



ROCK COUNTY DEPARTMENT OF PUBLIC WORKS

Airport - Highways - Parks

3715 Newville Road, Janesville, WI 53545
Phone: (608)757-5450 Fax: (608)757-5470
www.co.rock.wi.us

AGENDA

Public Works Committee Meeting – Airport, Parks, and Highway
Tuesday, May 23, 2017 at 8:00 a.m.

Southern Wisconsin Regional Airport – Voyager Room
1716 W. Airport Rd.
Janesville, WI 53546

AMENDED:
5/19/17

- 1) Call to Order
- 2) Approval of Agenda
- 3) Citizen Participation, Communications, and Announcements
- 4) Resolution
 - a. Confirmation of Appointment of Public Works Director
- 5) **AIRPORT BUSINESS**

 - a. Consider Approval of Facility Use Contract with Sonic Boom
 - b. Consider Request from Illinois Army National Guard to Use the Airport for Refueling Operations on June 4th and 23rd, 2017
 - c. Consider Approval of Resolution Authorizing Replacement of Medium Intensity Lighting System and Amending the Airport's 2017 Budget
 - d. Discussion and Possible Approval of Storm Water Study Results (Information will be handed out at meeting)
 - e. **Consider Approval of FAA Requirement for 2017 Federal Funding - Certifications**
 - f. Airport Accounts Receivables
 - g. Next Meeting Date: Tuesday, June 27, 2017 at 8:00 a.m.
 - h. **Executive Session:** Pursuant to Sec. 19.85(1)(e), Wis. Stats., to discuss options for obtaining an operator for the restaurant at the Southern Wisconsin Regional Airport including establishing minimum lease requirements and other bargaining incentives available.
- 6) Adjournment

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Amy Spoden, HR Manager
DRAFTED BY

Public Works Committee
SUBMITTED BY

May 15, 2017
DATE DRAFTED

**CONFIRMATION OF APPOINTMENT OF
PUBLIC WORKS DIRECTOR**

- 1 **WHEREAS**, the position of Public Works Director is currently vacant; and,
- 2
- 3 **WHEREAS**, the County has conducted a recruitment effort to fill the job of Public Works Director;
- 4 and,
- 5
- 6 **WHEREAS**, the candidates were screened with the most qualified being interviewed; and,
- 7
- 8 **WHEREAS**, the County Administrator has appointed Duane M. Jorgenson, Jr., who has been
- 9 recommended by the Public Works Committee.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors assembled
- 12 this ____ day _____, 2017, confirms the appointment of Duane M. Jorgenson, Jr., as Public
- 13 Works Director in accordance with the attached conditions of employment.

Respectfully Submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

CONFIRMATION OF APPOINTMENT OF PUBLIC WORKS DIRECTOR
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COUNTY BOARD STAFF COMMITTEE

J. Russell Podzilni, Chair

Sandra Kraft, Vice Chair

Eva Arnold

Henry Brill

Betty Jo Bussie

Mary Mawhinney

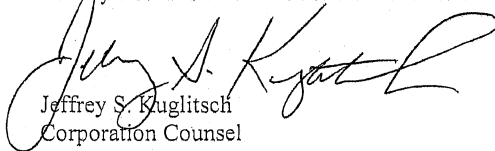
Louis Peer

Alan Sweeney

Terry Thomas

LEGAL NOTE:

County Board is authorized to take this action Pursuant to 59.22(2), Wis. Stats.


Jeffrey S. Kuglitsch
Corporation Counsel

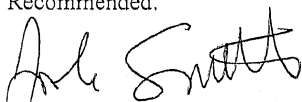
FISCAL NOTE:

There are sufficient funds in the Public Works budget.


Sherry Oja
Finance Director

ADMINISTRATIVE NOTE:

Recommended.


Josh Smith
County Administrator

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COUNTY OF ROCK, WISCONSIN

Employment Services Agreement

THIS AGREEMENT, made and entered into by and between the County of Rock (hereinafter referred to as "EMPLOYER") and Duane Jorgenson (hereinafter, "EMPLOYEE"),

WITNESSETH:

WHEREAS EMPLOYER whose address is c/o County Administrator, 51 South Main Street, Janesville, WI 53545, desires to obtain the services of EMPLOYEE to serve as Rock County's Public Works Director; and

WHEREAS EMPLOYEE, whose current address is 1438 S Orchard St, Janesville, is able and willing to serve as Rock County's Public Works Director;

NOW, THEREFORE, in consideration of the above promises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, EMPLOYER and EMPLOYEE do agree as follows:

1. CONDITIONS OF EMPLOYMENT; GENERAL PROVISIONS. Employment of EMPLOYEE is subject to the general supervision and shall be conducted pursuant to the orders, advice and direction of the County Administrator and be governed by the terms and conditions of Chapter 18 of the Rock County Ordinance, except as to the terms and conditions that are herein modified. Employment is further subject to EMPLOYEE's compliance with and implementation of policies established from time to time by EMPLOYER in the exercise of its lawful authority. EMPLOYEE shall perform such other duties as are customarily performed by one holding the same or similar positions in other governmental organizations or businesses which provide similar services. EMPLOYER reserves to the County Administrator the right to require EMPLOYEE to render such other and unrelated services and duties as may be assigned from time to time by the County Administrator.

