

**CITY OF GLENDALE  
COMMERCIAL VISUAL IMPROVEMENT PROGRAM  
AGREEMENT**

This Commercial Visual Improvement Program Agreement ("Agreement") is entered into this ~~28~~ day of ~~October~~, 2016, between the City of Glendale, an Arizona municipal corporation ("City") and Thomas Tr. Eggleston, the owner, authorized to do business in the State of Arizona ("Applicant").

**RECITALS**

- A. The City makes grants available under its Commercial Visual Improvement Program ("VIP") for the purpose of encouraging reinvestment in certain existing commercial or mixed-use structures located within the corporate limits of the City.
- B. Under the Commercial VIP, the City may, in its sole discretion, reimburse up to a maximum of one-half of the approved cost of rehabilitation improvements and one-half of the architectural and engineering fees up to a maximum of Five Thousand Dollars (\$5,000).
- C. Applicant's property is located at 6960 N 57<sup>th</sup> Drive, Glendale, AZ 85301 and is within the corporate limits of the City and is a commercial property that is at least fifteen (15) years of age and located within a Redevelopment Area.
- D. City and Applicant desire to memorialize their agreement with this document.

**AGREEMENT**

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Applicant agree as follows:

**1. Reimbursement of Construction Costs and Architectural/Engineer Fees.**

- 1.1 **Reimbursement Amount.** For each approved project on the Property, the City may, in its sole discretion, reimburse Applicant for up to one-half of construction costs for rehabilitation improvements ("Work") and up to one-half of architectural and engineering fees ("Professional Services") with a cap of \$5,000 for Professional Services. The actual reimbursement under this Agreement will not exceed \$675.00 for Work and \$0.00 for Professional Services, subject to additional amounts that may be approved by the City pursuant to the change order section of this Agreement.
- 1.2 **Eligible Costs.** The Work costs eligible for reimbursement include labor, materials, equipment and other contract items necessary for the proper execution and completion of the project as designated in the design and construction drawings and specifications approved by the City. The approved design and construction drawings and specifications are hereby incorporated into and made part of this Agreement.
- 1.3 **Compliance with Federal Requirements.** Reimbursement shall be made only for Work completed in conformance with all applicable federal regulatory requirements, which are set forth in Exhibit V and hereby incorporated into and made a part of this Agreement.

- 1.4 **Compliance with Zoning and Sign Requirements.** As a condition of reimbursement and at all times during the term of this Agreement, the land use and signage under the control of the Applicant shall conform with City zoning and sign code requirements.
- 1.5 **Compliance with Tax and License.** Applicant has provided a "Certificate of Compliance (Letter of Good Standing)" from the City's Tax and License Division that was issued within sixty (60) days of the effective date of this agreement. The Certificate of Compliance is attached to and incorporated into this Agreement as part of Exhibit III (Grant Application).
- 1.6 **Change Orders.**
  - 1.6.1 If the scope or cost of Work originally approved by the City is modified, Applicant may request an adjustment to the reimbursement amount. No additional amounts will be reimbursed to the Applicant without the City's written approval.
  - 1.6.2 To request an adjustment, Applicant will submit a written change order request to the Economic Development Department that explains the nature of and reason for the change(s); provides modified design and construction drawings and specifications, if applicable; and provides a detailed explanation of the increased cost for Work or Professional Services.
  - 1.6.3 The City will provide a written response within thirty (30) days of receipt of Applicant's change order. The City may approve or deny Applicant's request in the City's sole discretion.
2. **Design and Construction Plan Approval.**
  - 2.1 Within one hundred and twenty (120) days of execution of this Agreement, Applicant shall submit the design and construction drawings and specifications for the improvements to the Property to the City Building Safety Department for approval.
  - 2.2 No Work may take place until the City has approved the drawings and specifications.
3. **Time to Complete Work.** Applicant shall contract for and complete all Work within one hundred and eighty (180) days from the date the City approves the drawings and specifications.
4. **Review of Project.** The City's Economic Development Department or designated representative may periodically review the progress of the Work on the Property. This progress review does not replace any required permits or inspections normally required by the City, including permits or inspections required by the Building Safety Department. Applicant must immediately remedy any Work not in conformance with the approved drawings and specifications.
5. **Proof of Work and Professional Services.**
  - 5.1 Within sixty (60) days of the final inspection and approval of the Work by the City, the Applicant shall submit to the City copies of all paid bills, cancelled checks, contractor lien waivers and receipts showing the full cost of and full payment for all Work and Professional Services.
  - 5.2 No reimbursement will be made for amounts exceeding amounts actually paid as shown on bills or receipts. Failure to timely submit the documentation required by this Section is a waiver of Applicant's right to reimbursement.
6. **Failure to Complete Work.** If the Applicant fails to complete the Work in conformance with the approved drawings and specifications and all other terms of this Agreement, the Agreement automatically terminates and the City's reimbursement obligation becomes null and void.
7. **Extension of Time.** The City may, in its sole discretion and upon good cause as shown in writing by the Applicant, extend the time to obtain design and construction approval, to complete construction,

or to submit documentation for reimbursement. Extensions will not be valid unless granted in writing by the City.

8. **Unrelated Improvements.** Nothing in this Agreement is intended to limit, restrict or prohibit the Applicant from performing any other work in or about the Property which is unrelated to this Agreement.
9. **Agreement Applicable to Future Owners.** This Agreement is binding upon the Applicant and its successors, heirs and assignees.
10. **Maximum Grant Awards.** A business or property owner may apply for and receive more than one grant. City Council approval is required when the total of the requested funds exceeds \$50,000 within a three-year period.
11. **Indemnification.** The Applicant agrees to defend and hold harmless the City, its elected officials, officers, agents and employees from and against all loss, damage, claims, suits, proceedings, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees, litigation costs and experts' fees), arising or resulting from, caused or occasioned by, or related to the Applicant's obligations, performance and actions taken or not taken or under this Agreement.
12. **Attorney's Fees.** If the City institutes proceedings against Applicant for a violation of this Agreement and secures a judgment in its favor, the court having jurisdiction thereof shall include in its judgment against Applicant expenses, including but not limited to reasonable attorney's fees, court costs, witness fees, and litigation expenses.
13. **Applicant Remedies.** Upon a breach of this Agreement by the City, the Applicant, in any court of competent jurisdiction, by an action or proceeding in equity, may secure rescission, a declaratory judgment or the specific performance of this Agreement. The remedies listed in this section are the sole remedies available to the Applicant. Monetary damage remedies are expressly excluded. Before any performance failure of the City is considered a breach of this Agreement, the Applicant shall demand performance and notify the City of the alleged failure in writing in the manner provided in Section 16 of this Agreement.
14. **Exhibits.** It is agreed that Applicant must complete and execute Exhibits I through IV, which are incorporated as part of this Agreement:

Exhibit I	Proof of Ownership or Executed Lease
Exhibit II	Certificate of Capacity to Execute Agreement
Exhibit III	Copy of City of Glendale Commercial Visual Improvement Program Application
Exhibit IV	Budget
15. **Display of City Funding Promotional Material.** To the extent requested by the City, Applicant may be required to prominently display a poster identifying the Property as receiving City funding. Any signage will be provided by the City and shall be displayed from the date the Application is approved, until no less than ninety (90) days after final approval and reimbursement is made. Failure to display signage at the request of the City is a breach of this Agreement, and, at the option of the City, makes this Agreement null and void.
16. **Notices.** Notices must be in writing and given by personal delivery; by certified mail, return receipt requested, postage prepaid; or by express delivery service, freight prepaid, in each case by delivery to the Applicant and the City at the addresses set forth below or at any other address as a party may designate in writing. The date notice is given is the date on which the notice is delivered, if notice is given by personal delivery, or five (5) days after the date of deposit in the mail, if the notice is sent through the United States mail.

APPLICANT:      Applicant's Name:    Thomas Tr. Eggleston

Address: 5734 W. Brown Street  
Glendale, AZ 85302  
Name of Business: Heavenly Vintage  
Project Address: 6960 N. 57<sup>th</sup> Drive  
Glendale, AZ 85301

CITY: City of Glendale  
Economic Development Department  
5850 W. Glendale Avenue  
Glendale, Arizona 85301

With a copy to: Glendale City Attorney  
5850 W. Glendale Avenue  
Glendale, Arizona 85301

17. **E-verify, Records and Audits.** To the extent applicable under A.R.S. § 41-4401, the Contractor warrants its compliance and that of its subcontractors with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). The Contractor or subcontractor's breach of this warranty is deemed a material breach of the Agreement and may result in the termination of the Agreement by the City under the terms of this Agreement. The City retains the legal right to randomly inspect the papers and records of the other party to ensure that the other party is complying with the above-mentioned warranty. The Contractor and subcontractor warrant to keep their respective papers and records open for random inspection during normal business hours by the other party. The parties will cooperate with the City's random inspections, including granting the inspecting party entry rights onto their respective properties to perform the random inspections and waiving their respective rights to keep such papers and records confidential.
18. **No Boycott of Israel.** The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.
19. **Conflict of Interest.** Applicant acknowledges this Agreement is subject to A.R.S. § 35-391 *et seq.*, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on the City's behalf is also an employee, agent, or consultant of any other party to this Agreement.
20. **Non-discrimination.** Contractor must not discriminate against any employee or applicant for employment on the basis race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or expression, genetic characteristics, familial status, U.S. military veteran status or any disability. Contractor will require any Sub-contractor to be bound to the same requirements as stated within this section. Contractor, and on behalf of any subcontractors, warrants compliance with this section.
21. **Exhibits.**
  - Exhibit I Proof of Ownership or Executed Lease
  - Exhibit II Certificate of Capacity to Execute Agreement
  - Exhibit III Copy of Grant Application
  - Exhibit IV Budget
  - Exhibit V Federal Requirements

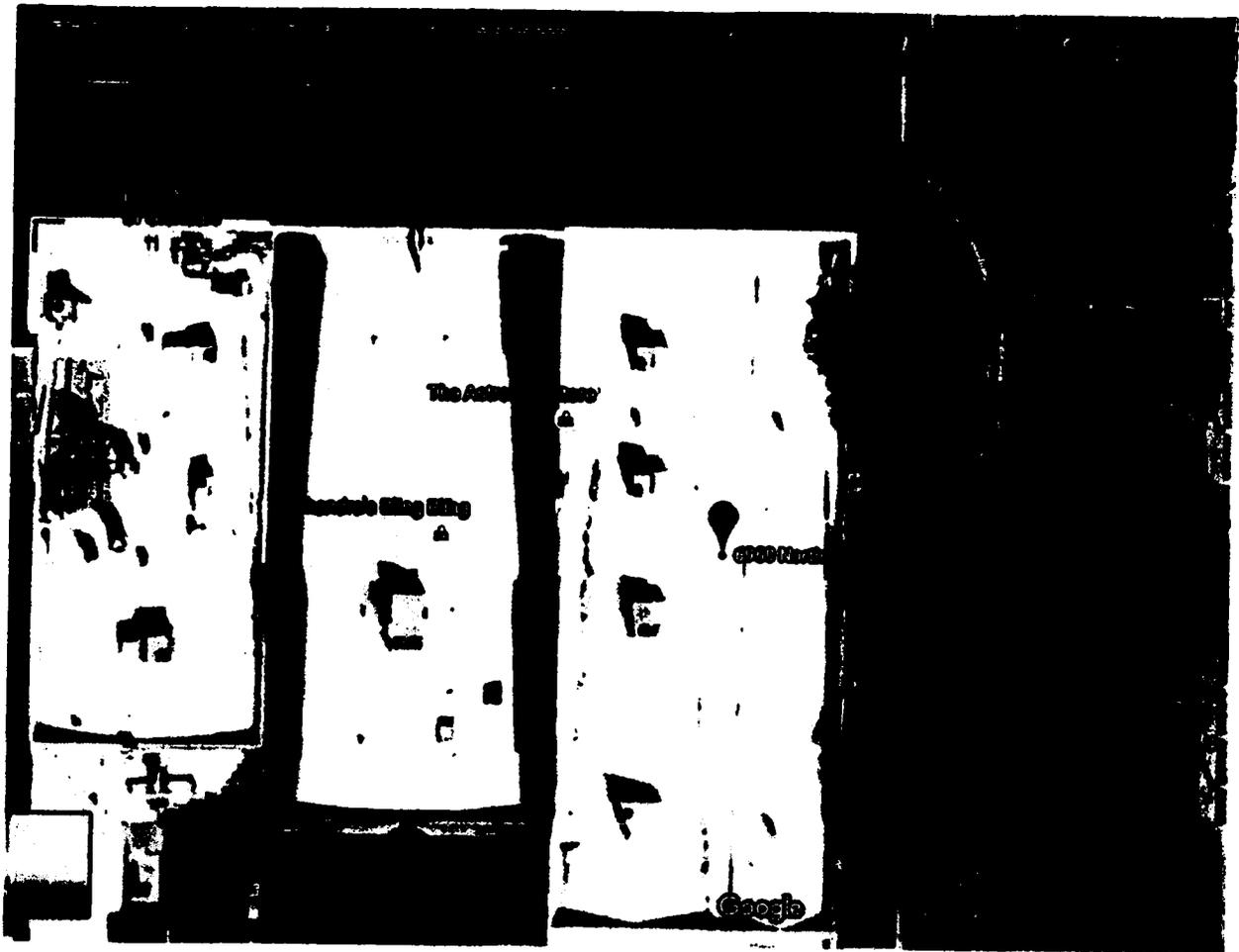
(Signatures appear on the following page.)



