mural.

Individual Contributions: FY09 (last fiscal year) includes bake sale donations and “coffee can” donations collected at City Hall reception windows for public art projects. FY10 (current fiscal year) has no individual donations so far.

City Contributions: FY09 (last fiscal year) includes \$10,000 allocation by the Hailey City Council for the Fox Building Mural. FY10 (current fiscal year) includes only a \$1,520 council allocation from existing percent for art funds for the Welcome to Hailey Sign.

Expenses

Personnel: FY09 (last fiscal year) personnel costs are based on 150 hours of staff time. FY10 (current fiscal year) personnel costs are expected to increase due to planned activities – estimate 250 hours of staff time.

Other Expenses: FY09 (last fiscal year) saw miscellaneous expenses of only \$30. FY10 (current fiscal year) has budgeted \$500 for a Hailey Arts Commission brochure.

IN-KIND CONTRIBUTIONS – SUPPLEMENT A

Read the guideline instructions to correctly complete this form. Fill in all questions and fields. Round to nearest dollar.

Organization City of Hailey Federal Tax ID #82-6000201

Check grant category below to which you are applying:

QuickFund\$ Cultural Facilities PPA Entry Track Arts Education

In-Kind contributions are goods and services, donated by individuals and organizations other than the applicant, that can be given a cash value. They directly benefit the proposed activity, demonstrate community support, and must correspond with project expenses. They do not include staff salary and benefits that are part of day-to-day operations.

Donated materials should be calculated at fair market value. Include only donated items that are directly involved in the project described in this application. Do not include items or services unrelated to the project.

DONATED ITEMS or SERVICES	CONTRIBUTOR	CASH VALUE
Total Outside Fees and Services		
Artistic (guest artists, other)	_____	\$ _____
Volunteers (technical, admin, other)	_____	\$ _____
Arts Commissioner 45 mo. X 4 hr/mo @ \$7.95 hr	<u>Seat #1</u>	<u>\$1,431</u>
Arts Commissioner 45 mo. X 2 hr/mo @ \$7.95 hr	<u>Seats 2, 3, 4 and 5</u>	<u>\$2,864</u>
Arts Commissioner 12 mo. X 2 hr/mo @ \$7.95 hr	<u>Seats 6 and 7</u>	<u>\$382</u>
Musician Bookings / A Night of Music 50 hrs/yr for 2 yrs @ \$7.95/hr	<u>Figgleaf Productions</u>	<u>\$795</u>
Space/Facilities Rental	_____	\$ _____
Travel	_____	\$ _____
Marketing/Promotion	_____	\$ _____
Capital Donations* (itemize)	_____	\$ _____
Operating Expenses* (itemize)		
Paint	<u>Hailey Paint & Supply</u>	\$ _____ 300
Masonite Panels/Materials	<u>Idaho Lumber</u>	\$ _____ 350
Refreshments (Artist workshop, finalist open house dedication ceremony)	<u>Atkinson's Market</u>	\$ _____ 300
Transportation of Artwork to City Hall	<u>Sun Valley Transfer & Storage</u>	\$ _____ 600

* See definitions of Capital Expenditures and Operating Expenses on page 60.

TOTAL IN-KIND CONTRIBUTIONS: \$7,022

Narrative

1. Provide an overview of the organization, including its mission statement and a brief history. Be sure to articulate its artistic vision.

The mission of the Hailey Arts Commission (HAC) is to enhance the culture of the Hailey community by providing leadership, advocacy and support of the arts. Since its inception in April 2006, the HAC has been focused on making art a part of everyday life in Hailey. The seven-member volunteer commission has made significant progress towards realizing this vision. In fewer than four years, the HAC has:

- Participated in a strategic planning workshop with the Idaho Commission on the Arts.
- Participated in two Public Art Workshops with Karen Bubb, Boise City Public Art Manager.
- Conducted an *Arts and Culture Community Survey*.
- Proposed *Ordinance 999, Public Art*, to the Mayor and Hailey City Council. The ordinance was adopted, establishing a *Percent for Public Art* program. The ordinance mandates that 1.25% of the total construction costs of all city capital improvement projects be set aside and used for public art.
- Proposed to the Mayor and Hailey City Council naming July as *A Month of Art* in Hailey (program just completed its second year). The request was approved, and the Hailey Arts Commission and project partners coordinate a number of activities to celebrate *A Month of Art*, including art displayed up and down Main Street and a *Night of Music*, with live, free music at more than 15 venues.
- Proposed to the Mayor and Hailey City Council the adoption of *Public Art Guidelines*, a document that covers all aspects of administering and managing Hailey's public art program.
- Launched a Hailey Arts Commission website (www.haileycityhall.org/ArtsCommission/index.asp) which makes the ordinance, public art guidelines for commissioners and an artist registry accessible online.
- Proposed to the Mayor and Hailey City Council the development of a mural project in the public meeting room of the Fox Building (City Hall). The request was approved and the City Council allocated \$10,000 towards the project. Fundraising efforts are ongoing for this project.
- Proposed to the Mayor and Hailey City Council a Welcome to Hailey sign public art project. The request was approved, and the commission seeks the final funding needed for the project.
- Proposed a mural ordinance to encourage the creation of murals on private non-residential buildings. The ordinance is currently under review by the Hailey Planning & Zoning Commission, and will then go before the Hailey City Council for adoption.

The HAC has recently been invited by a private foundation to submit a proposal for funding to establish a children's art program, which will complement the HAC's existing public programs. Additional activities include preliminary planning for a winter ice sculpture exhibit; preliminary planning for public art elements at the Hailey Rodeo Park, a new \$6 million public project that will include a rodeo arena, a covered ice rink, and an expanded skateboard park; and ongoing efforts to raise awareness in the development community to include public art in private projects.

The HAC continues to creatively seek funding for public art, and has written public art projects into two grant requests for other Hailey non-art projects: one is a plastic bag reduction project, of which one project element would be to commission an artist to produce a public art piece from plastic bags (small EPA grant, small art project); the other is a large U.S. Dept. of Energy grant for a transportation project. If successful with the DOE grant, the HAC would commission an artist (\$25,000 artist fee) to create a public art project out of four retired city vehicles. The HAC will continue to seek opportunities for funding in this manner.



The HAC works closely with one City of Hailey staff who is assigned part-time as the city's Public Art Coordinator. This organization provides an important link between the HAC and city planning, grant writing, budgeting and reporting functions.

2. Briefly describe the board and staff responsibilities and the level of volunteer involvement in the last completed fiscal year.

The HAC exists to serve the public interest and has the power to make recommendations, upon a majority vote of its attending members, to the City Council, the Hailey Planning & Zoning Commission, the Hailey Historic Preservation Commission, the Hailey Parks & Lands Board, the Hailey Public Library Board or others. The HAC is responsible for planning and prioritizing Hailey arts programs and services, and provides hands-on volunteer support for these programs and services.

The Public Art Coordinator (city staff) is responsible for public art planning and development, public art project management, tracking capital projects and percent for art funds, coordination with city departments, the HAC website, grant writing, and general HAC coordination and support.

In the last fiscal year (10/01/08 to 09/30/09) the HAC, a completely voluntary commission, donated approximately 200 hours of time to HAC activities. In addition, Fiddleleaf Productions volunteered 50 hours of time to support *A Night of Music*.

3. Summarize organization's planning process (marketing, audience development, long-range, etc.).

City of Hailey administration requires all boards and commissions to prepare an annual plan in February/March of each year. The budgeting process begins in April with final budget adoption occurring in August of each year. The HAC prepares an annual plan and submits a budget request for general operational purposes (training, brochures, discretionary, etc.). In addition to the annual plan, the HAC has identified ongoing projects (both public art and other efforts) that are reviewed at monthly HAC meetings. At least quarterly – or when significant financial shifts occur – the Public Art Coordinator gives a financial update at the HAC monthly meeting. Public art project budgets are prepared by the Public Art Coordinator and the HAC, and are reviewed and approved by the Hailey City Council on a case-by-case basis.

4. Describe the arts programs and services produced in its last completed fiscal year and how it ensured excellence in creation and presentation.

Currently, the flagship program of the HAC is *A Month of Art* and *A Night of Music*. The HAC partners with the Hailey Chamber of Commerce, the Wood River Arts Alliance and Fiddleleaf Productions to bring this program to area residents and tourists. Our partners provide their assistance at no cost to the HAC. The program is a month-long celebration of the arts, and includes art and sculpture displayed throughout the business district in both interior and exterior locations. *A Night of Music* brings live, free music to more than 15 downtown venues one night in July. The HAC produces two posters (one for each segment), and provides additional publicity in the form of press releases, articles in the city's monthly newsletter, several weeks of radio PSAs and live interviews, and announcements on the HAC website. To assure equity and quality, the Wood River Arts Alliance issued a Call to Artists for the art and sculpture placements, and a jury selected the final exhibitors. Please refer to the support materials for further details of artists, musicians and other information about *A Month of Art* and *A Night of Music*.



A Month of Art and *A Night of Music* are intentionally scheduled for July because it sees the highest level of resident and tourist activity, with many events being arts events. This scheduling assures the best exposure for the program, and aids economic development efforts in the area.

The HAC sponsored two workshops for artists, architects and developers in the last completed fiscal year. In April, *How to Apply for a Public Art Project* was presented and in May, *Including Public Art in Private Developments* was offered. Both workshops were presented by Mark Johnstone, HAC Chair and Regional Arts Advisor for the ICA.

The HAC website has an artist registry, which is updated with new information when received. The website is a resource for artists, listing opportunities, events and news, HAC meeting dates, and providing information about the commission's programs and services.

Finally, in the last fiscal year, the commission proposed – and received approval of – its *Public Art Guidelines*, an administrative document aimed at providing important process and procedural details for implementing public art projects. This document also helps artists understand the process.

5. Provide information that addresses the evaluation strategies used to indicate programs are effective.

All commissioners act as conduits between the audience and the HAC, routinely providing feedback on HAC programs and services. Since Hailey is a relatively small town, commissioners are well known and involved in the community, and are approached often by community members. The feedback gained through community interaction is brought forth during monthly commission meetings, and is formally placed on the HAC meeting agenda in the month or two following an event. Feedback is then documented in meeting minutes for consideration of program changes and improvements. For example, feedback received by a commissioner indicated audience desire to add a children's component to *A Month of Art*, which has led to the pursuit of funding for this purpose and also a broader children's programming component.

The HAC's *Arts and Culture Community Survey* was conducted in the spring and summer of 2007. This survey was intended to elicit feedback from the community on the arts in order to effectively target programs and services to the HAC's audience. *A Month of Art* and *A Night of Music* are programs that strongly correlate with survey results. For example, 76% of respondents said they attend arts events for entertainment, cultural awareness and education. 31% attended music concerts and 27% attended arts exhibits. And 42% said they prefer to use their entertainment dollars on live music and outdoor art festivals or other outdoor events. A summary of the survey results can be found in the support materials.

The HAC also routinely solicits feedback from city staff and elected officials. The City Administrator is the staff liaison at the regular monthly meetings.