2. DUTIES OF EMPLOYEE; GENERAL PROVISIONS. EMPLOYEE agrees to perform lawfully, faithfully, industriously, competently, dutifully and to the best of EMPLOYEE's ability, all of the duties that may be required of EMPLOYEE pursuant to the express or implied terms of this agreement, to the level of satisfaction that the County Administrator may reasonably require.

3. DUTIES OF EMPLOYEE; JOB DESCRIPTION. The duties of EMPLOYEE shall include but not be limited to those expressly stated or implied in the job description for the position, as may be revised from time to time by EMPLOYER as circumstances change, and as set forth in applicable state statutes. This paragraph is further subject to the right of assignment reserved to the County Administrator, as set forth in paragraph 1 hereof.

4. DUTIES OF EMPLOYEE; OFFICIAL ACTS OF COUNTY BOARD. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in the ordinances, resolutions or motions of EMPLOYER's county board or any of its committees acting within the scope of their lawful authority.

5. DUTIES OF EMPLOYEE; DIRECTIVES OF COUNTY ADMINISTRATOR. The duties of EMPLOYEE shall also include but not be limited to those expressly stated or implied in orders, directives, or rules of the County Administrator.

53 6. TERM OF AGREEMENT. The term of this agreement shall be a period commencing at
54 12:01 a.m., Friday, May 26, 2017, and expiring as of Midnight, January 3, 2018, unless earlier
55 terminated under other provisions of this agreement or by operation of law.
56

57 7. NONRENEWAL OF AGREEMENT. At its expiration this agreement shall not be considered
58 renewed unless extended in writing by mutual agreement of the parties. If it is the County
59 Administrator's intention not to renew this agreement, the County Administrator will attempt to give
60 EMPLOYEE three (3) months advance written notice of the intent not to renew this agreement,
61 provided, however, that failure to give such notice shall create no obligation on EMPLOYER to
62 continue EMPLOYEE's employment beyond the expiration date of this agreement. The County
63 Administrator may extend EMPLOYEE's employment on a month-to-month basis for a period not to
64 exceed 3 months, pending renewal of this agreement.
65

66 8. EMPLOYEE'S RESPONSIBILITIES; ETHICAL CONSIDERATIONS. EMPLOYEE shall at
67 all times observe and comply with all ethical obligations imposed or required by constitution, statute,
68 ordinance or other provision of law and shall at all times conduct EMPLOYEE's personal affairs in
69 such a manner as to avoid a conflict of interest or appearance of conflict and in accordance with the
70 duties and responsibilities of public officials. During normal work hours EMPLOYEE shall at all times
71 devote all of EMPLOYEE's time, attention, knowledge and skills solely to the interests of the
72 EMPLOYER, and EMPLOYEE shall never use EMPLOYEE's position or confidential information
73 gained in such work position for EMPLOYEE's personal gain, either directly or indirectly.
74

75 9. EMPLOYEE'S RESPONSIBILITIES; CONFIDENTIAL INFORMATION. EMPLOYEE shall
76 not at any time or in any manner, either during the term of this agreement or thereafter, either directly
77 or indirectly divulge, disclose or communicate to any person any confidential information gained in
78 the performance of EMPLOYEE's duties except as otherwise required or compelled by law.
79

80 10. EMPLOYEE'S RESPONSIBILITIES; EXCLUSIVE EMPLOYMENT. EMPLOYEE agrees to
81 remain in the exclusive employ of EMPLOYER throughout the term of this agreement. The term
82 "exclusive employ" shall not be construed to prohibit occasional teaching, writing or consulting which
83 is performed on EMPLOYEE's time off and which does not affect EMPLOYEE's job performance,
84 subject to prior approval of the County Administrator.
85

86 11. HOURS OF WORK. The usual and customary hours of business of EMPLOYER are from
87 8:00 a.m. to 5:00 p.m., Monday through Friday, however, as a managerial employee, EMPLOYEE
88 shall have as a condition of employment a job to perform and shall work such hours as are
89 necessary to accomplish the tasks assigned to EMPLOYEE.
90

91 12. EVALUATION AND GOALS. At least annually, the County Administrator or his or her
92 designee shall meet with EMPLOYEE to discuss job performance and to define goals and objectives
93 for both EMPLOYEE and EMPLOYER.
94

95 13. EMPLOYEE'S DUTIES; LIMITED CONTRACTING AUTHORITY. EMPLOYEE shall not
96 have the right to make contracts or commitments for or on behalf of EMPLOYER except as expressly
97 authorized in advance by statute, ordinance, or express written consent of EMPLOYER.
98

99 14. COMPENSATION OF EMPLOYEE; BASE COMPENSATION. EMPLOYER shall pay
100 EMPLOYEE, and EMPLOYEE shall accept from EMPLOYER in payment for EMPLOYEE's services,
101 direct compensation at a rate provided for in the Unilateral Pay Plan for the position occupied by the
102 EMPLOYEE.
103

104 15. COMPENSATION OF EMPLOYEE; COMPENSATION FOR EXPENSES. EMPLOYER
105 shall reimburse EMPLOYEE for all necessary expenses incurred in the service of EMPLOYER, in
106 accordance with Rock County ordinances and regulations on reimbursement of expenses, provided
107 that EMPLOYEE complies with all applicable provisions of law and Rock County ordinances and
108 procedures prior to incurring or claiming reimbursement for such expenses. It is expressly