**EXHIBIT I**

**PROOF OF OWNERSHIP OR EXECUTED LEASE**

(See attached)





# Map



W GLENDALE AVE

BY

173-01-020

11101223

2100 100

N 57th DR

2100 100

11101223

1500

11101223

11101223

Map data © OpenStreetMap contributors, Imagery © Mapbox

10/18/2016 1:37:30 PM

**146-01-037A Commercial Parcel**

This is a commercial parcel located at 5731 W GLENDALE AVE GLENDALE 85301, and the current owner is EGGLESTON THOMAS TR. It is located in the Glendale Blks 23-25, 33-37 subdivision and MCR 1010. Its current year full cash value is \$224,300.

**Property Information**

**5731 W GLENDALE AVE GLENDALE 85301**

MCR #	<u>1010</u>
Description:	GLENDAL LOTS 1 & 2 BLK 25
Lat/Long	<u>33.53856330   -112.18264173</u>
Lot Size	6,500 sq ft.
Zoning	PR
Lot #	1
High School District	GLENDAL UNION #205
Elementary School District	GLENDAL ELEMENTARY SCHOOL DISTRICT
Local Jurisdiction	GLENDAL
S/T/R	8 2N 2E
Market Area/Neighborhood	17/003
Subdivision (260 Parcels)	<u>GLENDAL BLKS 23-25, 33-37</u>

**Owner Information**

**EGGLESTON THOMAS TR**

Mailing Address	5734 W BROWN ST , GLENDALE, AZ 85302
Deed Number	<u>930591854</u>
Last Deed Date	09/01/1993
Sale Date	n/a
Sale Price	n/a

**Valuation Information**

We provide valuation information for the past 5 years. For mobile display, we only show 1 year of valuation information. Should you need more data, please look at our [data sales](#).

Tax Year	2017	2016	2015	2014	2013
Full Cash Value	\$224,300	\$200,600	\$160,300	\$126,700	\$133,232
Limited Property Value	\$146,671	\$139,687	\$133,035	\$126,700	\$133,232
Legal Class	1	1	1	1	1
Description	COMMERCIAL / OTHER R/P				
Assessment Ratio	18%	18%	18.5%	19%	19.5%
Assessed FCV	n/a	n/a	n/a	\$24,073	\$25,980
Assessed LPV	\$26,401	\$25,144	\$24,611	\$24,073	\$25,980
Property Use Code	1120	1120	1120	1120	1120
PU Description	Retail	Retail	Retail	Retail	Retail
Tax Area Code	400700	400700	400700	400700	400700
Valuation Source	Notice	Notice	Notice	Notice	Notice

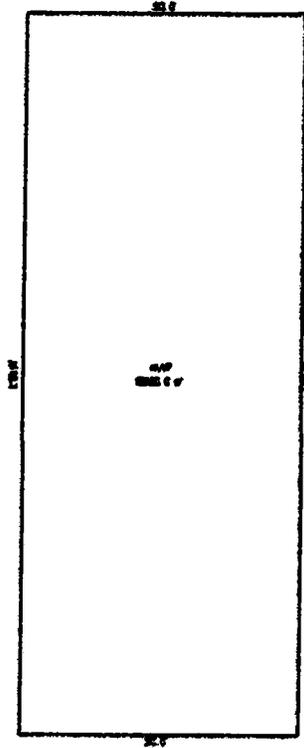
**Additional Property Information**

Additional commercial property data.

**Description Imp # Model Rank CCI Age Sq Ft.**  
 Retail Store 000101 353 2 C 78 6,459

### Building Sketches

Sketches that illustrate the external dimensions of a property.



### Similar Parcels

Parcels that are similar to this one (known as the reference parcel) are displayed below.

**APN Address Sale Info FCV Size Livable Sq Ft Year Built Pool Foreclosed**

No similar parcels found.

**EXHIBIT II**

**CERTIFICATE OF CAPACITY TO EXECUTE AGREEMENT**

**CERTIFICATION:** I certify that I have the legal and financial capacity to execute a contract for rehabilitation of the property described in this application packet.

10/20/2016  
Date

6960 N. 5TH DRIVE  
Property Address

Thomas Eggleston  
Signature of Property Owner/Property Manager

THOMAS EGLESTON  
Printed Name of Property Owner/ Property Manager

**EXHIBIT III**

**COPY OF CITY OF GLENDALE COMMERCIAL VIP APPLICATION**

**(See attached)**



930-2985

City of Glendale  
Commercial Visual Improvement Program Application  
Page 1

**Applicant Information**

Applicant Name: THOMAS EGGLESTON  
Applicant Mailing Address: 5734 W. BROWN ST, GLENDALE, CA 91202  
Applicant Contact Number: 623-931-1032 Alternate Number: 602-501-0957  
Federal Tax ID Number or Social Security Number: 373-34-367676  
Applicant(s): Building Owner: THOMAS EGGLESTON Tenant: Heavenly Vintage  
Property Manager: Thomas Eggleston Contact Number: 623-931-1032

**Project/Site Information**



Project Address: 6950 N. 57<sup>TH</sup> DRIVE, GLENDALE 91201  
Property Owner: THOMAS EGGLESTON  
Year Purchased: 1989 Year Built: 1960  
Property/Business Name: ~~HEAVENLY~~ HEAVENLY VINTAGE  
Name of Tenant: NORBERT SEBEL Lease Expiration Date: N/A

**Grant Request**

Total Anticipated Project Budget: \$ 1350<sup>00</sup>  
Total Anticipated Grant Request: \$ 675<sup>00</sup>





**City of Glendale**  
**Commercial Visual Improvement Program Application**  
 Page 3

**Anticipated Project Budget**

<b>Activity/Task</b>	<b>Estimated Cost</b>
AWNING REPLACEMENT	\$ 1350 <sup>00</sup>
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
<b>Total Project Budget</b>	\$

I am requesting \$ 615 in grant funding through the VIP program.