6. Highlight financial strategies used in the last completed fiscal year. Provide explanations about financial information, such as significant changes in amounts, deficits, multi-year grants, and so on.

The HAC's operational budget last year was just \$1,000. The majority of that funding went to promotion for *A Month of Art* and *A Night of Music*. The HAC does have percent for art funds, currently allocated to two projects that have yet to reach the 100% funding level (the Fox Building Mural and the Welcome to Hailey Sign). In the current economic climate, the HAC has pursued grant opportunities, private donations and simple fundraising strategies to bring these art project budgets to 100%. Though some success has been realized, more funding is needed.



7. Describe the community served and explain community involvement, including any initiatives, partnerships, or collaborations conducted in the last completed fiscal year.

The HAC's primary focus is on the community of Hailey, though the reach of programs and services is throughout Blaine County (especially the cities of Hailey, Sun Valley, Ketchum, Bellevue and in-between county areas), and the HAC will draw from the countywide artist pool for future public art projects. While Hailey is largely a family town, it is influenced and impacted by the predominant tourist economy of Sun Valley/Ketchum, which has a strong arts culture of its own. Hailey is the county seat, and has six schools, including the only public high school in the Wood River Valley. Other schools are two elementary schools, one middle school, one alternative high school and one private high school. Hailey's Hispanic/Latino population is about 15%. The HAC assures that *A Month of Art* and *A Night of Music* features artists that appeal to the full range of demographics here.

The HAC anticipates significant involvement with the schools and the Hispanic/Latino community through upcoming public art projects and children's programming. The HAC plans to reach out to La Alianza, a local multicultural advocacy and resource service. Also, Hailey has an active and robust business community, and one of the strongest partnering activities of the HAC has been with the Hailey Chamber of Commerce and business community during *A Month of Art* and *A Night of Music*. HAC recognizes the business community is vital to successful arts programming in Hailey.

The HAC continues to build relationships with other arts organizations, such as the Wood River Arts Alliance and the Sun Valley Center for the Arts. The HAC has a strong relationship with the Hailey Chamber of Commerce, and continues to foster understanding and support of the arts with private businesses, architects and developers.

8. Explain how new, nontraditional, and underserved audiences were reached.

Because the HAC is a young organization, the majority of audiences can be considered new. Even artists have, in some ways, been an audience, particularly in gaining exposure and knowledge about public art. Hailey has reached diverse audiences in a number of ways. 1) *A Month of Art* and *A Night of Music* offer diverse choices of art and music, and were publicized with posters, press releases, newsletter articles and announcements on the HAC website. HAC estimates 10,000-12,000 people of all ages participated in these programs during the first two years. 2) The HAC website reaches out to artists and arts supporters, providing an artist registry and information about the HAC's programs and services. 3) The HAC targeted artists, architects and developers with two workshops (*How to Apply for a Public Art Project* and *Including Public Art in Private Developments*).

9. Describe the accessibility of programs and services provided to the community, including compliance with ADA and Section 504 requirements (accommodations for people with disabilities).

For planned public art projects, both ADA and Section 504 requirements will be included in the Call to Artists, considered during the artist selection process, and incorporated into the art design as necessary. Hailey's downtown, which is the primary location for *A Month of Art* and *A Night of Music*, is designed for ADA access, with curb cuts at all intersections and wide sidewalks which must be maintained with a clear six-foot lane for pedestrian access at all times.

10. Provide a narrative description of how these funds will be used.

Because this is the HAC's first Entry Track application, the potential amount of funding is unknown. However, important HAC planned expenditures in the upcoming fiscal year include:



- Paying appropriate artist fees for *A Month of Art* and *A Night of Music*.
- Bringing budgets for the Fox Building Mural and Welcome to Hailey Sign public art projects to 100%.
- Launching inaugural winter ice sculpture event.
- Assuring permanent annual funding for children's art programming.
- Paying a portion of city staff salary, to allow replacement staff (with city funds) so more time may be spent on arts programs and services.
- Establishing a successful fundraising mechanism to significantly increase the commission's annual budget.



Tracy Anderson

Hailey Deputy Clerk / Public Art Coordinator / Grant Administrator

Professional Experience: Ms. Anderson has 5 years of experience in the clerk's office with the City of Hailey, and 17 years of experience in marketing and communications coordination for a large multidiscipline consulting engineering firm. She has 3 years of experience as Hailey's Public Art Coordinator, responsible for the full range of public art program tasks, from program development, planning and budgeting to grant writing and project management. Ms. Anderson also provides general support to the Hailey Arts Commission. In addition, she has more than 20 years of experience in writing, editing and designing brochures and websites, manuals, presentations, feature articles, press releases, advertising and newsletters.

Public Art Coordinator, City of Hailey

This part time position encompasses the full range of public art program tasks, including program development, program and project planning, program and project budgeting, writing/managing public art grants and projects, working with selection panels, coordinating with city departments for planning, projects and budgeting, and working closely with the Hailey Arts Commission. This position also entails general support of the Hailey Arts Commission, including meeting coordination and minutes, editing the commission website, and supporting commission projects beyond the public art realm. Accomplishments include review and approval by the Hailey City Council of the J.C. Fox Building Mural project and the Welcome to Hailey Sign project; council review and approval of Hailey's *Public Art Guidelines*; development and drafting of Hailey's mural ordinance; and production of the Hailey Arts Commission website, including an artist registry.

Grant Administrator, City of Hailey

Grant Administrator currently responsible for two Department of Justice grants (both require ARRA reporting), among others. In this role, responsible for active development of the city's grant program, determined to be a priority as a result of the recent economic downturn. The emphasis on generating grant revenue led to assignment of a single grant administrator for grant projects, to assure timely, consistent and accurate tracking and reporting. Responsibilities include finding grant opportunities, grant research, project development and documentation, leading the grant application team; grant writing, scheduling and budgeting; and administering grant projects, in support of the assigned Project Manager.

Business Development Coordinator, Power Engineers, Inc.

Responsible for organizing, planning, writing and coordinating proposals to prospective clients. Projects ranged in value from \$50,000 to several million dollars in a wide variety of engineering disciplines. Worked with small teams of people in multiple offices to produce high-quality proposals under tight deadlines. Computer skills involved in this role included high volume use of e-mail for communication as well as routing of attachments; Internet and Intranet, word processing, desktop publishing and other computer programs.

Public relations responsibilities included planning and coordinating tradeshow exhibits, special events and presentations; coordinating photo shoots, writing and editing feature articles, writing press releases, writing web site content, and writing and layout of advertisements and brochures.

Involved in identifying potential new clients, making introductory contacts, planning marketing trips and scheduling appointments for Senior Project Managers/Engineers. Periodically accompanied Senior Project Managers/Engineers on marketing calls.

Additional responsibilities included file management (both electronic and hard copy), composing and updating the business development procedures manual, writing business letters, qualifications documents and other marketing materials. Also edited the written work of colleagues, including Project Managers, Engineers and fellow Department Members. Developed the electronic file management system for all of Power's marketing documents.

Strengths and challenges in this role included self-initiation of projects, developing strong oral and written communication skills, having a necessary attention to detail, an ability to produce high-quality work under relentless pressure, organizing projects among multiple offices and demanding team members; and translating complex topics into plain English.

Website Editor, Power Engineers, Inc.

Web Site Editor for two years, leading the effort to develop the Power Engineers website, which was launched in the fall of 1999.

Developed the design concept and theme of the site, and led a diverse group of team members to agreement on implementation of the concept. Wrote a large portion of the text, and edited all text for continuity of theme and presentation, and readability.

Worked closely with a consultant to provide programming for the site, and directed them in achieving a product that reflects Power's culture and capabilities.

Manager of Business Development, Power Engineers, Inc.

Managed Power's Business Development Group for more than three years. The group began with about six people, grew to 12 people, and then was reduced in size due to company restructuring. Through these ups and downs, administrative responsibilities included hiring, terminations, training, employee evaluations, and providing overall direction and guidance. Leadership responsibilities were to help people live up to their potential, be a positive role model, and encourage, support and/or implement new ideas.

Education & Training:

Various college and technical training courses, including:

- Public Art Project Management (BCAC Workshops)
- The Effective Facilitator
- Essentials of Effective Management
- Microsoft Project
- The Excellence Series
- Managing the Customer Satisfaction Process
- English Composition
- Fiction Writing
- Numerous management, business, writing, publishing and document design workshops

Hailey Arts Commission

Mark Johnstone, Chair

Home: 788-3788

Cell: 720-5578

Email: markjohnstone@cox-internet.com

Joe Castle, Vice Chair

Home: 788-1305

Cell: 450-9116

Email: joscastle@aol.com

Jim Spinelli, Commissioner

Cell: 481-1112

Email: jspinelli543@gmail.com

Jessica Miller, Commissioner

Home: 578-2461

Cell: 721-0977

Email: millica8@hotmail.com

Andrew Lewis

Home: 928-6448

Email: drcllock@gmail.com

Erica Niemi

Cell: 721-0526

Email: ericaniemi@msn.com

Linda Packer

Home: 788-4522

Cell: 309-0089

Email: lindap46@gmail.com

Professional Affiliations

- Regional Arts Advisor
Idaho Commission on the Arts
- Professional Writer
- Hailey Planning & Zoning Commission

- Professional Sculptor
- Part Time High School Art Teacher

- Vice Chair, Blaine Co. Senior Center
- Member: Hailey Oversight Committee,
South Valley Merchants' Alliance
- President Elect, Kiwanis Club of Hailey

- Public Art Assistant: *Sky Within*, Seattle;
Roosevelt Park, Bellingham; *Leopard Sky*,
Houston; *Underground Girl*, Hollywood

- High School Music Teacher
- Conductor, Wood River Orchestra

- Former member: Henry Art Gallery, Seattle
- Graphic design business owner – 20 years

- Former board member: Sun Valley Center
for the Arts, Ketchum Community Library,
Expedition Inspiration

AGENDA ITEM SUMMARY

DATE: 01/19/2009 **DEPARTMENT:** Hailey Arts Commission **DEPT. HEAD SIGNATURE:** _____

SUBJECT:

Wood River Women's Charitable Foundation
Children's Art Program

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code 2.32, 3.08
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

The Hailey Arts Commission (HAC) has prepared the attached grant application for the Wood River Women's Charitable Foundation 2010 Pooled Grant Fund. The HAC is proposing to implement a Children's Art Program if successful with this application. Program partners are La Alianza, Blaine County 4-H, the Hailey Chamber of Commerce and the South Valley Merchant's Alliance.

The amount of the grant request is \$8,975. No match is required, though if successful the grant project would be supported by 52 hours of staff time in FYE 2011.