109 understood that prior approval of the County Administrator is required for attendance at conferences
110 held outside of Wisconsin and that attendance is further subject to the rules, regulations and
111 ordinances applicable to managerial employees employed by the EMPLOYER.
112

113 16. COMPENSATION OF EMPLOYEE; FRINGE BENEFITS. Except as otherwise set forth in
114 this agreement, and in addition to the monetary compensation set forth above EMPLOYEE shall
115 receive fringe benefits as are enumerated from time to time in resolutions and general ordinances of
116 EMPLOYER, on the same terms as these are made available to non-represented managerial and
117 professional employees of EMPLOYER.
118

119 17. VACATION. EMPLOYEE shall receive twenty (20) days of vacation annually. Carry-over
120 of unused vacation shall be allowed under such conditions as are contained in the Rock County
121 Personnel Policy.
122

123 18. COMPENSATION OF EMPLOYEE; TREATMENT OF DIRECT COMPENSATION FOR
124 TAX PURPOSES. The direct financial compensation paid EMPLOYEE under this Agreement shall
125 be treated as wages for federal and state tax purposes and for purposes of allowing EMPLOYEE to
126 participate in the Wisconsin retirement system. EMPLOYEE recognizes that EMPLOYER will
127 withhold taxes, Social Security and the like from direct compensation. EMPLOYEE shall be allowed
128 to participate in EMPLOYER's deferred compensation program(s) and Section 125 Flexible
129 Spending Account, at EMPLOYEE's option and to the extent permitted by law.
130

131 19. TERMINATION OF AGREEMENT BY EMPLOYEE; NOTICE REQUIRED FOR
132 RESIGNATION. This agreement may be terminated by EMPLOYEE on 30-days' written notice to
133 the County Administrator. Any such notice, once accepted by the County Administrator, may not be
134 withdrawn or rescinded. The fact that the County Administrator has asked EMPLOYEE for
135 EMPLOYEE's resignation shall not invalidate any such resignation once tendered to, and accepted
136 by, the County Administrator. Accrued but unused vacation and holiday time shall be paid out to
137 EMPLOYEE upon resignation, provided sufficient notice as required above is received.
138

139 20. TERMINATION OF AGREEMENT BY EMPLOYER; EMPLOYER'S RIGHT TO
140 TERMINATE AT WILL. This agreement may be terminated, or any obligation of EMPLOYER under
141 this agreement may be suspended, by the County Administrator at any time during its term, in the
142 sole discretion of the County Administrator. EMPLOYEE shall be deemed to be an at-will employee
143 of EMPLOYER who shall have no remedy or recourse in the event of disciplinary action, up to and
144 including discharge.
145

146 21. TERMINATION OF AGREEMENT BY EMPLOYER; DISCIPLINARY ACTION;
147 PROCEDURE FOR DISCIPLINARY ACTION. All disciplinary action shall originate from the County
148 Administrator and be accomplished by the County Administrator.
149

150 22. EMPLOYER TO INDEMNIFY AND DEFEND EMPLOYEE FOR OFFICIAL ACTS.
151 EMPLOYER shall indemnify, defend and hold harmless EMPLOYEE, in accordance with the
152 requirements of s. 895.46, Wis. Stats. EMPLOYER reserves the right to compromise or settle any
153 such litigation in any fashion deemed advantageous to EMPLOYER, regardless of whether
154 EMPLOYEE consents thereto.
155

156 23. CONSTRUCTION OF AGREEMENT; NO ASSIGNMENT. EMPLOYEE shall not assign or
157 transfer any interest or obligation in this Agreement, whether by assignment or novation. It is
158 expressly understood EMPLOYER will not consent to any assignment of EMPLOYEE's duties and
159 obligations.
160

161 24. CONSTRUCTION OF AGREEMENT; SEVERABILITY. All parts of this agreement are
162 severable from all other parts and invalidity of any part shall not operate to invalidate any other part.
163

Southern Wisconsin Regional Airport
1716 West Airport Road, Suite 100
Janesville, WI 53546
Ronald Burdick, Airport Director
608-757-5768
jvlairport@co.rock.wi.us

Facility Use Contract

The County of Rock, Wisconsin, a municipal corporation, duly organized and existing under the laws of the State of Wisconsin, (hereinafter referred to as "COUNTY"), and Mid-West Management, Inc. (hereinafter "USER") enter into this Facility Use Contract (hereinafter "CONTRACT") for the temporary use of the Facilities, as described below.

This CONTRACT reflects the intention of the USER to hold a music event at the Southern Wisconsin Regional Airport (hereinafter the "AIRPORT") on the date(s) listed below and as mutually agreed upon by Mid-West Management, Inc. and the Airport Director, acting on behalf of the Rock COUNTY Public Works Committee.