The amount of assistance that can be requested is up to 50% of total eligible project expenses, and should be based on the lowest bid. (Example - If the project budget is \$60,000 the maximum amount of assistance that can be requested is \$30,000 - 50% of the total project expenses).

The Applicant should develop the project budget by obtaining at least one bid and talking to local resources in the contract field in an effort to develop a reasonable and accurate project budget. The grant request will be based off of this proposed budget, so it is important that it is accurate and reasonable. The Applicant will work with Community Revitalization to complete the formal bid process.

Please be aware that in order to be reimbursed the full grant award, the Applicant must spend at least 50% more than the grant award on the total project. If that does not happen, the Applicant is only reimbursed 50% of what is spent.

*Example: If an Applicant is awarded \$30,000 for a \$60,000 project, but ends up only spending \$50,000 on the project - the Applicant will only be reimbursed \$25,000 - 50% of what is spent. In order to receive the full grant award the Applicant must have documentation that shows that \$60,000 or more was spent on the project.*



**City of Glendale**  
**Commercial Visual Improvement Program Application**  
*Page 4*

The City of Glendale will review Applications. Applications greater than \$50,000 will be forwarded to the City Council for action. Grants are given at the discretion of the City Council, and the Council's decision is final.

I, THOMAS EGGLESTON, hereby make application to the City of Glendale for a Commercial VIP Grant in the anticipated amount of \$ 675. I understand that the City must approve my Application, and that it must conform to established design guidelines, as well as specific design recommendations of the City of Glendale. I have read a copy of the Commercial VIP Agreement. If approved, I understand that all work performed is subject to development standards, building and property codes, permit requirements and Agreement provisions.

Thomas Eggleston  
Applicant Signature

10-4-2016  
Date

Thomas Eggleston  
Property Owner

10-4-2016  
Date

Please return the completed Application to:

City of Glendale  
Economic Development Department  
5850 West Glendale Avenue  
Glendale, Arizona 85301

If you need assistance with the Application and/or have general inquiries, please contact Economic Development at (623) 930-2983.

**FOR CITY USE ONLY**

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Since 1928

ARIZONA *Window* & WINDOW SHADE SYSTEMS

1409 South 21st Drive, Phoenix, AZ 85009  
Office: 602-252-3430  
Fax: 602-252-3177  
Licensed: ROC182793 Bonded Insured

Keith Finzel  
Estimating / Design  
Cell 602-677-7349

DATE: 9-20-16

SOLD TO: THE ANTIQUES SHIP TO: LA MERGAL SIK

ADDRESS: 6160 N. 67th Street

CITY: GLENDALE ZIP: 85301

CROSS STREETS: \_\_\_\_\_

Warranty: \_\_\_\_\_ Labor: 2 Years Fabric: 10 Years Pro-Rated

PHONE: 602-991-1022 OFC: \_\_\_\_\_ FAX: \_\_\_\_\_ CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONTACT: TOM ENGELSTON

PO #: \_\_\_\_\_

Traditional	1 = Receiver	14'0" x 36" x 18" x 12"	928.00
Traditional	1 = Receiver	6'6" x 36" x 18" x 12"	659.00
Fabric: Sunbrella	Color: <u>Resonance</u>		
Straight Hemmed Valance	Front Color: <u>Black</u>		
	<u>Revers</u>		

ACCEPTANCE OF PROPOSAL (ALL PRICES VALID FOR 30 DAYS)	Installation Included	Sub Total	\$ 1582.00
Sign Name	Fabricate & Install	TAXES	\$ 1 INCL
Print Name	Target Completion	TOTAL	\$ 1582.00
Date	5-6 Weeks	Deposit Required with Order	\$ 791.00
Payment	Check	Balance Due upon installation	\$ 791.00
Card #	MasterCard	Check #	
Expires	Amex		

I authorize Arizona Awnings to charge the amount listed above to the credit card # above

Signature \_\_\_\_\_ Dated \_\_\_\_\_

There are conditions of service attached to window shade system order.



**THE HOUSE OF CANVAS, INC.**  
5541 N. 59TH AVENUE  
GLENDALE, AZ 85301  
PHONE: 623-934-2875 • FAX: 623-937-2078  
www.thehouseofcanvas.com  
License # ROC 72310 CR-3

CUSTOMER Antiques  
ADDRESS 6960 N. 57<sup>th</sup> drive  
CITY Glendale AZ ZIP 85301  
PHONE 623-931-1032  
SALESMAN Tim A. DATE 10-26-2015

CUSTOMER Commercial site  
ADDRESS 1/2 Tom Eggelson  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE egg@cox.net  
SALESMAN \_\_\_\_\_ DATE \_\_\_\_\_

1- CANVAS Awnings Receiver 19'-0" x 36" x 48" x 9" Ripped Valance  
1- CANVAS Awnings Receiver 6'-6" x 36" x 48" x 9" Ripped Valance  
PATTERN # 2897 JADE  
Ripped Valance, No scallops  
Seam in Black P.T.F.E. Thread  
Installed Price  
Job completion 3 1/2 weeks.  
10 Year Fabric & Thread Limited Warranty