At this time, the Hailey Arts Commission is seeking ratification by the city council of the submitted application.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

____ City Attorney	____ Clerk / Finance Director	____ Engineer	____ Building
____ Library	____ Planning	____ Fire Dept.	____
____ Safety Committee	____ P & Z Commission	____ Police	____
____ Streets	____ Public Works, Parks	____ Mayor	____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Ratify application.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: _____ *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies
Instrument # _____

Wood River Women's Charitable Foundation
2010 Pooled Fund Grant Application

CITY OF HAILEY ARTS COMMISSION
CHILDREN'S ART PROGRAM

I. Organization

The mission of the Hailey Arts Commission (HAC) is to ensure the arts are valued as an integral part of Hailey and to enhance the culture of the Hailey community by providing leadership, advocacy and support of the arts. Since its inception in April 2006, the HAC has been focused on making art a part of everyday life in Hailey. The seven-member volunteer commission has made significant progress towards realizing this vision. In fewer than four years, the HAC has, among other achievements:

- Proposed *Ordinance 999, Public Art*, to the Mayor and Hailey City Council. The ordinance was adopted, and mandates that 1.25% of the total construction costs of all city capital improvement projects be set aside and used for public art.
- Launched an HAC website (www.haileycityhall.org/ArtsCommission/index.asp).
- Proposed to the Mayor and Hailey City Council the development of a mural project in the City Hall public meeting room. The request was approved and the City Council allocated \$10,000 towards the project. Fundraising efforts are ongoing for this project.
- Proposed to the Mayor and Hailey City Council a Welcome to Hailey sign public art project. The request was approved, and the commission seeks the final funding for the project.
- Proposed a mural ordinance to encourage the creation of murals on private non-residential buildings. The ordinance is currently under review by the Hailey Planning & Zoning Commission, and will then go before the Hailey City Council for adoption.

The flagship program of the HAC is *A Month of Art* and *A Night of Music*. The HAC partners with the Hailey Chamber of Commerce, the Wood River Arts Alliance and Fiddleleaf Productions to bring this program to area residents and tourists. Program partners provide their assistance at no cost to the HAC. Now in its third year, this successful program is a month-long celebration of the arts, and includes art and sculpture displayed throughout the business district in both interior and exterior locations. *A Night of Music* brings live, free music to more than 15 downtown venues one night in July. The HAC produces two posters (one for each segment), and provides additional publicity in the form of press releases, articles in the city's monthly newsletter, several weeks of radio PSAs and live interviews, and announcements on the HAC website. To assure equity and quality, the Wood River Arts Alliance issued a Call to Artists for the art and sculpture placements, and a jury selected the final exhibitors. This program demonstrates the commission's ability to implement the project proposed in this application.

II. Project Purpose

The goal of the HAC's Children's Art Program is to bring two-dimensional visual arts opportunities and education to the area's youth on a consistent basis. The program will:

1. **EXPOSE YOUTH OF ALL AGES TO VISUAL ARTS.** The HAC will track the number of program submissions by age group.
2. **PROVIDE ART EDUCATION TO YOUTH THROUGH SCHOLARSHIPS.** The HAC will track how many scholarships are given in each age group and what kind of classes are taken.
3. **OFFER YOUTH THE OPPORTUNITY TO PUBLICLY DISPLAY THEIR ARTWORK.** The HAC will track the number of installations, documenting where the artwork was displayed, and keeping a photographic record of the displays.

III. Community Assessment

This project seeks to address the community challenge of a lack of artistic activities geared for children; our community offers a wealth of athletic and outdoor activities, and this is a positive attribute. Some children are more interested in other types of activities, though, and this program aims to fill that need. The current economy has forced budget cuts at all levels of government and nonprofit organizations, which further reduces arts funding and opportunities for youth. Despite the community's artistic and cultural strength, these programs are somewhat inaccessible to the common man. Also, the community is very strong in the performing arts. However, there is a dearth of public art, and this program would begin to expose the public, as well as young artists, to the richness and vitality that public art can bring to our communities and quality of life.

The Sun Valley Center for the Arts and The Wood River Arts Alliance (WRAA) provide some programming through the school system, a valuable service. The Hailey Arts Commission has recently joined WRAA, and partners with WRAA for *A Month of Art* and *A Night of Music*, a program that was instituted by the Hailey Arts Commission. The WRAA holds an annual Children's Arts Festival in March. To diversify and involve children through different avenues the HAC is partnering with La Alianza, Blaine County 4-H, and the Hailey Chamber of Commerce. La Alianza in particular has agreed to assist the HAC Children's Art Program with reaching out to the Latino community, and will also translate the Call to Artists into Spanish as part of their support. La Alianza sponsored a successful art contest in 2008, co-sponsored by the Sun Valley Center for the Arts; 200 copies of the winning artwork were printed and distributed throughout the community. La Alianza's support is most welcome by the HAC. The Hailey Chamber will assist with promotion, and Blaine County 4-H will provide information to its diverse membership.

The Children's Art Program seeks to address these community challenges by encouraging an affordable, positive activity for a diverse and far-reaching participant base. The scholarships awarded provide art opportunities and an educational supplement to children who excel in the arts. Public art would begin to flourish in the community because the program includes reproductions of selected artworks, and displaying those productions in the community.

IV. Project Services & Resources

Project Services

The HAC Children's Art Program will provide a biannual art contest accessible to all Blaine County youth. A different theme will be presented each contest to provoke thought and creativity and will be written in a language targeted to engage the three major age categories (elementary, middle and high school aged children). The winning entries will be reproduced and publicly displayed in various community locations for six months. The selected artists will also receive scholarships to local art classes to expand their education and to build upon their skills. To generate income for this project, the reproduced art work will be sold in a silent online auction and other reproductions, such as postcards and calendars, will be sold in local businesses. To accomplish these goals the following steps will be taken:

1. Select project theme (these examples are targeted to a younger age category):
 - **GREEN PATTERNS** – To help the environment we need to develop good habits and repeat them. A pattern or something that repeats itself in a piece of art is called a motif. Think of a way to help the environment. Take that idea and create a pattern by repeating your idea on the page. Look at fabric or famous artists for inspiration (images will be provided). Draw or paint the same thing over and over or use a photo copy machine or computer to help you layout your drawing or painting. This would also be a good project to make your own stamp. We are happy to see any way you decide to tackle this challenge. For an added bonus: use a lot of the color green.
 - **DIFFERENT AND THE SAME IN OUR COMMUNITY** – There are many different people in the Wood River Valley and everyone helps make this a wonderful and interesting community. There are different jobs, different ages and different cultures. We all like to have fun and enjoy where we live. Create a piece of

artwork showing the different people in our community and show them together by something that is the same. This is a good project for drawing, painting, or collage.

- **ANIMALS OF THE WOOD RIVER VALLEY** – The Wood River Valley is home to many different animals. Some animals, like dogs and Magpies, we see every day. Other animals like mountain lions we rarely see and we celebrate sheep each year with the Trailing of the Sheep Festival. What animals can you think of that live in this area? Choose a local animal that inspires you and create a work of art using mixed media. Mixed media is a term that means using more than one medium or material to make art (example images will be provided). Try using colored pencil and paint or crayons and markers and pens; experiment with more than one way to make a mark on paper to draw your animal.
2. Announce the contest for three age groups (elementary school, middle school and high school) using a Call to Artists format, open to any Blaine County resident under the age of 18. Use the following methods of distribution and promotion:
 - Newspaper article
 - Email local schools
 - Posters in kid friendly areas
 - Partner outreach (La Alianza, 4-H, Hailey Chamber)
 - Post the Call to Artists online
 - Email the artist's registry (managed by the HAC)
 3. Receive submissions at Hailey City Hall, and exhibit all entries in Hailey City Hall. The public will be invited to come to city hall and vote for their favorite artwork in each age category – a People's Choice award.
 4. Form a 5 to 7 member selection panel made up of parents, teachers and a Hailey Arts Commissioner to select first, second and third place winners in each age group.
 5. The winning entries will be reproduced on 18" x 24" aluminum signs and displayed in exterior and interior locations frequented by the public, such as the new Hailey Rodeo Park, bus shelters, select exterior walls, the library, medical facilities, City Hall, the airport, etc.
 6. Winning entries will be awarded scholarships to the local art class of their choice.
 7. A silent auction will be held online to sell the metal reproduced artwork.
 8. Postcards and calendars will be sold in local businesses.

Qualifications of Staff and Volunteers

Jessica Miller and Erica Niemi will co-manage the Children's Art Program. Tracy Anderson will provide grant administration services and program support. Five additional arts commissioners will provide program support as required.

MS. MILLER has five years of experience as an assistant designer with Sheila Klein on a variety of public art projects, including *Sky Within* on the Sound Transit Link Light Rail in Seattle; *Leopard Sky* at the George Bush International Airport in Houston; and *Underground Girl* on the Metro Redline Subway Station in Hollywood. She is an Industrial Designer with Rocky Mountain Hardware in Hailey, and has a BS in Industrial Design from Western Washington University.

MS. NIEMI has a BA in Fine Arts/Graphic Design from the University of Washington, and has studied graphic design, photography and art history at the Emily Carr College of Art & Design and computer graphics at the Savannah College of Art & Design. She is experienced in providing training and instruction, special event planning, and sales and marketing – skills that will serve the Children's Art Program well. Ms. Niemi ran a similar art contest while in Africa.

MS. ANDERSON, a Hailey Deputy Clerk, will ensure that all project expenditures are monitored for consistency with this proposal, will track project outcomes, and will produce a final report on the use of grant funds and the results of the project at the end of the grant period. She is currently the grant administrator for two ARRA U.S.

Dept. of Justice grants, an EPA materials management grant, and an Idaho Department of Lands urban forestry grant.

V. Intended Recipients/Participants

All school-aged children in Blaine County would have access to the Children's Art Program, totaling potential participation of more than 3,000 youth. The experience of participating in the program will foster leadership and self-reliance, because children will learn: 1) to positively express themselves through the arts, 2) new art skills through program scholarships, 3) new ideas in an array of topic areas because the program is theme-based, and 4) the value of art in their community by the program's commitment to place children's art in the public realm.

VI. Budget/Tax Exempt Status

Item	Grant \$	HAC In-Kind	Project Total
Program Management Miller / 60 hours @ 12.00 Niemi / 60 hours @ 12.00		1,440	1,440
Grant Administration Anderson / 52 hours @ 27.50 (includes fringe)		1,430	1,430
Translation of Calls to Artists into Spanish by La Alianza	150		150
Scholarships ¹ – 2x/year in four categories x 3 age groups 1 st Place \$250 2 nd Place \$150 3 rd Place \$100 People's Choice \$175	4,050		4,050
Metal Reproductions of Winning Entries for Public Display – 2x/year x 12 winners = 24 @ \$100 each	2,400		2,400
Posters for Marketing Purposes	200		200
Calendars (400 @ \$4.50 ea)	1,800		1,800
Postcards (1 design, 250 standard-sized cards, 2x/yr @ .55/card)	275		275
Office Supplies	100		100
TOTALS	8,975	2,870	11,845

¹ The scholarship amounts are meant to reflect the cost of local arts education, through either CSI or the Sun Valley Center for the Arts.

An organizational operations budget and verification of tax exempt status are attached.