1. Subject to the terms herein, COUNTY agrees to provide to the USER for the purpose(s) and at the time(s) described below, access to the East side of the AIRPORT, located at 1716 W. Airport Rd. Suite 100, Janesville, Wisconsin, (hereinafter "FACILITIES"). Specifically the AIRPORT shall provide access to the real estate bordered on the North by W. Enterprise Dr., on the South by W. Airport Rd., on the West by the runway and on the East by the fence line running parallel with S. US Highway 51.
 - A. Purpose: WJJO music event with expected attendance of 10,000 patrons
 - B. Date: projected rental dates of Monday, September 25th through Tuesday, October 5th, 2017, the projected event dates are Saturday, September 30th and Sunday, October 1, 2017
 - C. Times: to be mutually agreed upon.
2. USER agrees to pay AIRPORT a facility use fee on all paid tickets in the amount of \$1.00 for each one day ticket and \$2.00 for each two day ticket.
3. USER agrees to pay to the AIRPORT a deposit of \$2,500 at the time of the execution of this contract. The deposit will be refundable if;
 - A. the facility use fee exceeds the deposit, and
 - B. cleanup of the event has been completed per paragraph 10.
4. USER agrees to abide by and ensure compliance with all COUNTY policies and regulations governing the use of the Facilities. Any policies or regulations relating to use of the Facilities will be given to USER prior to signing contracts.
5. USER will erect fencing prior to the event to prevent patrons of the event from accessing active areas of the AIRPORT. The fencing will be of a type approved by the Airport Director and the FAA and in accordance with the attached map.

6. USER agrees to be responsible for the supervision, management and control of the activity or event which is the subject of this Contract and of all activity/event participants and spectators.
7. USER agrees that failure to abide by or ensure compliance with AIRPORT's use of Facilities policy and/or regulations shall constitute grounds, among other grounds, for immediate cancellation of this contract and any associated event.
8. USER will provide unrestricted access to the COUNTY and its representatives, Sheriff's Office, and local municipalities that are providing services to inspect and ensure compliance with the contract.
9. USER will retain all sponsorship revenues specifically related to event.
10. USER's advertisements and/or communications, whether print, radio, television, or otherwise, promoting USER's events to be held under this CONTRACT shall refer to the rented facilities as "Southern Wisconsin Regional Airport", or other such phrasing as USER, on reasonable advance written notice to Facility, may from time to time designate. No other reference whatsoever to the facilities or grounds is permitted.
11. USER agrees to return the Facilities to the state of the Facilities prior to the use, reasonable wear and tear excepted. If the Facilities are damaged during the term of this use by any act, omission, default or negligence of USER, USER shall restore Facilities to original condition, or pay the AIRPORT a mutually agreed upon, fair and reasonable sum, normal wear and tear is expected.
 - A. No cost to Rock COUNTY.
 - B. Any action, activity or conduct undertaken by USER or its agents, employees, guests or persons admitted to the Facility by USER at the instruction of the COUNTY or its agents or employees shall not constitute negligence and USER shall not be liable for the consequences of following such instructions absent willful or malicious conduct.
 - C. USER agrees that any costs associated with the excessive consumption of alcohol (including but not limited to detoxification), the use of legal or illegal drugs, or any other medical condition caused by any other reason shall be borne solely by the USER.
 - D. Both parties acknowledge that rental of the Facilities by the USER is intended to attract large numbers of guests on a rain or shine basis, and that the rental fee associated does not contemplate rain or other circumstances, like an act of God that might cause extraordinary damage ("Extraordinary Damages") to the Facility. USER shall not be liable for Extraordinary Damages, except as described below.
 - E. USER shall be liable for Extraordinary damages only if AIRPORT provides written notice to USER of the existence and detail of any damages or Extraordinary Damages, within thirty (30) days after the use has terminated.

F. After receiving timely written notice of Extraordinary Damages, the USER shall, after meeting with the AIRPORT, within thirty (30) days of receipt:

1. Cure such Extraordinary Damages;
2. Discuss and initiate such remedial actions satisfactory to AIRPORT in its sole discretion as well as cure damage within a reasonable time as determined by both parties or;
3. Pay AIRPORT a mutually agreed upon amount in lieu of curing the Extraordinary Damages.

G. Consideration shall be given to AIRPORT's event scheduling and timing needs as well as USER's financial concerns as the AIRPORT determines the selected course of action to address these items. Further AIRPORT agrees that it will not unreasonably increase expenses to USER in addressing damages.

12. All public safety agencies involved in the event will have their own contracts with USER if required by that agency. Said contracts will be in place 30 days prior to the event and copies will be provided to the AIRPORT. USER will be responsible for all fees charged by other agencies and will make payments directly to said agencies. All Contracts with local, COUNTY, or state law enforcement agencies must be in place and a copy submitted to the Airport director 30 days prior to the event.
13. USER will provide a security and safety plan as required by the Rock County Sheriff's Office and Emergency Management no later than 30 business days prior to the commencement of the event.
14. USER will comply with all laws of the United States and the State of Wisconsin, all municipal ordinances and all lawful orders of the police and fire departments or other municipal authorities and will obtain and pay for all necessary permits and licenses, and will not do nor suffer to be done anything on said premises during the term of this CONTRACT in violation of any such laws, ordinances, rules or orders.
15. USER agrees that it shall at all times during the term of this CONTRACT, and any extended term of this CONTRACT, indemnify and hold harmless the COUNTY, the Public Works Committee and officers, agents, employees and representatives thereof, against any and all claims, liability, loss, charges, damages, costs, expenses or attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of incidents occurring at the Southern Wisconsin Regional Airport or as a result of any operations, works, acts or omission performed at the Southern Wisconsin Regional Airport by USER its employees, agents, or representatives, or resulting from USER's failure to perform or observe any of the terms, covenants and conditions of this CONTRACT to be performed by USER or resulting from any conditions of premises or improvements thereon by reason of any of which any person suffers personal injury, death or property loss or damage; provided, however, that the provisions of this paragraph shall not apply to claims, liabilities, losses, charges, damages, costs, expenses or attorney's fees caused or resulting from the acts or omissions of the COUNTY, the Public Works Committee or any officers, employees, agents or representatives thereof.