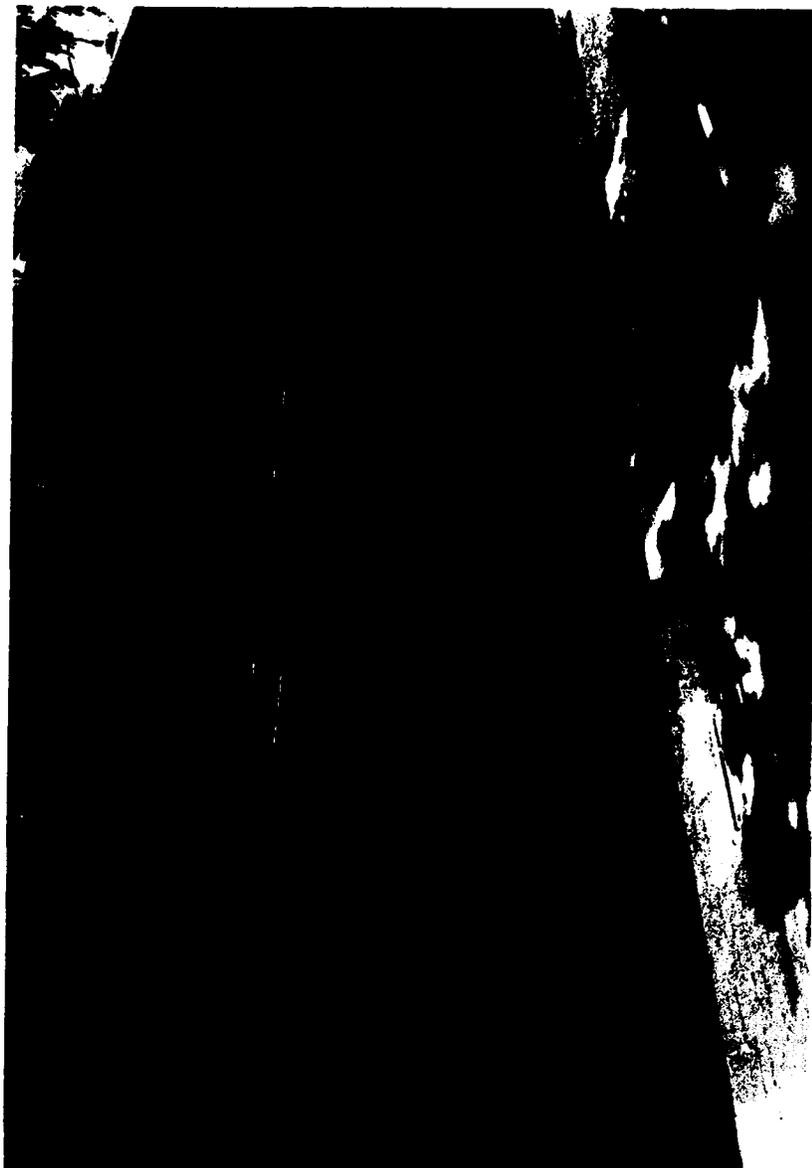
Salesman: Tim Anderson

- This is a conditional sales contract and title to the merchandise does not pass to buyer until the entire purchase price is paid.
- Merchandise is guaranteed to be free from defects in workmanship for two years.
- Seller shall not be liable nor responsible for any damages resulting from fires, acts of God, defect in the premises where the work is done, or other matters beyond seller's control.
- Buyer agrees to pay court costs and reasonable attorney's fees in the event it is necessary for seller to obtain services of an attorney for purposes of enforcing this contract and collecting sums due hereunder.
- Seller not responsible for building or sign permits or association approvals unless stated above.
- Additional cost may be incurred for hard digs if applicable.

Subtotal 1359.00  
Sales Tax 106.00  
Total Due 1465.00  
Deposit 675.00  
Balance 790.00

CUSTOMER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

50%  
(157)





Form B

Verification of United States Citizenship or Lawful Immigration Status by  
Presentation of Documents by Client

Legal Name of Applicant:

Thomas Roy EGGLESTON

I have examined one document presented by the applicant from below or I have examined two documents presented by the applicant. I have recorded the title, number and expiration date, if any, of the document(s) presented. (Note: An applicant must present original documents or copies certified by the issuing agency. All documents must be in English.)

Document Title	Issuing Authority	Expiration Date (if any)
ARIZONA Drivers license	[REDACTED]	09/14/2020

The document(s) that I have listed above (1) appear to be genuine original documents or genuine copies certified by the issuing agency, and (2) relate to the applicant.

Print Name of Employee or Designee: Randy Huggins

Signature of Employee or Designee: Randy Huggins Date: 10/29/16

Only one of the following documents is required to be presented by an applicant:

1. Arizona driver's license or Arizona non-operating identification card issued after October 1, 1996.
2. A driver's license or non-operating license issued by another state or outlying possession of the United States if the license indicates on its face that the person has provided proof of United States citizenship.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. U.S. Passport (current or expired).
6. Certificate of U.S. Citizenship (Form N-560 or N-561).
7. Certificate of Naturalization (Form N-550 or N-570).
8. Unexpired Foreign Passport with an I-551 stamp.
9. Unexpired Foreign Passport indicating nonimmigrant visa status and such visa status either has not expired or has been extended.
10. A tribal certificate of Indian blood.
11. A tribal or bureau of Indian affairs affidavit of birth.
12. Form I-94 verifying current status as "Refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant." with photograph.

13. Permanent Resident Card with photograph or alien Registration Receipt Card with photograph (Form I-151 commonly referred to as a "Green Card" or Form I-551).
14. Unexpired Temporary Resident Card (Form I-688).
15. Unexpired Employment Authorization Card (Form I-688A).
16. Unexpired Reentry Permit (Form I-327).
17. Unexpired Refugee Travel Document (Form I-571).
18. Unexpired Employment Authorization Document issued by Department of Homeland Security that contains a photograph (Form I-688B).

**If the applicant does not have any of the above documents any two (2) of the following documents are required to be presented:**

1. Arizona driver's license or Arizona non-operating identification card issued on or before October 1, 1996.
2. A driver's license that does not indicate that the person has provided proof of United States citizenship or an identification card that does not indicate that the person has provided proof of United States citizenship issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. Voter registration card.
4. U.S. Military card or draft record.
5. Military dependent's ID card.
6. U.S. Coast Guard Merchant Mariner card.
7. Native American tribal document
8. Driver's license issued by a Canadian government authority.
9. United States social security card issued by the Social Security Administration
10. U.S. Citizen ID card (Form I-197).
11. Identification Card for use of Resident Citizen in the United States (Form I-179).
12. Unexpired Employment Authorization Document issued by Department of Homeland.

Form A  
**AFFIDAVIT CONCERNING TRUTHFULNESS  
OF DOCUMENTS PRESENTED**  
(Arizona Revised Statutes A.R.S. 1\_ §§501-502)

Under oath and penalty of perjury, I swear that the documents I have submitted to the City of Glendale, as required by my application for any federal, state or local public benefit, are true and accurate as presented.

Thomas Eggleston  
NAME:

10/20/2016  
DATE:

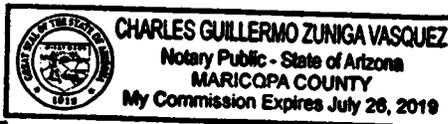
STATE OF ARIZONA            )  
                                          )ss.  
County of Maricopa         )

On this 20 day of October, 20 16, before me personally appeared Thomas Eggleston (name of signer), whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and knowledge that he/she executed the same. That he/she affirms under penalty perjury that the statements in this document are true to the best of his/her knowledge and belief.