The project budget presented is the minimum required to implement the project in a quality fashion. As can be seen in the attached organizational operations budget, the HAC cannot proceed with the Children's Art Program without securing funding.

VII. Evaluation

The program's success can be measured by participation levels. The HAC will track the number of artwork submissions by age group, how many scholarships are given in each age group and what kind of classes are taken, and the number of installations. The HAC will document where the artwork was displayed and will keep a photographic record of the displays. The program is scheduled to occur twice each year, so the HAC would track this information as it is generated. Program files will be kept with current tracking information and photo documentation.

The HAC will conduct an annual assessment of the program's effectiveness with its project partners, and make program changes as needed.

VIII. Project Continuation/Future Funding

The Children's Art Program has been designed to generate income. The program will generate income by the following means:

1. The HAC will auction the 18" x 24" metal reproductions of the winning entries.
2. The HAC will produce and sell postcards of the winning entries.
3. The HAC will produce and sell calendars of the winning entries.

All proceeds from these sales will go back into the Children's Art Program.

The HAC believes that with a successful first program year, there will be an opportunity to gain Idaho Commission on the Arts funding. The HAC has an application pending with the commission, and if successful will allocate a percentage of the funding to the Children's Art Program. If the HAC ICA application is not successful this year, there is a much better chance of success next year with one year of successful programming achieved.

A successful start of the Children's Art Program may also result in an increase in the arts commission annual budget during the city's annual budget process. One year of successful programming puts the HAC in the position to request this additional funding from Mayor Rick Davis and the Hailey City Council.

Finally, with effective exposure and promotion, the program may attract individual donors, and the HAC will pursue this avenue of funding as well.

We the undersigned, if awarded a grant, agree to use it only for the above mentioned purpose and to report on the use of grant funds and the results of the project at the end of the funding cycle in August 2011.

Board President/Executive Director

Name and Phone: Mayor Rick Davis / 727-7728

Date: January 20, 2010

Signature: _____

Project Contact

Name and Phone: Jessica Miller

Date: January 20, 2010

Signature: _____

AGENDA ITEM SUMMARY

DATE: 01/20/2010 DEPARTMENT: Public Works / Administration DEPT. HEAD SIGNATURE: _____

SUBJECT:

Idaho Office of Energy Resources
Energy Efficiency & Conservation Block Grant Program
Application for Woodside Wastewater Treatment Plant Upgrades

AUTHORITY: ID Code _____ IAR _____ City Ordinance/Code _____
(IF APPLICABLE)

BACKGROUND/SUMMARY OF ALTERNATIVES CONSIDERED:

This is the second of three grant opportunities through the Idaho Office of Energy Resources under the block grant program. This Recovery Act funding comes through the U.S. Department of Energy.

The City Council approved the preparation and submission of this application at the January 11 council meeting. Public Works and Administration are now requesting a ratification of the final application package.

The final scope of work involves two components: a 24.2kW PV solar system on the rooftop of the process plant, and adding an energy recovery unit on the headworks building that reclaims heat and reintroduces it into the ventilation makeup airstream. These components combined amount to an annual savings of 36,415 kWh and 3,110 therms.

The grant request amount is \$234,000, with \$55,351 of city leveraging primarily in the form of staff labor on the project.

FISCAL IMPACT / PROJECT FINANCIAL ANALYSIS: Caselle # _____
Budget Line Item # _____ YTD Line Item Balance \$ _____
Estimated Hours Spent to Date: _____ Estimated Completion Date: _____
Staff Contact: _____ Phone # _____

ACKNOWLEDGEMENT BY OTHER AFFECTED CITY DEPARTMENTS: (IF APPLICABLE)

___ City Attorney	___ Clerk / Finance Director	___ Engineer	___ Building
___ Library	___ Planning	___ Fire Dept.	___ _____
___ Safety Committee	___ P & Z Commission	___ Police	___ _____
___ Streets	___ Public Works, Parks	___ Mayor	___ _____

RECOMMENDATION FROM APPLICABLE DEPARTMENT HEAD:

Ratify application.

ADMINISTRATIVE COMMENTS/APPROVAL:

City Administrator _____ Dept. Head Attend Meeting (circle one) Yes No

ACTION OF THE CITY COUNCIL:

Date _____
City Clerk _____

FOLLOW-UP:

*Ord./Res./Agmt./Order Originals: _____ *Additional/Exceptional Originals to: _____
Copies (all info.): _____ Copies
Instrument # _____

Name of City or County:		City of Hailey			
EECBG Reduction and Capture of Methane and Greenhouse Gases and Renewable Energy Technologies on Government Buildings: Energy Efficiency and Conservation Budget Spreadsheet					
Section A - Budget by Eligible Activity		Include both grant funds and leveraged funds			
		(1) Year One (\$)	(2) Year Two (\$)	(3) Year Three (\$)	Total Budget by Eligible Activity (\$)
		(c)	(d)	(e)	(f)
1.	Renewables on Government Buildings	\$289,351	\$0	\$0	\$289,351
2.	Methane Capture		\$0	\$0	\$0
5.	Totals	\$289,351	\$0	\$0	\$289,351
Section B - Budget by Categories					
6.	Budget Categories	(1) Year One (\$)	(2) Year Two (\$)	(3) Year Three (\$)	Total Budget by Category (\$)
7.	Personnel	\$18,733	\$0	\$0	\$18,733
8.	Fringe Benefits	\$4,024	\$0	\$0	\$4,024
9.	Administration	\$2,844	\$0	\$0	\$2,844
10.	Supplies		\$0	\$0	
11.	Construction	\$249,000	\$0	\$0	\$249,000
12.	Other – Consultant Fee	\$14,750	\$0	\$0	\$14,750
13.	Totals	\$289,351	\$0	\$0	\$289,351
14.	Program Income	\$0			



EECBG
Reduction and Capture of Methane and Greenhouse Gases and
Renewable Energy Technologies on Government Buildings

Budget Narrative

Name of City or County: City of Hailey

Amount Requested: \$234,000

Is your city or county sharing costs with or otherwise receiving outside funds for proposed projects? Yes

If so, amount of leveraged funds: \$55,351

SALARIES

1. Personnel

Please list each position to be supported under the proposed award.

Name	Title	Duties Under EECBG Award
Tom Hellen, P.E.	Public Works Director	Project Manager
Roger Parker	Wastewater Superintendent & IT	Project Coordination & Technical Advisor
Anne McAuliffe	Wastewater Plant Operator	Technical Advisor
Tracy Anderson	Deputy Clerk	Grant Administration
Becky Stokes	City Treasurer	Accounting



Please complete the following table to show the amounts of time to be expended by each position, their base rate of pay, and total direct compensation under this three (3) year award.

Name	Time (Hours)	Direct Rate	Salary from EECBG Funds (%)	Salary from Other Leveraged Resources (%)	Total Base Salary (\$)*
Tom Hellen	221	\$46.14	0	100	\$10,197
Roger Parker	192	\$32.89	0	100	\$6,315
Anne McAuliffe	87	\$25.53	0	100	\$2,221
Tracy Anderson	92	\$23.07	0	100	\$2,122
Becky Stokes	25	\$28.88	0	100	\$722

*Please round to nearest dollar

2. Fringe Benefits

Please complete the following table to show the amount of fringe benefits for each person to be compensated under this three (3) year award.

Name	Base Salary (\$)*	Fringe Rate	Total Salary Including Fringe (\$)*
Tom Hellen	\$10,197	\$1,698	\$11,895
Roger Parker	\$6,315	\$1,211	\$7,526
Anne McAuliffe	\$2,221	\$482	\$2,703
Tracy Anderson	\$2,122	\$486	\$2,608
Becky Stokes	\$722	\$147	\$869

*Please round to nearest dollar



OPERATIONAL EXPENSES NARRATIVE

Please describe the purposes for each of the following operational expenses found in the Budget Spreadsheet, rows 9-13

1. Administration

Administration includes time for the Grant Administrator and City Treasurer for reporting and financial tracking, in support of the Project Manager. Development of the project web page is also included here.

2. Equipment

Equipment is covered in the construction budget and includes the following: energy recovery ventilators, ductwork grilles, fans, heating equipment, sensors, HVAC controls, solar photovoltaic panels, DC/AC power inverters and switchgear.

3. Supplies

Supplies are covered in the construction budget and include the following: HVAC ductwork supplies, HVAC wiring, conduit, power wiring and PV mounting hardware.

4. Construction

The construction budget includes equipment, supplies and subcontractor fees for the following: removing the existing headworks ventilation equipment; installing new HVAC equipment and ductwork; installing new solar PV rooftop panels on the process building; and installing inverters, switchgear protection and electrical interties to the plant electrical bus.

5. Other

Hiring a local HVAC/Renewable energy consultant (licensed Professional Engineer in the State of Idaho) with significant experience in HVAC/solar energy for design, construction supervision and commissioning purposes.



FINANCIAL MANAGEMENT ASSESSMENT

This assessment should be completed, signed and certified by the Applicant's Financial Officer.

Please check one of the boxes for each question. If "NO" is selected for any of the statements below, please provide further explanation on page 2.

	Yes	No
Have you previously done business with the Idaho Office of Energy Resources (OER)?	<input checked="" type="checkbox"/> ¹	
Can the Applicant's Financial Officer or Independent Auditor certify that the Applicant has a financial management system sufficient to meet the financial reporting requirements of the EECBG Competitive Subgrant Program?	<input checked="" type="checkbox"/>	
Does your accounting system have the ability to track costs on a reimbursable basis?	<input checked="" type="checkbox"/>	
Does your system allow for accurate, current and complete financial reporting, and record keeping as well as the maintaining of adequate source documentation?	<input checked="" type="checkbox"/>	
Does your system allow for effective internal controls and accountability?	<input checked="" type="checkbox"/>	
Does your system allow for effective and efficient cash management procedures?	<input checked="" type="checkbox"/>	
Does your system prohibit subaward at any tier to any party which is debarred, suspended or otherwise excluded from or ineligible for participation in State or Federal assistance programs?	<input checked="" type="checkbox"/> ²	

¹ Hailey is currently finalizing a contract with the Idaho Office of Energy Resources for a project under the Renewable Energy Enterprise Zone program.

² Hailey will require all consultants, contractors, subcontractors and any other subawardee to sign a certification that they have not been debarred, suspended or otherwise excluded from, or ineligible for, participation in state or federal assistance programs.

Becky Stokes

Becky Stokes, City Treasurer, 208-788-4221, ext. 28

PRINTED NAME, TITLE, AND PHONE NUMBER OF INDIVIDUAL COMPLETING FORM

01/19/10

DATE

By signing this form, the above individual certifies that the responses provided to this survey are accurate as of the date.