16. USER shall provide a certificate of insurance listing the Southern Wisconsin Regional Airport and the County of Rock as additional insured, and upon request, certified copies of the required insurance policies. USER shall provide general liability and insurance coverage in the minimum amounts of \$2,000,000 (CSL) as being in force during the term of the contract and said certificate of policy shall be in possession of the Facility no less than 30 business days prior to the event. USER's coverage shall include ingress, all day(s) of the event, and egress.

COUNTY agrees that it shall at all times during the term of this CONTRACT, and any extended term of this CONTRACT, indemnify and hold harmless USER and its officers, agents, employees and representatives against any and all claims, liability, loss, charges, damages, costs, expenses or attorney's fees, which any of them may hereafter sustain, incur or be required to pay as a result of COUNTY's negligence or gross negligence, or resulting from COUNTY's failure to perform or observe any of the terms, covenants and conditions of this CONTRACT to be performed by COUNTY; however, that the provisions of this paragraph shall not apply to claims, liabilities, losses, charges, damages, costs, expenses or attorney's fees caused or resulting from the acts or omissions of the USER or any of its officers, employees, agents or representatives.

17. All radio and television rights as well as re-jurisdiction of said radio and television productions shall be under the exclusive control of the USER.
18. USER agrees to provide licensing arrangements with all necessary copyright holders such as ASCAP, BMI or SESAC before any actual performance is given.
19. In the event that any provision of this contract is deemed to be invalid, such invalidity shall not affect the enforceability of any other contract term. If any provision is deemed invalid due to scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.
20. The person signing this Contract on behalf of COUNTY or USER, hereby represents that he or she has the authority to bind the COUNTY or USER, as applicable, to this Contract.
21. In the event that USER fails to make payment when due, or fails to pay for damage to the Facilities or equipment, USER agrees to pay the costs incurred by COUNTY in collecting such monetary damages, including reasonable attorney fees, unless the recovery of attorney fees is prohibited by law.
22. This offer to contract shall be deemed withdrawn by AIRPORT unless USER shall execute the CONTRACT and return it, with deposit, to the AIRPORT prior to July 1, 2017.
23. The entire CONTRACT of the parties is contained herein and this CONTRACT supersedes any and all oral CONTRACTs and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this CONTRACT shall not be amended in any fashion except in writing, executed by both parties.

- 24. All terms and conditions of this written CONTRACT shall be binding upon the parties, their heirs and assigns, and cannot be changed by any oral representations or promise of any agent or other person of the parties hereto unless the same be in writing signed by the duly authorized agent or agents who executed this CONTRACT.

- 25. The County of Rock is required to conduct its operation in accordance with the Wisconsin Records law. This agreement and any document arising out of this transaction may be a public record except as provided by law.

Southern Wisconsin Regional Airport

By: _____ Date: _____

Mid-West Management, Inc.

By: _____ Date: _____

SUBJECT: ILNG Access to SOUTHERN WISCONSIN REGIONAL AIRPORT
Facilities/Land for Mission Support Efforts

MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN
ILLINOIS NATIONAL GUARD (ILNG)
AND
SOUTHERN WISCONSIN REGIONAL AIRPORT

SUBJECT: ILNG Access to SOUTHERN WISCONSIN REGIONAL AIRPORT
Facilities/Land for Mission Support Efforts

1. Authority. This Agreement is entered into pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., and is subject to all applicable Illinois/Wisconsin and Federal statutes, and related regulatory requirements.
2. Purpose. The purpose of this MOU is to define the parameters of Facility/Land access provided by SOUTHERN WISCONSIN REGIONAL AIRPORT to the ILNG in support of troop transportation to annual training and other ILNG missions.
3. Scope. The ILNG requests access to utilize the SOUTHERN WISCONSIN REGIONAL AIRPORT Facilities/Land located at 1716 W. Airport Rd #100, Janesville, WI 53546 for the purpose of mission support efforts. These efforts include refueling, necessary vehicle maintenance, and other operations in direct support of ILNG troop transport within the State of Wisconsin. Access to said property is given with the understanding that ILNG presence will not hinder SOUTHERN WISCONSIN REGIONAL AIRPORT operations or cause unnecessary costs/expenses to the SOUTHERN WISCONSIN REGIONAL AIRPORT. Permission to use the above Facilities/Land is given as an accommodation to ILNG, and there shall be no rent/charges for the use of said property.
4. Roles and Responsibilities.
 - a. The ILNG agrees to the following:
 - 1) Provide the SOUTHERN WISCONSIN REGIONAL AIRPORT requests to utilize SOUTHERN WISCONSIN REGIONAL AIRPORT facilities/land within 30 days of the date of mission. These requests include the location of the facility required, dates of facility access requested, the time period for which ILNG troops will access the facility, the number of ILNG vehicles/troops present, and any unique requirements needed for the specific mission.
 - 2) Ensure all vehicle operators have valid Military/State Driver's Licenses and are qualified to operate the equipment. ILNG further agrees that all refueling/maintenance performed on SOUTHERN WISCONSIN REGIONAL AIRPORT property will be performed with proper safety

SUBJECT: ILNG Access to SOUTHERN WISCONSIN REGIONAL AIRPORT
Facilities/Land for Mission Support Efforts

equipment/procedures to include spill kits and other hazardous material mitigation equipment. The ILNG ensures that all SOUTHERN WISCONSIN REGIONAL AIRPORT facilities are cleaned after ILNG access and are in the same condition as first occupied.