Charles Guillermo Zuniga Vasquez  
Notary Public

My Commission Expires:

7-26-19



Form B  
**Verification of United States Citizenship or Lawful Immigration Status by  
 Presentation of Documents by Client**

Legal Name of Applicant:

Thomas Roy EGGLESTON

I have examined one document presented by the applicant from below or I have examined two documents presented by the applicant. I have recorded the title, number and expiration date, if any, of the document(s) presented. (Note: An applicant must present original documents or copies certified by the issuing agency. All documents must be in English.)

Document Title	Issuing Authority	A Document Number (if any)	Expiration Date (if any)
ARIZONA Drivers license	DO1156127 STATE OF ARIZONA	DO1156127	09/14/2020

The document(s) that I have listed above (1) appear to be genuine original documents or genuine copies certified by the issuing agency, and (2) relate to the applicant.

Print Name of Employee or Designee: Randy Huggins

Signature of Employee or Designee: Randy Huggins Date: 10/29/16

Only one of the following documents is required to be presented by an applicant:

1. Arizona driver's license or Arizona non-operating identification card issued after October 1, 1996.
2. A driver's license or non-operating license issued by another state or outlying possession of the United States if the license indicates on its face that the person has provided proof of United States citizenship.
3. A birth certificate or delayed birth certificate issued in any state, territory or possession of the United States.
4. A United States certificate of birth abroad.
5. U.S. Passport (current or expired).
6. Certificate of U.S. Citizenship (Form N-560 or N-561).
7. Certificate of Naturalization (Form N-550 or N-570).
8. Unexpired Foreign Passport with an I-551 stamp.
9. Unexpired Foreign Passport indicating nonimmigrant visa status and such visa status either has not expired or has been extended.
10. A tribal certificate of Indian blood.
11. A tribal or bureau of Indian affairs affidavit of birth.
12. Form I-94 verifying current status as "Refugee," "Asylum Granted," "Parolee," or "Cuban-Haitian Entrant." with photograph.

13. Permanent Resident Card with photograph or alien Registration Receipt Card with photograph (Form I-151 commonly referred to as a "Green Card" or Form I-551).
14. Unexpired Temporary Resident Card (Form I-688).
15. Unexpired Employment Authorization Card (Form I-688A).
16. Unexpired Reentry Permit (Form I-327).
17. Unexpired Refugee Travel Document (Form I-571).
18. Unexpired Employment Authorization Document issued by Department of Homeland Security that contains a photograph (Form I-688B).

**If the applicant does not have any of the above documents any two (2) of the following documents are required to be presented:**

1. Arizona driver's license or Arizona non-operating identification card issued on or before October 1, 1996.
2. A driver's license that does not indicate that the person has provided proof of United States citizenship or an identification card that does not indicate that the person has provided proof of United States citizenship issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address.
3. Voter registration card.
4. U.S. Military card or draft record.
5. Military dependent's ID card.
6. U.S. Coast Guard Merchant Mariner card.
7. Native American tribal document
8. Driver's license issued by a Canadian government authority.
9. United States social security card issued by the Social Security Administration
10. U.S. Citizen ID card (Form I-197).
11. Identification Card for use of Resident Citizen in the United States (Form I-179).
12. Unexpired Employment Authorization Document issued by Department of Homeland.





**EXHIBIT V**  
**FEDERAL REQUIREMENTS**

**Laws and Regulations**

NOTE: The term "agency(ies)" refers to "Applicant(s)"

**1. Uniform Administrative Requirements.**

1.1 By entering into this Agreement, the Applicant agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, Part 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200, et seq.

**2. Equal Opportunity.**

2.1 The Agency agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the HUD regulations under 24 CFR Part 1, which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance by way of grant, loan, or contract and will immediately take any measures necessary to effectuate this Contract. If any real property or structure thereof is provided or improved with the aid of Federal financial assistance extended to the Agency, this assurance will obligate the Agency, or in the case of any transfer of such property or structure is used for a purpose of which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

2.2 The Agency agrees to comply with Title VIII of the Civil Rights Act of 1968 (P.L. 90-284), as amended by the Fair Housing Amendments Act of 1988 (P.L. 100-430), and will administer all programs and activities relating to housing and community development in a manner to affirmatively further fair housing within Constitutional limitations throughout the United States.

2.3 The Agency agrees to comply with Section 109 of the Housing and Community Development Act of 1974 and 1977, as amended, and in conformance with all requirements imposed pursuant to the regulations of the Department of HUD (24 CFR Part 570.602) issued pursuant to that Section; and in accordance with Equal Opportunity obligations of that Section, no person in the United States will, on the grounds of race, color, national origin, or sex, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, any program or activity funded in whole or in part with the Community Development funds. Section 109 of the Act further provides that any prohibition against discrimination on the basis of age, under the Age Discrimination Act of 1975 (24 CFR Part 146), or with respect to an otherwise qualified handicapped person, as provided in Section 504 of the Rehabilitation Act of 1973 (24 CFR Part 8), will also apply to any program or activity funded in whole or in part with funds made available pursuant to the Act.

2.4 The Agency agrees to comply with Executive Order 11063 on equal opportunity in housing and related facilities owned or operated by the Federal Government or provided with Federal financial assistance.

2.5 The Agency agrees to comply with Executive Order 11246, as amended, requiring nondiscrimination and affirmative action to ensure nondiscrimination in employment by

government contractors and subcontractors and under federally assisted construction contractors.

2.6 The Agency agrees to comply with Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), as amended, the HUD regulations issued pursuant thereto (24 CFR Part 135) as follows:

- a. The work to be performed under this Contract is on a project assisted under a program providing direct Federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701u); Section 3 requires that to the greatest extent feasible, opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns that are located in or owned in substantial part by persons residing in the area of the project.
- b. The parties to this Contract will comply with the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of this Contract. The parties to this Contract certify and agree that they are under no contractual or other disability that would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative or workers, with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advertising the said labor organization or workers' representative of his commitments under this Section 3 clause and will post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contractor will include this Section 3 clause to every subcontract for work in connection with the project and will, at the direction of the applicant or Community of Federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR Part 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the subcontractor has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.
- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Department issued there under prior to the execution of this Contract, will be a condition of the Federal financial assistance provided to the project.

3. **Subcontracting.** All work or services covered by this Contract, which is subcontracted by the Agency, will be specified by written contract and subject to all provisions of this Contract. All subcontracts must be approved by the City prior to execution.