EECBG

Reduction and Capture of Methane and Greenhouse Gases and Renewable Energy Technologies on Government Buildings

Activity Worksheet

Name of City or County: City of Hailey

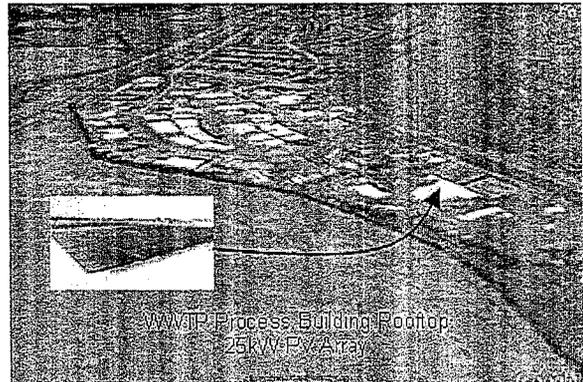
Project Summary (Please limit summary to space available):

Hailey Wastewater Treatment Plant – Energy Production & Conservation Project

Two project components are proposed at one site owned by the City of Hailey. These two components are independent but located at the city’s wastewater treatment plant. This plant is the largest single energy user in all city facilities and operations, costing an average of \$10,000 per month in gas and electric bills. Operations staff has implemented many energy saving O&M procedures and equipment to reduce the consumption. The following long-term EECBG projects required funding assistance.

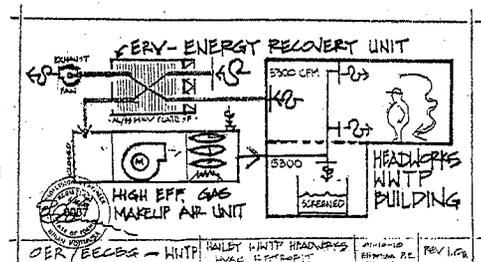
1) **AN ENERGY PRODUCTION COMPONENT:** Hailey will install a 24.2kW PV solar system on the process plant itself. The wastewater treatment plant (hereafter referred to as “plant”) will consume 100% of the produced power onsite.

The Energy Production element is a 24.2kW PV solar system that uses a roof-top mounted fixed panel array specifically designed to mount upon the rooftop of the wastewater process plant building without expensive racking. The PV-in-glass-tube panels are designed to shed snow and maximize performance. This building’s process pumping, compressor, stirring and sterilization processes will consume 100% of the produced energy onsite. If needed, the net-metering agreement with Idaho Power allows the meter to spin backwards and credit any excess production to the average \$7,000.00 monthly electric bill at the plant.

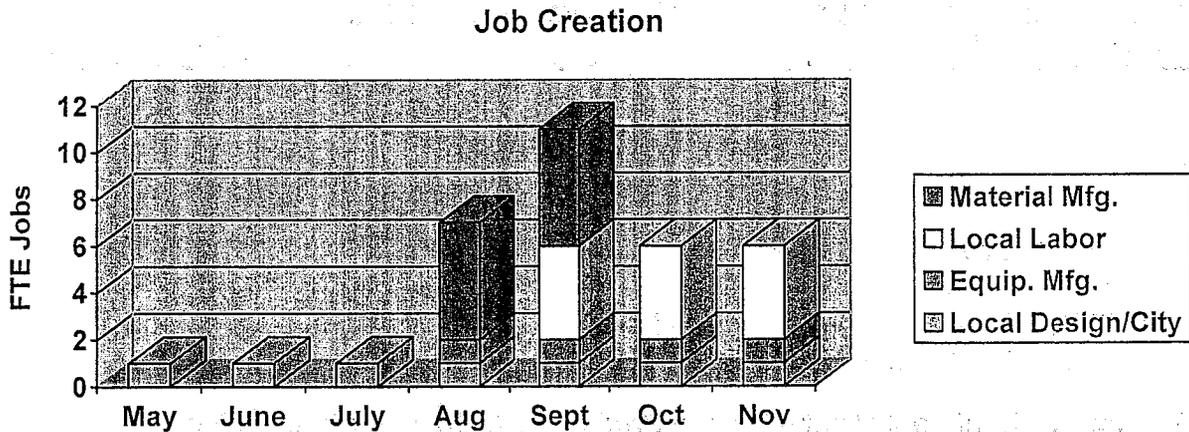


2) **AN ENERGY CONSERVATION COMPONENT:** This is the most readily available short-term payback onsite. This retrofit is a simple off-the-shelf energy recovery unit (ERV) that reclaims rejected heat from a process building exhaust airstream and reintroduces this heat into the ventilation makeup airstream. This is a simple, straightforward HVAC retrofit.

The project involves an adjacent building where 100% outside air is used for 24/7 ventilation of a sewage “headworks” building, where the sewage is first screened and then distributed to follow-on treatment processes. More efficient heating equipment with heat reclaim will be combined with smarter intermittent operating control strategies.



Proposed number of jobs created and/or retained:



Method used to determine number of jobs created and/or retained:

Project budget was broken into parts – local and project administration hours were divided by the labor/overhead/profit multiplier appropriate for that concern. The subcontract mechanical HVAC and electrical contracts were broken into material and labor and handled separately. The local labor hours were arrived at using the same overhead and profit burden multipliers then divided by the number of hours in the installation schedule. The jobs created through equipment purchases were broken into three parts: custom manufacturing (HVAC equipment), non-custom manufacturing (PV panels) and raw material budgets. All of the equipment used on this project is manufactured in the U.S.A. The resulting hours were determined in the same manner as above using the timetables for fabrication processes. Materials used in equipment construction were broken into foreign versus U.S. portions – only the U.S. portion was used using similar methodology.

Proposed energy saved (Annual kWh and/or therms): The project saves 36,415 kWh annually, and 3,110 therms annually. Savings are expected to occur annually for 25 years.

Method used to determine proposed energy saved:

To predict the performance of the PV array onsite and net annual kWh saved, a performance calculator for grid connected systems was used, called “PV Watts” (http://rredc.nrel.gov/solar/codes_algs/PVWATTS/version1/). This program is used by utilities and industry. In addition, site-specific and product-specific software was used to backcheck the prediction values and the lower of the values were used in the proposed energy estimate.

For the HVAC retrofit, the estimated therms saved is a straight-forward calculation based on annual heating degree-days method and corrected for the setpoint temperature. An ASHRAE method heat analysis was performed on the envelope to determine the hourly heat loss which with code required ventilation rates, ERV recovery efficiencies derated for scaling/dirt/aging and equipment efficiencies arrived at the proposed value. This study was conducted by a registered HVAC Professional Mechanical Engineer with 30 years of experience in energy audits and energy conserving retrofits on government buildings.

Cost effectiveness of project:

The accumulated energy cost savings of the project are \$864,000 over the 25 year lifespan of the project. The project will fully payback the investment in year 17.

Method used to determine cost effectiveness:

Future value of annual energy savings; standard economic engineering calculations used. Please refer to Criterion 2, page 11 for more information.



Project start date	May 1, 2010
Projected project completion date	November 11, 2010
Total Amount of Proposed EECBG Budget	\$289,351
Proposed Funds Leveraged, if any	\$55,351
Source(s) of leveraged funds	City of Hailey

PLEASE COMPLETE ONE OF THE FOLLOWING TABLES FOR EACH PROJECT SITE.

Name of project site	Woodside Wastewater Treatment Plant
Address of project site	4297 Glenbrook Dr., Hailey, Idaho
Description of project site	The 6.01-acre site includes five buildings: administrative, 1 st stage treatment dome, final stage process building, headworks and shop.



Reduction and Capture of Methane and Greenhouse Gases and Renewable Energy Technologies on Government Buildings

Proposal Narrative

Name of City or County: City of Hailey

- 1a. Summarize your local government's proposed EECBG project proposal.
- 1b. Please address the following factors in your project description:

- Proposal **strengths**
- Proposal **weaknesses**
- **Opportunities** external to your organization that might support your project plans
- **Threats** external to your organization that might hinder your project plans

Strengths: 1) An aggressive six-month implementation schedule, as most of the engineering work has been performed. 2) An annual reduction of 41.2 metric tons of CO₂ and energy savings of 36,415 kwh of electricity and 3,110 therms of gas per year for the 25+ year lifespan of the project. The plant currently accounts for 80% of the City of Hailey's energy use. 3) The project combines energy efficiency retrofits with renewable energy technologies, rather than relying on renewables and energy production alone. 4) Selected retrofits and renewable energy technologies are proven and results are measurable. 5) Creates/retains local jobs; no highly specialized technology means local contractors can do the work. 6) Dollars saved via reduced energy bills passed-on to consumers in the form of sewer rate relief and also sent to set-aside fund for future plant efficiency upgrades. 7) The project is very achievable within the time constraints of the grant period. 8) Far reaching buy-in and cooperation at all levels, including: plant operation and maintenance staff, Public Works Director/Engineer, City Administrator, the Mayor and City Council. 9) Cooperation and partnership expressed by Idaho Power. 10) Local press is highly favorable from a public opinion point of view. 11) Due diligence in the project's technical development including energy efficiency auditing of the site, and planning and cooperation with Idaho Power.

Weaknesses: 1) Low public relations potential. Project is not a "high visibility" project, so may not receive the public awareness of other, more noticeable installations (PV on rooftops downtown, for example). 2) Financial ROI for the federal funds is long-term for a solar PV project, largely due to current low electric rates in the area.

Opportunities: 1) The award of this project may create the opportunity for direct investment by Idaho Power to partner and expand the size of the PV project substantially. Idaho Power has expressed interest in this project and may help expand the project well beyond the scope envisioned. 2) Continued abundance of federal funding for "green" projects may lead to additional plant retrofits, beyond this grant project, for even greater energy savings and emissions reductions. 3) Economic turnaround may result in a more favorable climate for city's capital budget.

Threats: 1) The 24.2kW size of the PV installation may be well below the common expectations of the general public, as the area experienced a major long-term outage last Christmas Eve and Christmas Day. Although this proposal is an independent effort, the moderate size of the installation may cause the public to question whether a larger system shouldn't be considered. Fortunately Idaho Power's staff has expressed interest in possibly expanding the size of the system in partnership with this project. This is also reflected in Idaho Power's 2009 Integrated Resource Plan. 2) Potential shading of PV arrays is always a consideration. The project neighbors are a light industrial park to the north and west, and public land and large alfalfa fields to the east and south, thus posing *no* potential aesthetic or local regulatory threat to the project. The solar access of the PV array is at no threat of potential shading.



For questions 2-6, use the following criteria to describe your local government's project proposal.

2. Criterion 1: Energy Production or Methane/Greenhouse Gas Reduction (30%):

Describe how this proposed project has been designed to produce energy and/or maximize the reduction and greenhouse gas emissions.

- Describe how the proposed project(s) will **produce energy**.
- Describe how the proposed project(s) will **reduce emissions of greenhouse gases**.

ENERGY PRODUCTION: The proposed 24.2kW solar PV system is expected to produce 32,215 kWh of electricity each year under typical weather conditions, with inverter losses and corrected for location and roof slope. Over a typical 25 year warranty lifespan this amounts to 750MWh with degradation factored. The PV array produces power through the direct conversion of sunlight to DC electricity, which is not stored but directly consumed onsite by means of a 93.5% efficient DC to AC power inverter. The efficiency of this PV installation is superior because all of the power is consumed onsite without typical battery storage, reverse metering and associated transmission losses. In principal this is a 32kW system but due to the unique panel type and mounting condition the power output is de-rated at 24.2kW.