- 3) All ILNG personnel are considered employees of the United States Government, a self-insured entity. If any personnel sustain an injury incident to occupation of SOUTHERN WISCONSIN REGIONAL AIRPORT facilities, they will be considered in the line of duty (absent their own misconduct), and the United States Government will be responsible for any required medical care and treatment.
 - 4) Hereby covenant and agree that the ILNG will comply with all Federal, State and local statutes, ordinances, and regulations.
- b. The SOUTHERN WISCONSIN REGIONAL AIRPORT agrees to the following:
- 1) If any damage occurs to property or equipment incident to performances under this MOU, SOUTHERN WISCONSIN REGIONAL AIRPORT may file a claim against the United States Army under the provisions of the Federal Tort Claims Act, 28 U.S.C. § 1291, 1346(b) and (c), 1402 (b), 1504, 2110, 2401(b), 2402, 2411(b), 2412(c), 2671-2680, Code of Federal Regulations, subpart 14.1-14.11, and Department of the Army Regulation 27-20, Chapter 4.
 - 2) SOUTHERN WISCONSIN REGIONAL AIRPORT reserves the right to remove any ILNG personnel for misconduct, violations of laws/regulations, and/or safety.
 - 3) Provide a clean and safe area for ILNG operations.
 - 4) SOUTHERN WISCONSIN REGIONAL AIRPORT acknowledges and agrees that its permission under this MOU constitutes a gratuitous service to the ILNG. SOUTHERN WISCONSIN REGIONAL AIRPORT understands, acknowledges, and agrees that neither the United States nor the State of Illinois will compensate, provide any financial benefit to, or reimburse SOUTHERN WISCONSIN REGIONAL AIRPORT in any manner whatsoever for providing these services. SOUTHERN WISCONSIN REGIONAL AIRPORT agrees and declares that it has no expectation of receiving any compensation, financial benefit, or reimbursement of any kind from the ILNG, the State of Illinois, or the United States for providing gratuitous services under this MOU. SOUTHERN WISCONSIN REGIONAL AIRPORT agrees to make no claim for compensation, financial benefit, or reimbursement of any kind against the ILNG, the State of Illinois, or the United States for the gratuitous services provided under the MOU. Further, SOUTHERN WISCONSIN REGIONAL AIRPORT understands and agrees that it is

SUBJECT: ILNG Access to SOUTHERN WISCONSIN REGIONAL AIRPORT
Facilities/Land for Mission Support Efforts

unlawful for the ILNG to accept the services under this MOA if SOUTHERN WISCONSIN REGIONAL AIRPORT expects compensation, financial benefit, or reimbursement from the ILNG, the State of Illinois, or the United States for these services.

5. Terms of agreement. The terms of this agreement become effective on the date upon which all parties have signed the agreement. This agreement will be reviewed and renewed annually to update terms/conditions.
6. Termination/Modification. The terms of this agreement, as modified with the consent of both parties, remains in effect until either party provides written notice of their intention to terminate the agreement. Either party, upon 30 days written notice to the other party, may terminate this agreement. Modifications to this agreement shall be requested by both party and require mutual approval of both parties to become effective.
7. Point of contact (POC) for this MOA is:
 - a. Ms. Deborah Parker, Grants Officer Representative, (217) 761-3548, deborah.l.parker.civ@mail.mil.
 - b. The SOUTHERN WISCONSIN REGIONAL AIRPORT: Ron Burdick, (608) 757-5768, jvlairport@co.rock.wi.us or ron.burdick@co.rock.wi.us

SUBJECT: ILNG Access to SOUTHERN WISCONSIN REGIONAL AIRPORT
Facilities/Land for Mission Support Efforts

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the dates shown page three of this Agreement. This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

On Behalf of the:

SOUTHERN WISCONSIN REGIONAL AIRPORT:

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

USPFO FOR ILLINOIS

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

MELISSA R. BEAUMAN
COL, NGB
USPFO for Illinois

ILLINOIS DEPARTMENT OF MILITARY AFFAIRS

BY: _____ DATE: _____

NAME & TITLE (PRINTED):

RICHARD J. HAYES JR.
Major General, IL ARNG
The Adjutant General

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Public Works Committee
INITIATED BY



Ronald D. Burdick, Airport Director
DRAFTED BY

Public Works Committee
SUBMITTED BY

May 12, 2017
DATE DRAFTED

**Authorizing Replacement of Medium Intensity Lighting System and Amending the
Airport's 2017 Budget**

1 **WHEREAS**, Rock County, owns and operates an airport known as the Southern Wisconsin
2 Regional Airport; and
3

4 **WHEREAS**, replacement of the medium intensity taxiway lighting system was originally
5 programmed and budgeted for in 2016 using federal discretionary funds; and
6

7 **WHEREAS**, federal discretionary funds have not become available because taxiway lighting has
8 a lower priority than runways; and
9

10 **WHEREAS**, the Wisconsin Bureau of Aeronautics (BOA), who acts as our agent in accruing
11 federal and state funds, recommends completing the project using 80% State Aid and 20%
12 Sponsor; and
13