4. **Interest of Certain Federal Officials.** No member of or delegate to the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit to arise from the same.

5. **Interest of Members, Officers or Employees of the Agency, Members of Local Governing Body, or Other Public Officials.** No member, officer, or employee of the Agency or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for 1 year thereafter, will have any interest, direct or

indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under this Contract.

6. **Hatch Act.** The Agency agrees to comply with all provisions of the Hatch Act and that no part of the program will involve political activities, nor will personnel employed in the administration of the program be engaged in activities in contravention of Title V, Chapter 15, of the United States Code.

7. **Labor Standards Provisions.** The Agency agrees to comply with 24 CFR § 570.603, "Labor Standards" published by HUD for Community Development Block Grants.

8. **Compliance with Environmental Requirements.** The Agency agrees to comply with any conditions resulting from the City's compliance with the provisions of the National Environmental Policy Act of 1969 and the other provisions of law specified at 24 CFR § 58.5 insofar as the provisions of such Act apply to activities set forth in the Statement of Work.

9. **Compliance with Flood Disaster Protection Act.**

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

9.2 Any contract or agreement for the sale, lease, or other transfer of land acquired, cleared, or improved with assistance provided under this Contract shall contain, if such land is located in an area identified by the Secretary as having special flood hazards and in which the sale of flood insurance has been made available under the National Flood Insurance Act of 1968, as amended, 42 U.S.C. 4001 et seq., provisions obligating the transferee and its successors or assigns to obtain and maintain, during the ownership of such land, such flood insurance required with respect to financial assistance for acquisition or construction purposes under Section 102(2) of Flood Disaster Protection Act of 1973. Such provisions will be required notwithstanding the fact that the construction of such land is not itself funded with assistance under this Contract.

10. **Compliance with Air and Water Acts.**

10.1 This Contract is subject to the requirements of the Clean Air Act, as amended, 42 U.S.C. 1857 et seq.; the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.; and the regulations of the Environmental Protection Agency with respect thereto, at 40 CFR Part 15, as amended from time to time.

10.2 In compliance with said regulations, the City will cause or require to be inserted in full in all contracts and subcontracts with respect to any nonexempt transaction thereunder funded with assistance provided under this Contract, the following requirements:

a. A stipulation by the contractor or subcontractor that any facility to be utilized in the performance of any nonexempt contract or subcontract is not listed on the list of Violating Facilities issued by the Environmental Protection Agency (EPA) pursuant to 40 CFR § 15.20.

b. Agreement by the contractor to comply with all the requirements of Section 114 of the Clear Air Act, as amended (42 U.S.C. 1857c-8), and Section 308 of the Federal Water Pollution Control Act, as amended, (33 U.S.C. 1318) relating to inspection, monitoring, entry, reports, and information, as well as all other requirements specified

in said Section 114 and Section 308, and all regulations and guidelines issued thereunder.

- c. A stipulation that as a condition for the award of the contract, prompt notice will be given of any notification received from the director, Office of Federal Activities EPA, indicating that a facility utilized or to be utilized for the contract is under consideration to be listed on the EPA list of Violating Facilities.
  - d. Agreement by the contractor that he will include or cause to be included the criteria and requirements in paragraphs (a) through (d) of this section in every nonexempt subcontract and requiring the contractor to take such action as the Government may direct as means of enforcing such provisions.
  - e. In no event will any amount of the assistance provided under this Contract be utilized with respect to a facility that has given rise to a conviction under Section 113(c)(1) of the Clean Air Act or Section 309(c) of the Federal Water Pollution Control Act.
11. **Historic Preservation.** This Contract is subject to the requirements of P.L. 89-665, the Archaeological and Historic Preservation Act of 1974 (P.L. 93-291), Executive Order 11593, and the procedures prescribed by the Advisory Council on Historic Preservation in 36 CFR Part 800. The City must take into account the effect of a project on any district, site, building, structure, or object listed in or found by the Secretary of the Interior, pursuant to 35 CFR Part 800, to be eligible for inclusion in the National Register of Historic Places, maintained by the National Park Service of the U. S. Department of the Interior, and must make every effort to eliminate or minimize any adverse effect on a historic property.
  12. **Historic Barriers.** This Contract is subject to the requirements of the Architectural Barriers Act of 1968 (42 U.S.C. 4151) and its regulations. Every building or facility (other than a privately owned residential structure) designed, constructed, or altered with CDBG funds must comply with requirements of the "American Standards Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped."
  13. **Lead-Based Paint.** This Contract is subject to the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821 et seq.), and Lead-Based Paint Regulations (24 CFR Part 35 and 24 CFR § 570.608 and/or 92.335), and related amendments thereto. The use of lead-based paint is prohibited whenever federal funds are used directly or indirectly for the construction, rehabilitation, or modernization of residential structures. All federally assisted residential structures and related property constructed prior to 1978, Homebuyer Programs, Tenant-Based Rental Assistance, and Special-Needs Housing (acquisition), will comply with existing and new Lead-Based Paint Hazard Reduction Requirements, effective September 15, 2000. As the Grantor or Participating Jurisdiction, the City of Glendale shall be consulted regarding the Agency/Grantee's compliance status.
  14. **Property Disposition.** Real or personal property purchased in whole or in part with CDBG funds shall not be disposed through sale, use, or location without the written permission of the City. The proceeds from the disposition of real property will be considered Program Income and subject to 24 CFR § 570.504(c).
  15. **Lobbying.** Block Grant funds shall not be used for publicity or propaganda purposes designed to support or defeat legislation proposed by federal, state, or local governments.
  16. **Acquisition/Relocation.** This Contract is subject to providing a certification that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, implementing regulations at 49 CFR Part 24, and 24 CFR Part 511.14, which govern the acquisition of real property for the project and provision of relocation assistance to persons displaced as a direct result of acquisition, rehabilitation, or demolition for the project.

17. **Section 504.** The Agency agrees to comply with any federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against the handicapped in any federally assisted program.
18. **Federal Fire Prevention and Control Act of 1992.** The Fire Administration Authorization Act of 1992 added a new Section 31 to the Federal Fire Prevention and Control Act of 1974. This Section requires that approved smoke detectors be installed in all houses assisted under the Community Development Block Grant Program. To comply with this requirement and locally adopted codes Agency shall install smoke detectors in all sleeping areas and any hallway connecting these sleeping areas.