ENERGY/GREENHOUSE GAS REDUCTION: The energy conservation component is an HVAC retrofit to the headworks building at the plant. The heat recovery of exhausted air through the air-to-air energy recovery ventilator is 55% effective (derated for dirt/scaling/aging) at recovering heat normally lost during the process. In addition, the control scheme will be changed to provide intermittent ventilation at a higher rate rather than running the equipment 24/7; this is an allowance under the current codes governing the plant. The result is lower use of natural gas for heating outside ventilation air and reduced motor run times even though net hp is increased. **A net reduction in natural gas use of 3110 therms/yr and 4,200 kWh/yr electricity is the result.**

Hailey experiences unusually clear skies with more than 250 days of sunshine per year on average. That coupled with the high altitude (5100 ft) and the unobstructed site solar access provides an optimum solar installation location. The wastewater treatment plant consumes an average of 170kW per day. Hailey projects that all of the power produced by this directly intertied PV system will be consumed onsite by large connected motor and process loads. Projections estimate that the annual solar contribution is 3% of the total plant electrical requirements; therefore all generated power will be consumed directly onsite for a 100% offset of grid purchased power. This PV project is up to 30% more efficient than other installations where the power is sold back to the grid because of the transmission line losses associated with that sellback.

The PV array is rooftop mounted upon the flat roof of the process building where most of the plant's energy is consumed. The solar inverter will directly intertie into the plant's 460/3 phase system in the building, thereby offering a highly efficient installation by eliminating the usual line losses associated with other remote mounted PV installations.

Hailey is also a cold climate, experiencing 5,832 heating degree days per year. Any energy reduction strategies that limit or mitigate the energy required to heat make-up ventilation air are optimal strategies in plant operation.

GREENHOUSE GAS REDUCTION: 41.8 metric tons per year of CO₂ greenhouse gases are eliminated as a result of eliminating grid produced energy and natural gas normally consumed at the plant.



3. Criterion 2: Payback on Investment (25%): Describe how this proposed project has been designed to ensure community-wide maximum benefits for every ARRA dollar spent.

- Quantify the cost effectiveness in terms of dollars spent and energy saved or displaced.
- Discuss how each ARRA dollar spent in proposal will be utilized to **maximize benefits** community-wide.

Cost Effectiveness

The total cost of the project is \$289,351, resulting in a reduction of 3,110 therms of natural gas and 36,415 kWh of electricity. Excepting the recent drop in prices, Hailey used a 14 year straightline average increases in natural gas wellhead prices to predict future annual rate increases for gas. Hailey used 2.5% annual inflation plus 2% for utility rate increases, for a total of 4.5%, to predict future annual rate increases for electricity. This amounts to an accumulated energy cost savings of \$864,000 over the 25 year lifespan of the project. The project is projected to fully pay back the investment in year 17.

The system design maximizes efficient energy production by minimizing production losses and by utilizing 100% of the PV produced power within the same building. This maximizes the energy savings and energy displacement as a result of the proposed PV/Conservation project.

Every dollar spent on this project is injected into the local economy for design, installation and, where possible, the procurement of materials. An immediate local economic stimulus is the result of this federal/state investment.

Community Benefits

The project will result in immediate construction job creation within a two- to six-month timeframe starting from the 5/1/10 project commencement. Hailey has identified and proposes to use local design and construction services to complete the work, therefore giving an economic boost to the local economy using ARRA and city funding. Currently these companies (and nearly every construction-related concern in the area) have idle labor in a laid-off situation that can be immediately rehired to complete the project. The project timeline is relatively short and can begin in the summer of this year. This equates to immediate local economic relief.

The equipment (where feasible) will be purchased through area suppliers and vendors in compliance with the Buy American requirements of the grant. Hailey will also, to the extent possible, follow its own Buy Local principles to help further compound the local economic stimulus. Hailey will draw from methods developed at the nearby Idaho National Laboratory to identify counterfeit supplied parts that could undermine Buy American requirements.

The community is particularly interested in local power generation at this time. A town hall meeting with Idaho Power was held on January 13 as a result of the major power outage sustained over the last Christmas Eve and Christmas Day. The community sentiments regarding power reliability will particularly benefit from the award of this project – further benefiting the stated goals of the grant.

Most significantly, all Hailey residents benefit from the project through energy savings. These energy savings will be passed on to consumers in the form of sewer rate relief. Hailey will also establish a dedicated fund with some of the cost savings; the purpose of the fund will be to implement further energy efficiency improvements at the plant, which will in turn benefit the community.



4. Criterion 3: Job Creation (25%): Describe how this proposed project has been designed to create or retain the maximum number of jobs.

- Describe how the proposed project(s) will **create and/or retain jobs**.
- Discuss how the proposed project(s) will provide **rapid impact** to the community.
- Provide a schedule or timetable for major project **milestones**.

CREATING AND/OR RETAINING JOBS: The proposed project will immediately create jobs via design and local construction bidding activity from project commencement through completion six months later. Local design and construction companies will perform the majority of the work unless outside sources are required. Hailey estimates the project will create as many as 10.5 jobs at the peak of the six-month project schedule. Please refer to the job creation chart in the project summary, page 7, for a breakdown. In addition, the enhanced operations and maintenance requirements of the new equipment assures the retention of existing wastewater treatment plant employees.

Finally, the hours allocated to city staff time represent, at the least, an assurance of continued employment for those individuals. At best, it provides an opportunity for the city to potentially hire an additional full-time equivalent employee to replace those city staff hours. The city currently has numerous grant applications pending with similar or greater staffing requirements. The outcome of these grants, and this Idaho Office of Energy Resources grant, will determine the city's ability to hire an additional employee.

RAPID IMPACT TO THE COMMUNITY: A six-month cradle-to-completion timeframe for the project assures rapid economic relief. The project will be fast-tracked for immediate implementation, job creation, and completion within one building season and completed before winter 2010.

Project Tasks & Major Project Milestones (☞)	Date Complete
Project Award Announcement	03/22/2010
Task 1 – Project Management, Administration & Reporting	
☞ Project Commencement/Kick-Off Meeting	05/01/2010
Task 2 – Project Design (75% Complete to Date of Grant Application)	
▪ Final Design Drawings & Specifications (Develop Request for Proposals)	06/11/2010
Task 3 – Procurement	
▪ Request for Contractor(s) & Equipment Bids (Issue Reviewed RFP)	06/16/2010
▪ Review Bids and Select Contractor(s) & Equipment	07/16/2010
☞ City Council Review & Approval	07/26/2010
Task 4 – Equipment Delivery & Construction	
▪ Preconstruction Meeting	08/09/2010
▪ Major Equipment Procurement	08/09/2010
▪ Project Mobilization and Rough-in Completed	09/10/2010
▪ Major Equipment Received	09/20/2010
☞ Major Equipment Installed	10/08/2010
▪ Final Rough-in Completed - Code Official Inspection	10/15/2010
▪ Final Hookup and Control Wiring Completion	10/22/2010
Task 5 – Project Close-Out	
▪ Punchlist Completion/Final Inspections	11/01/2010
☞ Equipment Startup and Commissioning / Acceptance of Systems	
– System Proven Online	11/08/2010
▪ Final Reports to OER	12/31/2010



5. Criterion 4: Sustainability (20%): How this plan has been designed to ensure that it sustains benefits beyond the EECBG funding period.

- Describe all **partnerships or collaborative efforts** involved in the proposed project(s).
- Discuss all outside funding or other **outside funds leveraged** for the proposed project(s).
- Describe how the proposed project will lead to **long-term reduction of energy use and the creation or retention of jobs**.

Partnerships or Collaborative Efforts

- The project involves collaborating with a number of entities, including treatment plant staff, the Hailey Public Works Director/Engineer, City Administrator, Mayor and City Council, a local environmental consultant, and local contractors. The project also represents partnering with the Hailey community, in that the community will reap the benefits of energy savings.
- Collaborative efforts were made by Idaho Power in developing the feasibility and nuts-and-bolts details of the project.
- The project becomes an integral part of Hailey's Wastewater Treatment Plant with a full-time operations and maintenance staff monitoring the system.
- The project provides hard physical electrical interties to the plant electrical bus – thus partnering the project with the city infrastructure in a hard-wired manner – a long-term city ownership and investment results in long-term utilization of investment benefits.
- The City of Hailey has green and alternative energy initiatives as part of its long range goals, so this proposed project represents a full partnering with those initiatives. For example, in the fall of 2008, Hailey became the first Blaine County city to adopt a carbon emissions reduction goal: 15% by 2015 in city facilities. Hailey calculates a total 4% reduction since adoption of the goal, and plans to achieve a 3% additional reduction annually. This project, which targets reduction of Hailey's largest energy load, will give Hailey that 3% reduction for 2010. The city has similar goals in the transportation sector, the building sector, materials management and long range energy planning.
- The proposed project does not put any local or non-local jobs at risk. The project is a net job creator and is thus a partnering opportunity with the community.
- The EECBG grant process has identified several energy improvement partner projects as a result of energy audits in response to this grant. These significant projects (\$400,000+ in capital investments) will be completed out-of-pocket as energy conservation measures at a later date. The scope of these measures requires building a new facility, which puts the EECBG grant funding at risk due to possible NEPA requirements and reviews, thus they are not included in this grant proposal.
- The project sustains benefits for the long-term by ongoing energy savings and emissions reductions, passing a percentage of those savings on to consumers, and setting aside a percentage of savings into a dedicated fund for future efficiency upgrades at the plant. In this way the project includes Hailey citizens as partners.

Outside Funds Leveraged

Hailey has already invested approximately \$8,125 in this project by hiring a Professional Engineer to audit the plant and collaborate with city engineering, operations and administrative staff to prepare this application. Hailey is the source of leveraged funds by committing an additional \$47,226.

Long-Term Reduction of Energy Use and Job Creation/Retention

The project sustains benefits for the long-term by ongoing energy savings and emissions reductions, passing a percentage of those savings on to consumers, and setting aside a percentage of savings into a dedicated fund for future efficiency upgrades at the plant. Future energy efficiency projects from the dedicated savings would provide additional jobs in the future.



6. Describe your local government's proposed plan for the required program reporting of EECBG program funds. Your description should include a discussion of the strengths, weaknesses, and threats to robust, timely, and transparent reporting.

THE STRENGTHS OF OUR REPORTING PLAN: 1) Hailey's reporting will be accurate, because the time was taken on the front end to arrive at detailed costs. Project financials are based on actual equipment and labor quotes from vendors and qualified contractors. Equipment was sized and selected by a Professional Engineer. PV roof loads were evaluated by a Professional Structural Engineer. 2) Hailey's experience with ARRA and other grant reporting. 3) The robustness of our existing accounting system. 4) Hailey is a standalone applicant, not teamed with other governments. Hailey will not have the potential bottlenecks that other project teams may encounter. For example, we will not be relying on other government entities to submit their reports to us before we can submit our report to OER.