14 **WHEREAS**, the airport has significant funds available to cover the additional sponsor's cost by
15 using the original funds budgeted in 2016, funds available from 2017 projects that the BOA has
16 moved to 2018, and land loan reimbursement funds for land purchased within the Runway 32
17 protection zone.
18

19 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
20 assembled this ____ day of _____, 2017 does hereby authorize replacing the
21 airport's medium intensity lighting system and that the project be funded 80% State Aid and 20%
22 Sponsor, using budgeted 2017 capital improvement funds and Land Loan Reimbursement funds.
23

24 **BE IT FURTHER RESOLVED** that the Airport's 2017 budget be amended as follows:
25

<u>ACCOUNT/DESCRIPTION</u>	<u>BUDGET</u>	<u>INCREASE/ (DECREASE)</u>	<u>AMENDED BUDGET</u>
<u>Source of Funds</u>	<u>1/1/2017</u>		
41-4453-4454-46400	\$227,600	\$179,000	\$406,600
Airport Capital Fund Balance			
<u>Use of Funds:</u>			
41-4453-4454-67200	\$867,500	\$179,000	\$1,046,500
Capital Improvements			

Respectfully submitted,

PUBLIC WORKS COMMITTEE

Betty Jo Bussie, Chair

Brent Fox, Vice Chair

Eva Arnold

Brenton Driscoll

Rick Richard

FINANCE COMMITTEE ENDORSEMENT

Reviewed and approved on a vote of _____

Mary Mawhinney, Chair

FISCAL NOTE:

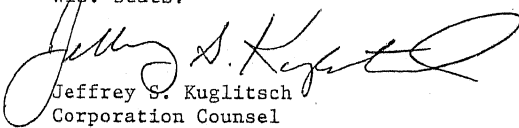
The County has available \$179,000 in land loan reimbursement funds from another project. These funds are located in the Airport Capital Fund fund balance. This resolution authorizes the use of these funds to help pay for the taxiway lighting project.



Sherry Oja
Finance Director

LEGAL NOTE:

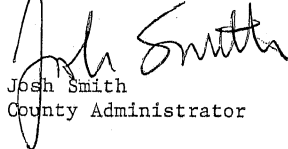
The County Board is authorized to take this action pursuant to §§ 59.01 & 59.51, Wis. Stats. As an amendment to the adopted 2017 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Josh Smith
County Administrator

EXECUTIVE SUMMARY
FOR
RESOLUTION

Authorizing Replacement of Medium Intensity Lighting System and
Amending the Airport's 2017 Budget

The Wisconsin Bureau of Aeronautics (BOA) programed the replacement of the medium intensity taxiway lighting system in 2016. This project was to be funded with federal discretionary dollars. Those dollars did not become available in 2016. At the BOA's recommendation, the 2016 taxiway project was combined with the 2017 runway re-lighting project and again submitted to the FAA for discretionary funds. The FAA has approved discretionary funds to replace the lighting for the primary and secondary runways, but not the taxiway systems, stating that taxiways are considered a lower priority. Given the FAA's response, the BOA recommends using State Aid to complete the taxiway re-lighting project. This allows both projects to be completed at the same time, which is more cost effective than two separate projects in the same area in different years.

The current replacement cost for the medium intensity lighting systems is estimated at \$1,500,000. State Aid will provide 80% or \$1,200,000 and the remaining \$300,000 would be the local share. Funds to cover the local share would come from various sources as follows;

- \$ 60,000 originally budgeted in 2016
- \$ 80,300 budgeted in 2017 for projects that are delayed until 2018
- \$ 179,000 Land loan reimbursement for parcels acquired along Hwy 51
- \$ 319,300 Available within the airport capital fund

The current lighting systems are made up of incandescent lights which were installed between 1985 and 1995, and have exceeded their life expectancies thus causing high maintenance expenses. The majority of the new system, will be LED bulbs that will last burn longer and cost less to operate thus saving money and reducing the airport's carbon footprint.



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Scott Walker, Governor
Dave Ross, Secretary
Internet: www.dot.wisconsin.gov
Telephone: 608-266-3351
Facsimile (FAX): 608-267-6748

FAA Requirement for 2017 Federal Funding – Certifications

Each year, airports in Wisconsin's FAA block grant program must sign documents agreeing to the terms and conditions attached to airport funding. Like last year, FAA is requiring that the airport owners sign Sponsor Certifications, eight in all:

- **Sponsor Certification for Construction Project Final Acceptance**
- **Sponsor Certification for a Drug-Free Workplace**
- **Sponsor Certification for Equipment and Construction Contracts**
- **Sponsor Certification for Project Plans & Specifications**
- **Sponsor Certification for Real Property Acquisition**
- **Sponsor Certification for Selection of Consultants**
- **Sponsor Certification and Disclosure Regarding Potential Conflicts of Interest**
- **Certification Regarding Lobbying**

For each document, please fill in the blanks for Sponsor (airport owner) and Airport on page one and fill in the blanks in the signature block and sign and date. For your convenience we have checked "yes" in response to the certification questions; many of the questions pertain to work the BOA does on behalf of the Sponsor.

When an airport owner accepts federal funding, they agree to comply with the federal grant assurances. The federal grant assurances detail the conditions for accepting federal airport improvement program funds. The sponsor certifications above are based on these assurances. Please read the assurances online at [http://www.faa.gov/airports/aip/grant assurances/media/airport-sponsor-assurances-aip.pdf](http://www.faa.gov/airports/aip/grant%20assurances/media/airport-sponsor-assurances-aip.pdf); these have not changed since 2014.