###

**ADDITIONAL FEDERAL REQUIREMENTS**  
**For Procurement, Disputes/Grievance Procedure, Right to Refuse Service**

**PROCUREMENT**

1. The Agency agrees to comply with federal procurement requirements and the City's procurement code for all expenditures of funds. Below is an overview of the procurement requirements.
  - 1.1 Purchases over \$50,000 must be publicly bid.
  - 1.2 Purchases between \$10,001 and \$50,000 must follow competitive purchasing procedures based on written quotations.
  - 1.3 Purchases of \$5,000 to \$10,000, whenever practical, must be based on oral quotations, with file documentation of vendors contacted and quotations received.
  - 1.4 Purchases under \$5,000 do not require formal procurement.
  - 1.5 Expenditures for employee salaries or items such as client subsidies would not generally be subject to procurement requirements. (Such items do not generally constitute purchases.)
2. The Agency agrees to adopt a written procurement policy that, at a minimum, complies with the above procurement requirements, and to follow accounting procedures that will assure compliance with federal and city procurement codes.
3. The Agency further agrees to retain sufficient supporting documentation to demonstrate compliance with these requirements. Examples include, but are not limited, to the following:
  - 3.1 Copies of bid documents;
  - 3.2 Written quotations; and
  - 3.3 Evidence of oral quotations.

**DISPUTES/GRIEVANCE PROCEDURE**

1. The Agency agrees to negotiate and resolve any disputes in the delivery of activities stated herein and will inform the City in writing of such negotiations and resolutions.
2. In the event the issue is not resolved, the City will confer with all parties to understand the issue, if appropriate, offer guidance, and try and reach an amicable solution.
3. In the event the issue is not resolved, and with both parties agreeing, the City Mediation Program will be available to assist in resolving the dispute.

**RIGHT TO REFUSE SERVICE**

The City reserves the right to refuse, terminate, or suspend service or accounts to an individual, company, or agency, if the City believes that conduct or actions violate applicable law, is harmful to the interests of the City of Glendale and its affiliates, or meets the criteria covered under City's Right to Refuse Assistance Policy. Legal counsel will be consulted before such action is undertaken, unless an emergency.

## INSURANCE REQUIREMENTS

The Certificate of Insurance will contain the following information:

**Item One:**

- A. Commercial General Liability coverage with limits not less than \$1 million per occurrence, \$100,000 for property damage liability, and \$2 million aggregate.
- B. Unless a sole proprietorship, Agency shall carry Arizona Statutory Workers Compensation and Employers' Liability coverage.

**Item Two:** City of Glendale will be named Certificate Holder.

**Item Three:** City of Glendale will be named as "additional insured."

**Item Four:** The Certificate of Insurance will provide a 30-day notice to the City of Glendale for cancellation, non-renewal, or material change and must be an "occurrence," not a "claims made" policy.

**Item Five:** General Requirement for the Insuring Company:

- A. The insurance company underwriting the policy will have a Best Rating of B++ or better. Please request that your insurance provider supply some form of verification of the best rating of B++ or better.
- B. The insurance company underwriting the policy will be **licensed in the State of Arizona**.
- C. If the Certificate of Insurance contains a section page which notes: "Important, if the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s)." Insurance Certificates containing this clause will not be accepted without an **"endorsement" stating, "the City of Glendale is included as an 'additional insured' on the policy."**

###

## CERTIFICATIONS

See attached Certifications:

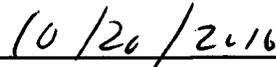
1. Policy of Nondiscrimination on the Basis of Disability.
2. Section 319 of Public Law 101-121.
3. Contracting with Small and Minority Firms, Women's Business Enterprises and Labor Surplus Area Firms.
4. Drug-Free Workplace.

###

**POLICY OF NONDISCRIMINATION ON THE  
BASIS OF DISABILITY**

The undersigned representative agrees, on behalf of Client, to have or adopt a Policy of Nondiscrimination on the Basis of Disability. Such Policy will state that the Agency does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs or activities.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Date

**SECTION 319 OF PUBLIC LAW 101-121**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned will require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements), and that all agencies will certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification will be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

  
\_\_\_\_\_  
Signature

10/20/2014  
\_\_\_\_\_  
Date

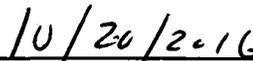
**CONTRACTING WITH SMALL AND MINORITY FIRMS,  
WOMEN'S BUSINESS ENTERPRISES AND LABOR SURPLUS AREA FIRMS**

1. It is a national policy to award a fair share of contracts to small and minority business firms. Accordingly, affirmative steps must be taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction, and services. Affirmative steps will include the following:
  - 1.1 Qualified small and minority businesses on solicitation lists.
  - 1.2 Assuring that small and minority businesses are solicited whenever they are potential sources, and to the greatest extent possible that these businesses are located within the metropolitan area.
  - 1.3 When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small and minority business participation.
  - 1.4 Where the requirement permits, establish delivery schedules which will encourage participation by small minority businesses.
  - 1.5 Using the services and assistance of the Small Business Administration, and the Office of Minority Business Enterprises of the Department of Commerce and the Community Services Administration as required.
  - 1.6 If any subcontracts are to be let, requiring the prime contractor to take the affirmative steps in §§ 1.1 through 1.5. Grantees will take similar appropriate action in support of women's enterprises.
  - 1.7 To the greatest extent feasible, opportunities for training and employment will be given to low and moderate income persons residing within the metropolitan area.
2. The above-described equal opportunity requirements are obligations of the City of Glendale because federal funds are being utilized to finance the Project to which this Project pertains.
3. In executing any contract, the Agency agrees to comply with the requirements and to provide appropriate documentation at the request of the City.

Signature



Date



## DRUG-FREE WORKPLACE

The Agency certifies that it will maintain a drug-free workplace in accordance with the requirements of 24 CFR Part 24, Subpart F by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Agency's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees about:
  - 2.1 The dangers of drug abuse in the workplace;
  - 2.2 The Agency's policy of maintaining a drug-free workplace;
  - 2.3 Any available drug counseling, rehabilitation and employee assistance programs; and
  - 2.4 The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
  - 4.1 Abide by the terms of the statement; and
  - 4.2 Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the City in writing, within ten calendar days after receiving notice under paragraph 4.2 from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph 4.2, with respect to any employee who is so convicted:
  - 6.1 Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 6.2 Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, local health requirements, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above-described paragraphs.

  
\_\_\_\_\_  
Signature

10/20/2016  
\_\_\_\_\_  
Date