WEAKNESSES AND THREATS could potentially include: 1) Reporting could be hampered by poor communication from project team members or subcontractors. 2) Reporting could be impacted by the heavy workload on city staff due to budget constraints in the current economy.

Program Reporting Plan

The Hailey Grant Administrator will work with the Project Manager and the City Treasurer to assure accurate and timely reporting for the project. Twice each month prior to the construction phase, and weekly during construction, Hailey will hold project team meetings to assure the project is on track and make any course corrections necessary. Hailey is currently administering two other ARRA grants, and is familiar with the reporting requirements under the program. Hailey is also experienced with reporting requirements of a number of other federal and state grant programs.

As required under the grant, Hailey will provide, in a timely fashion, monthly, quarterly, annual and other reports as required by OER and the DOE, including, but not limited to special status reports (annual and as required), financial reports, ARRA performance progress reports, and property certifications (as required).

Hailey will use its existing accounting system to track labor and expenses by project number and activity. The system can generate labor and expense reports, by project number, personnel, activity, expense and date. The Project Manager and Grant Administrator will monitor these reports in conjunction with the team project meetings, and use the reports as a tool to assure that all team members are documenting their time correctly, that expenses correlate with the budget, and that the project is within the budget as compared to the project schedule.

Each subcontractor will have a line item in the project budget, and will be required to support their requests for reimbursement with similar detailed data. In addition, Davis-Bacon weekly bookkeeping will be a requirement for every subcontractor, and this data will be checked prior to approving payments to subcontractors.

When reimbursement requests are made to the Idaho Office of Energy Resources, Hailey will use cumulative date-range reports and subcontractor reports to provide the Idaho Office of Energy Resources with adequate back-up data to support the request.



7. The President has made it clear that every taxpayer dollar spent on our economic recovery must be subject to unprecedented levels of transparency and accountability. Describe the auditing or monitoring procedures currently in place or that will be in place (by what date), to ensure funds are used for authorized purposes and every step is taken to prevent instances of fraud, waste, error, and abuse.

In addition to the reporting system described under item 6, Hailey offers the following methodologies to assure transparency and accountability.

All payments of project expenses must be authorized by the Project Manager, and will be double-checked against the project budget prior to approval. Payment requests are then forwarded to the Accounts Payable Clerk. Twice monthly the AP Clerk forwards a report of all payables to the Hailey City Administrator and City Clerk, who review all accounts payable items to provide the necessary checks and balances as required by auditors. The same report, modified as necessary upon Administrator and City Clerk review, is then reviewed and approved by the Hailey City Council.

In addition to the careful scrutiny of expense payments, the financial tracking to be used on the project through Hailey's existing accounting system supports accountability because it gives the management team the tools to accurately track and monitor all financial elements of the project, by project number, personnel, activity, expense and date.

As mentioned previously, labor on the project will be tracked by project number and activity in Hailey's accounting system. All time spent on the project will be billed to the project with an activity description, and reviewed in project team meetings. In this way, labor will be tracked and managed carefully, which not only provides accountability, but also helps assure the project stays within budget.

Some specific areas requiring enhanced monitoring and attention are the Davis-Bacon, Buy American, and Debarment and Suspension matters. Hailey will assure the Buy American requirements are adhered to, using methods developed at the nearby Idaho National Laboratory to identify counterfeit supplied parts that could undermine Buy American requirements. All contracts will be written to require that subcontractors provide, during the equipment procurement phase, vendor documentation about the products they plan to use.

Davis-Bacon required contract clauses will be included in all subcontracts, and weekly bookkeeping of Davis-Bacon wages will be required, as well. Adherence to Davis-Bacon requirements will be closely monitored by the Project Manager and Grant Administrator.

Hailey will require all consultants, contractors, subcontractors and any other subawardee to sign a certification that they have not been debarred, suspended or otherwise excluded from, or ineligible for, participation in state or federal assistance programs.

All of the above requirements will be included in bid documents to assure an up-front understanding by subawardees of the project requirements regarding these issues.

Hailey will create a simple project web page when the project commences, and will post all required project reports to support the goal of transparency and accountability. The web page will also serve as a public relations tool for the project, informing the community of the benefits of alternative energy, and the benefits of this specific project. Helpful links will be part of the web page, and will include, among others, links to the Idaho Office of Energy Resources and U.S. Department of Energy websites.



8. Describe how your local government will comply with the requirements of the Davis-Bacon Act, National Environmental Policy Act (NEPA), Historic Preservation requirements, and the Buy American Clause. For more information on these requirements, please see the Request for Proposal, Part VII.

Davis-Bacon: Hailey will assure that all laborers and mechanics with contracts over \$2,000 will be paid appropriate wages under the Davis-Bacon Act. Hailey will require that contractors or subcontractors pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character, with local prevailing wage rates as determined by the Secretary of Labor. Davis-Bacon required contract clauses will be included in all subcontracts, and weekly bookkeeping of Davis-Bacon wages will be required, as well. Adherence to Davis-Bacon requirements will be closely monitored by the Project Manager and Grant Administrator.

NEPA: This project falls within the listing of Categorical Excluded projects as the scope of work being performed is standard construction activities, all within the existing wastewater treatment plant property. A review of the DOE Environmental Questionnaire included with this application shows no item having an environmental impact.

Historic Preservation: Hailey has filled in the required form, and has also communicated with the State Historic Preservation Office (SHPO) regarding the project. SHPO has given the project a green light. A letter from SHPO documenting this approval has been included following the required form.

Buy American: Hailey will comply with Buy American requirements. If, as the project progresses, Hailey finds the need to request a waiver of these requirements, as allowed under the law, Hailey will do so at that time. To assure compliance, Hailey will use methods developed at the nearby Idaho National Laboratory to identify counterfeit supplied parts that could undermine Buy American requirements. All contracts will be written to require that subcontractors provide, during the equipment procurement phase, vendor documentation about the products they plan to use.

Waste Description & Methodology: This project is adding energy efficient equipment to existing facilities. It is expected that other than metal siding and insulation (fiberglass) being removed to allow for new penetrations there will not be any recyclable or hazardous wastes generated.



IDAHO HISTORIC SITES INVENTORY FORM
(Section 106 Historic Preservation Review, basic documentation and eligibility form)

This form provides the basic documentation required to determine a property's eligibility for listing in the National Register. To ensure timely review, complete all starred(*) items. For properties recorded during a survey or for mitigation, approval is required from SHPO staff for the use of the form. Professionals should always use the standard IHSI form.

Property Data

* Property Name/Field Number City of Hailey Wastewater Treatment Plant / _____

* Map Reference _____

* Township 2N *Range 18E *Section 23 ¼ of SE ¼ of SE 1/4, Boise Meridian

UTM _____ easting _____ northing _____

*County Blaine Acres 6.01

* Address 4297 Glenbrook Dr. * City Hailey

Lot(s) _____ Blocks(s) _____

Historic Context(s) _____

* Property Type Building * Total # of features 0

* Associated buildings/structures 0

* Date of Original Construction 1974/ Does not qualify as historic building. See attached letter from the Idaho State Historical Society.

Style N/A Plan N/A

*Condition N/A *Moved? N/A When? N/A Original location N/A

*Materials N/A

*Original Use N/A *Current Use N/A

National Register Recommendation: (check all that apply)

<input type="checkbox"/> Individually eligible	<input type="checkbox"/> Not eligible
<input type="checkbox"/> Contributing in a potential district	
<input type="checkbox"/> Listed in the National Register	Date listed _____
<input type="checkbox"/> In a listed Historic District	Name of District _____
<input type="checkbox"/> less than 45 years old	

Comments _____

Rev#	Sits#	IHSI#
_____	_____	_____



If known, include information on any significant historical events, dates, persons, associated with the property. Note any documentary sources which support the property's significance such as archival materials, newspapers, books, articles, historic photographs, etc.

N/A

* Completed by Tom Hellen *Phone 208-788-4221, ext. 14

*Address 115 S Main St., Ste H, Hailey, ID 83333

*Project/Report Title N/A

Checklist	
<input type="checkbox"/> Completed IHSI form	<input type="checkbox"/> Map
<input type="checkbox"/> Photos of buildings/features	<input type="checkbox"/> Overview photos showing setting

For SHPO use

Context(s) for evaluation _____

Eligible - Criterion A B C D

Listed in National Register _____

Not eligible

Reason _____

Less than fifty years old

Section 106 Review and Compliance data:

Project Name _____

Federal Agency _____

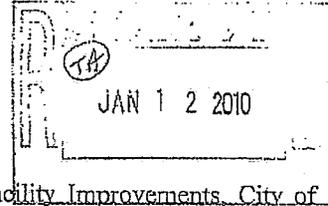
Reviewer _____ Date _____

Notes _____





DATE: January 8, 2010
 TO: Tracy Anderson, City of Hailey, Idaho
 FEDERAL AGENCY: ARRA
 PROJECT NAME: Wastewater Treatment Facility Improvements, City of Hailey, Idaho



"The History and Preservation People"

Our mission: to educate through the identification, preservation, and interpretation of Idaho's cultural heritage. www.idahohistory.net

C.L. "Butch" Otter
 Governor of Idaho

Janet L. Gallimore
 Executive Director

Administration
 2205 Old Penitentiary Road
 Boise, Idaho 83712-8250
 Office: (208) 334-2682
 Fax: (208) 334-2774

Archaeological Survey of Idaho
 210 Main Street
 Boise, Idaho 83702-7264
 Office: (208) 334-3847
 Fax: (208) 334-2775

Historical Museum and Education Programs
 610 North Julia Davis Drive
 Boise, Idaho 83702-7695
 Office: (208) 334-2120
 Fax: (208) 334-4059

Historic Preservation Office
 210 Main Street
 Boise, Idaho 83702-7264
 Office: (208) 334-3861
 Fax: (208) 334-2775

Historic Sites Office
 2445 Old Penitentiary Road
 Boise, Idaho 83712-8254
 Office: (208) 334-2844
 Fax: (208) 334-3225

Public Archives and Research Library
 2205 Old Penitentiary Road
 Boise, Idaho 83712-8250

Public Archives
 Office: (208) 334-2620
 Fax: (208) 334-2626

Research Library
 Office: (208) 334-3356
 Fax: (208) 334-3198

Oral History
 Office: (208) 334-3863
 Fax: (208) 334-3198

Section 106 Evaluation

<input type="checkbox"/>	The field work and documentation presented in this report meet the Secretary of the Interior's Standards.
<input checked="" type="checkbox"/>	No additional investigations are recommended; project can proceed as planned.
<input type="checkbox"/>	Additional information is required to complete the project review. (See comments.)
<input type="checkbox"/>	Additional investigations are recommended. (See comments.)

Identification of Historic Properties (36 CFR 800.4):

<input type="checkbox"/>	No historic properties were identified within the project area.
<input type="checkbox"/>	Property is not eligible. Reason:
<input type="checkbox"/>	Property is listed in National Register of Historic Places.
<input type="checkbox"/>	Property is eligible for listing in the National Register of Historic Places. Criterion: A B C D Context for evaluation:
<input checked="" type="checkbox"/>	No historic properties will be affected within project area.