To keep our projects moving, we ask that every airport owner sign all eight documents regardless of whether you have a current project to which the particular certification would apply. Please sign even if there are no projects at your airport this year.

FAA requires airport owners complete all eight certifications before they release funds for 2017 projects.

Please return the completed forms to the Bureau of Aeronautics (scans are fine) by **Tuesday, May 30, 2017** to:

Jean Rickman,
Wisconsin Department of Transportation
Bureau of Aeronautics
PO Box 7914
Madison, WI 53707-7914
JeanA.Rickman@dot.wi.gov

It is important to have the documents signed and on file in our office by the above date, especially if your airport is participating in an airport project this year. Please be sure to retain a copy for your files. Thank you for your timely participation in this matter; if you have any questions, please call Mary Strait at (608) 266-7187.

Sincerely,

A handwritten signature in cursive script that reads "David M. Greene".

David M. Greene
Director, Bureau of Aeronautics

DMG:MCS



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).
 Yes No N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
 - a. Technical standards (Advisory Circular (AC) 150/5370-12);
 - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
 - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes No N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).
 Yes No N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
 Yes No N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
 Yes No N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
 - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
 - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes No N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
 Yes No N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
 - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
 - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
 - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes No N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
 - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
 - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes No N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
 Yes No N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes No N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes No N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this _____ day of _____, 2017.

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Drug-Free Workplace Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes No N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes No N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes No N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

a. Abide by the terms of the statement; and

b. 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.

Yes No N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes No N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and

b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes No N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes No N/A

Site(s) of performance of work (2 CFR § 182.230):

Location 1

Name of Location: Airport

Address:

Location 2 (if applicable)

Name of Location:

Address:

Location 3 (if applicable)

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Equipment and Construction Contracts Airport Improvement Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor (www.dol.gov) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes No N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- Yes No N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- Yes No N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
 - b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
 - c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- Yes No N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)), was or will be:
- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
 - b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
 - c. Publicly opened at a time and place prescribed in the invitation for bids; and
 - d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- Yes No N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
 - b. Plan for publicizing and soliciting an adequate number of qualified sources; and
 - c. Listing of evaluation factors along with relative importance of the factors.
- Yes No N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- Yes No N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
- a. Only one qualified person/firm submits a responsive bid;
 - b. Award is to be made to other than the lowest responsible bidder; and
 - c. Life cycle costing is a factor in selecting the lowest responsive bidder.
- Yes No N/A
9. All construction and equipment installation contracts contain or will contain provisions for:
- a. Access to Records (§ 200.336)
 - b. Buy American Preferences (Title 49 U.S.C. § 50101)
 - c. Civil Rights - General Provisions and Title VI Assurances(41 CFR part 60)
 - d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
 - e. Occupational Safety and Health Act requirements (20 CFR part 1920)
 - f. Seismic Safety – building construction (49 CFR part 41)
 - g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
 - h. U.S. Trade Restriction (49 CFR part 30)
 - i. Veterans Preference (49 USC § 47112(c))
- Yes No N/A
10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:
- a. Davis-Bacon and Related Acts (29 CFR part 5)
 - b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)
- Yes No N/A
11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).
- Yes No N/A
12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:
- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
 - b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
 - c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
 - d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).
- Yes No N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes No N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$150,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this day of , 2017 .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

Signature of Sponsor's Authorized Official: _____

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department
of Transportation
**Federal Aviation
Administration**

FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Project Plans and Specifications

Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor (www.dol.gov/). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes No N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes No N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).
- Yes No N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).
- Yes No N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).
- Yes No N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).
- Yes No N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).
- Yes No N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).
- Yes No N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).
- Yes No N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).
- Yes No N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)
- Yes No N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.
- Yes No N/A



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FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Burden Statement

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Federal Aviation Administration at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

Real Property Acquisition Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.
 Yes No N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.
 Yes No N/A

3. If property for airport development is or will be leased, the following conditions have been met:
 - a. The term is for 20 years or the useful life of the project;
 - b. The lessor is a public agency; and
 - c. The lease contains no provisions that prevent full compliance with the grant agreement. Yes No N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes No N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes No N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

Yes No N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

Yes No N/A

8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

Yes No N/A

9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.

Yes No N/A

10. Effort was or will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

Yes No N/A



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FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

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Selection of Consultants

Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).
 Yes No N/A

2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).
 Yes No N/A

3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).
 Yes No N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes No N/A
5. Sponsor has publicized or will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes No N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes No N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).
- Yes No N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes No N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes No N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes No N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).
- Yes No N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes No N/A



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FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification

Paperwork Reduction Act Statement

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Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

Sponsor:

Airport:

Project Number:

Description of Work: Airport Improvements

Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes No

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 an 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 shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input style="width: 80px;" type="text"/>	* First Name: <input style="width: 200px;" type="text"/>
Middle Name: <input style="width: 150px;" type="text"/>	
* Last Name: <input style="width: 350px;" type="text"/>	Suffix: <input style="width: 80px;" type="text"/>
* Title: <input style="width: 250px;" type="text"/>	
* SIGNATURE: <input style="width: 300px; height: 30px;" type="text"/>	* DATE: <input style="width: 80px;" type="text"/>