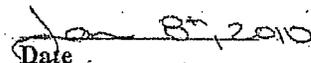
Assessment of Adverse Effects (36 CFR 800.5):

<input type="checkbox"/>	Project will have <i>no adverse effect</i> on historic properties.
<input type="checkbox"/>	Project will have an <i>adverse effect</i> on historic properties; further consultation is recommended.

Comments:

Thank you for requesting our office's comments while in the planning stages of the project and prior to construction. You have informed this office that the ground disturbing activities associated with this project will be confined to existing wastewater facility. Should these plans change, please submit the new plans to our office for review. If I can answer any questions or be of further assistance, please contact me at (208) 334-3847 ext. 107 or Shelby Day at ext. 109.


 Susan Pengilly, Deputy SHPO
 State Historic Preservation Office


 Date



The Idaho State Historical Society is an Equal Opportunity Employer.

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(3/2009) OPI=320
(Previous Editions Obsolete)

U.S. DEPARTMENT OF ENERGY

ENVIRONMENTAL QUESTIONNAIRE

I. BACKGROUND

The Department of Energy (DOE) National Environmental Policy Act (NEPA) Implementing Procedures (10 CFR 1021) require careful consideration of the potential environmental consequences of all proposed actions during the early planning stages of a project or activity. DOE must determine at the earliest possible time whether such actions will require either an Environmental Assessment or an Environmental Impact Statement, or whether they qualify for a Categorical Exclusion. To comply with these requirements, an Environmental Questionnaire must be completed for each proposed action to provide DOE with the information necessary to determine the appropriate level of NEPA review.

II. INSTRUCTIONS

Separate copies of the Environmental Questionnaire should be completed by the principal proposer and appropriate proposer's subcontractor. In addition, if the proposed project includes activities at different locations, an independent questionnaire should be prepared for each location. Supporting information can be provided as attachments.

In completing this Questionnaire, the proposer is requested to provide specific information and quantities, when applicable, regarding air emissions, wastewater discharges, solid wastes, etc., to facilitate the necessary review. The proposer should identify the location of the project and specifically describe the activities that would occur at that location. In addition, the proposer will be required to submit an official copy of the project's statement of work (SOW) or statement of project objective (SOPO) that will be used in the contract/agreement between the proposer and DOE.

III. QUESTIONNAIRE

A. PROJECT SUMMARY

1. Solicitation/Project Number: City of Hailey
2. Proposer: City of Hailey
3. Principal Investigator: Thomas Hellen, P.E.
Telephone Number: 208-788-9830, Ext 14
4. Project Title: BECBG Hailey Wastewater Treatment Plant - Energy Production & Conservation
5. Duration: 5/2010 - 9/2012
6. Location(s) of Performance (City/Township, County, State): City of Hailey
Blaine County
Idaho
7. Identify and select checkbox with the predominant project work activities under Group A-7b or A-7c.

Group A-7b

- Work or project activities does NOT involve new building/facilities construction and site preparation activities. This work typically involves routine operation, modification, and retrofit of existing utility and transportation infrastructure, laboratories, commercial buildings/properties, offices and homes, test facilities, factories/power plants, vehicles test stands and components, refueling facilities, greenspace infrastructure, or other existing facilities.



Group A-7c

- Work or project activities typically involves major building or facility construction, site preparation; the installation, replacement, or major modifications of energy system prototypes and infrastructure, access right-of-ways and roads; utility, greenspace, and transportation infrastructure, vehicle test facilities; commercial buildings/properties, fuel refinery/mixing facilities, factories/power plants; and other types of energy efficiency/conservation related systems, structures, and facilities. This work can require new or modified regulatory permits, environmental sampling and monitoring requirements, master planning, public involvement, and environmental impact review.
 - Other types of work or project activities not listed. (please describe):
8. Summarize the objectives of the proposed work. List activities planned at the location as covered by this Environmental Questionnaire. Installation of photovoltaic panels and Energy Recovery Ventilation units for various buildings at the City of Hailey Wastewater treatment Facility.
 9. List all other locations where proposed work or project would be performed by project's proposer and subcontractors. None
 10. Identify major project operation related materials and waste that would be used, consumed, and produced by this project or activity. None
 11. Provide a brief description of the project location (physical location, surrounding area, adjacent structures). The location is the City of Hailey Wastewater Treatment Plant located at 4297 Glenbrook Dr in Hailey. The plant is located in a Light Industrial zoned area with light manufacturing businesses nearby. The area south of the plant is an alfalfa farm field.
 12. Attach a site plan or topographic map of the project work area.

B. ENVIRONMENTAL IMPACTS

This section is designed to obtain information for objectively assessing the environmental impacts of a proposed project. NEPA procedures require evaluations of possible effects (including land use, energy resource use, natural, historic and cultural resources, and pollutants) from proposed projects on the environment.

I. Land Use

- a. Characterize present land use where the proposed project would be located.

<input type="checkbox"/> Urban	<input checked="" type="checkbox"/> Industrial	<input type="checkbox"/> Commercial	<input type="checkbox"/> Agricultural
<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural	<input type="checkbox"/> Residential	<input type="checkbox"/> Research Facilities
<input type="checkbox"/> Forest	<input type="checkbox"/> University Campus	<input type="checkbox"/> Other	
- b. Describe how land use would be affected by planned construction and project activities.

No construction would be anticipated for this project.
No affect
- c. Describe any plans to reclaim/replant areas that would be affected by the proposed project.

No land areas would be affected.
- d. Would the proposed project affect any unique or unusual landforms (e.g., cliffs, waterfalls, etc.)?

No Yes (describe)
- e. Would the proposed project be located in or near a national park or wilderness area?



No Yes (describe)

If project work activities falls under item A-7b; then proceed directly to question B.6 (Atmospheric Conditions/Air Quality) and continue to fill out questionnaire.

If project work falls under item A-7c; then proceed directly below to question B.2 (Construction Activities and/or Operations) and continue to fill out questionnaire.

2. Construction Activities and/or Operations

- a. Identify any roads, trails, or utility right of ways that traverse the proposed site or will be constructed and clearly mark them on project site maps.

None

- b. Would the proposed project require the construction of settling ponds?

No Yes (describe and identify location, and estimate surface area disturbed)

- c. Would the proposed project affect any existing body of water?

No Yes (describe)

- d. Would the proposed project be located in or impact a floodplain or wetland?

No Yes (describe)

- e. Would the proposed project be likely to cause runoff/sedimentation/erosion?

No Yes (describe)

3. Vegetation and Wildlife Resources

- a. Identify any State- or Federal-listed endangered or threatened plant or animal species affected by the proposed project.

None

- b. Would any foreign substances/materials be introduced into ground or surface waters, or other earth/geologic resource because of project activities? Would these foreign substances/materials affect the water, soil, and geologic resources?

No Yes (describe)

- c. Would any migratory animal corridors be impacted or disrupted by the proposed project?

No Yes (describe)

4. Socioeconomic and Infrastructure Conditions.

- a. Would local socio-economic changes result from the proposed project?

No Yes (describe)

- b. Would the proposed project generate increased traffic use of roads through local neighborhoods, urban or rural areas?

No Yes (describe)

- c. Would the proposed project require new transportation access (roads, rail, etc.)? Describe location, impacts, costs.

No Yes (describe)

- d. Would any new transmission lines and/or power line right-of-ways be required?

No Yes (describe location, voltage, and length of line)



5. Historical/Cultural Resources

- a. Describe any historical, archeological, or cultural sites in the vicinity of the proposed project; note any sites included on the National Register of Historic Places.
 None
- b. Would construction or operational activities planned under the proposed project disturb any historical, archeological, or cultural sites?
 No planned construction No historic sites Yes (describe)
- c. Would the proposed project interfere with visual resources (e.g., eliminate scenic views) or alter the present landscape?
 No Yes (describe)

For all proposed project work activities identified under item A-7b, respond to item B6 directly below and continue filling out environmental questionnaire.

6. Atmospheric Conditions/Air Quality

- a. Identify air quality conditions in the immediate vicinity of the proposed project with regard to attainment of National Ambient Air Quality Standards (NAAQS). This information is available under the NAAQS tables from the U.S. EPA Air and Radiation Division.

	<u>Attainment</u>	<u>Non-Attainment</u>
O ₃	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SO _x	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM ₁₀	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NO ₂	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lead	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- b. Would proposed project require issuance of new or modified major source air quality permits?
 No Yes (describe)
- c. Would the proposed project be in compliance with the National Emissions Standards for Hazardous Air Pollutants?
 No (explain) Yes
- d. Would the proposed project be classified as either a New Source or a major modification to an existing source?
 No Yes (describe)
- e. Would the proposed project be in compliance with the New Source Performance Standards?
 Not Applicable No (explain) Yes
- f. Would the proposed project be subject to prevention of significant deterioration air quality review?
 Not applicable No (explain) Yes (describe)
- g. What types of air emissions, including fugitive emissions, would be anticipated from the proposed project?
 None
- h. Would any types of emission control or particulate collection devices be used?
 No Yes (describe, including collection efficiencies)
- i. If no control devices are used, how would emissions be vented? N/A



7. Hydrologic Conditions/Water Quality

- a. What is the closest body of water to the proposed project area and what is its distance from the project site?
Big Wood River, 1/2 mile
- b. What sources would supply potable and process water for the proposed project?
City of Hailey Water System
- c. Quantify the daily or annual amount of wastewater that would be generated by the proposed project.
None
- d. Identify the local treatment facility that would receive wastewater from the proposed project.
 No discharges to local treatment facility
- e. Describe how wastewater would be collected and treated.
N/A
- f. Would any run-off or leachates be produced from storage piles or waste disposal sites?
 No Yes (describe source)
- g. Would project require issuance of new or modified water permits to perform project work or site development?
 No Yes (describe)
- h. Where would wastewater effluents from the proposed project be discharged?
 No wastewater produced
- i. Would the proposed project be permitted to discharge effluents into an existing body of water?
 No Yes (describe water use and effluent impact)
- j. Would a new or modified National Pollutant Discharge Elimination System (NPDES) permit be required?
 No Yes (describe)
- k. Would the proposed project adversely affect the quality or movement of groundwater?
 No Yes (describe)

8. Solid and Hazardous Wastes

- a. Describe and estimate major nonhazardous solid wastes that would be generated from the project. Solid wastes are defined as any solid, liquid, semi-solid, or contained gaseous material that is discarded or has served its intended purpose, or is a manufacturing or mining by-product (40 CFR 260, Appendix I). None
- b. Would project require issuance of new or modified solid waste and/or hazardous waste related permits to perform project work activities?
 No Yes (explain)
- c. How and where would solid waste disposal be accomplished?
 On-site (identify and describe location)
 Off-site (identify location and describe facility and treatment)
- d. How would wastes for disposal be transported?
- e. Describe and estimate the quantity of hazardous wastes (40 CFR 261.31) that would be generated, used, or stored under this project.
 None



