


# 2012 GRANT Pre-Application

## GENERAL INSTRUCTIONS:

- I. Complete all pages and enter responses in all fields.
- II. Required fields are marked with a \*

## Section A - Organization Information

1 - Short Name or Common Acronym *	City of Nampa		
2 - Operating Name *	City of Nampa		
3 - Legal Name *	City of Nampa		
4 - Physical Address #1 *	411 3rd St. So.		
5 - Physical Address #2			
6 - Physical City *	Nampa		
7 - Physical State *	Idaho		
8 - Physical Zip *	83651		
9 - Mailing Address same as Physical Address? *	YES		
10 - Mailing Address #1			
11 - Mailing Address #2			
12 - Mailing City			
13 - Mailing State			
14 - Mailing Zip			
15 - Business Phone #1 *	208-468-4434		
16 - Business Phone #2			
17 - Business Fax			
18 - Business E-Mail	ashbyr@cityofnampa.us		
19 - Home Page / Web Address			
20 - What date was this organization formed?			
21 - Established RPTA? *	YES		
22 - What counties does this organization currently serve?	Canyon		
23 - What FTA Programs are associated with each county?			
24 - Congressional District Entity Resides in *	1ST DISTRICT		
25 - Congressional District Served *	1ST DISTRICT		
26 - List the Local Mobility Networks (LMMN) you are currently serving? *	LMMN3C		
27 - DUNS Number *	7.29594E+11		
28 - Employer ID # EIN *	82-6000231		
29 - Current By Laws? *	<<Select>>		
30 - Current Audit? *	YES	Upload a copy with your Pre-application	
31 - Current Drug/Alcohol Policy? *	YES	Upload a copy with your Pre-application	
32 - Do you Use a Cost Allocation Methodology? *	YES		
Describe the Methodology (500 Characters Maximum)	The City of Nampa identifies services by city department or program and allocates costs by units within those departments or programs. For grant awards, the City tracks expenditures and outlays as identified in the grant budget.		
33 - Do you have a Board of Directors?	YES	Upload a list of your Board members and meeting schedule with your Pre-application	
34 - Do you currently have a Vehicle Replacement Plan?	YES	Upload a copy with your Pre-application	
35 - Agency Type *	State General and Local Government (State or City or County)		
 <b>*Mandatory!!</b> Private non-profit applicants must attach a copy of their IRS Letter of Determination for 501(c)3 non-profit status to their submitted Pre-Application			
35 - Number of volunteer drivers (annual total)	N/A		
36 - Number of personal vehicles in service (annual total)	N/A		
37 - Average Trip Length (miles)	N/A		
38 - TEAM Recipient ID#			

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39 - Description of products/services currently provided by this organization.* (500 Characters Maximum)	The City of Nampa is a full-service municipality that provides road and street services as well as other typical municipal services such as public safety, public water, wastewater, etc.
40 - Governing Board Meeting Schedule * (500 Characters Maximum)	We do not have a non-profit governing board, but the City Council, the legislative arm of city government, meets twice a month on the first and third Monday of each month.

### Section B - CERTIFICATIONS AND ASSURANCES

#### Instructions:

There are Certifications and Assurances that apply to sub-recipients receiving federal funding. The Sub-recipient's Board Chair or designated individual must indicate the organization is willing to comply with the applicable certifications, assurances, and procedures in order to receive federal funding. These documents are available for download from the internet at: <http://i-way.org/Tool%20Box/documentlibrary> under the heading of **Federal Transit Administration (FTA) Documents & Links**.

1 - Will the organization comply with applicable certifications, assurances, and procedures?

YES, the organization is willing to comply with any applicable certifications, assurances, and procedures.

NO, the organization is NOT willing to comply with the applicable certifications, assurances, and procedures.

(NOTE: NO means you will not be eligible to receive funding.)

YES

**Please note:** a subrecipient of the State of Idaho is required to comply with certain pass-through requirements. Here are the references:

**Audits** (Procedure M-2010-20), **Open Meeting** (Procedure M-2010-19) <http://i-way.org/Mobility%20Funding/procedures>

**Procurement** <http://adm.idaho.gov/adminrules/rules/idapa38/0501.pdf>

[http://www.fta.dot.gov/funding/grants\\_financing\\_6036.html](http://www.fta.dot.gov/funding/grants_financing_6036.html)

**State Meeting and Travel** <http://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/trvlpolicy.html>

### Section C - RESOURCE & COMMUNITY COORDINATION

1 - Do you share resources in any significant way with other agencies (e.g., maintenance/ mechanics, vehicles, staff/drivers, facilities, marketing, insurance, fuel purchases, training, bilingual programs, etc.)? If yes, provide a brief description. \*

YES

Description  
(700 Characters Maximum)

The City of Nampa works closely with ITD to coordinate the maintenance and improvement of state roads in Nampa as well as crossings of those roadways. The City also works closely with Valley Regional Transit (VRT) and Treasure Valley Transit and supports services by VRT through the city budget. City councilmembers participate on the boards of VRT and COMPASS as well as serving on boards or in a leadership capacity with other service providers. We support some services for the non-profit sector through the Community Development Block Grant program and provide a nonprofit resource guide for the general public.

2 - Have you realized any measurable or quantifiable savings in costs directly through, or as a result of, your coordination efforts? If yes, provide a brief description. \*

YES

Description  
(700 Characters Maximum)

The City realizes cost benefits by coordinating with ITD on state roads within the City but it would be hard to quantify that benefit. The City also realizes a cost savings by working with Valley Regional Transit to provide transit services to the people of Nampa by comparison with providing those services through the city. Coordination with transit services, including bicycle and pedestrian infrastructure that connects to bus stops, provides efficiencies that positively impacts the cost of street maintenance in the long term. Also, the people of Nampa realize cost benefits when transit services and bike/pedestrian facilities are available by comparison with single occupancy car use.

3 - Describe your efforts to work with other organizations, agencies, businesses, and other appropriate community interests in order to provide service (e.g., employers, medical centers, social service agencies, visitor services, activity centers, etc.). \* (Enter N/A if not applicable)

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Description  
(500 Characters Maximum)

The City works extensively with various segments of the community to meet the needs of the people of Nampa including all modes of transportation services. Numerous planning efforts involve wide community representation including input into a recent update to the Comprehensive Plan and public input into development of the Bicycle and Pedestrian Master Plan. This project was developed after extensive public input including over 800 contacts with citizens as part of the Bike/Ped planning process.

### Section D - PROJECT INFORMATION

1 - In which state(s) will your project provide service? *	<input checked="" type="checkbox"/> Idaho	<input type="checkbox"/> Montana	<input type="checkbox"/> Nevada
	<input type="checkbox"/> Oregon	<input type="checkbox"/> Utah	<input type="checkbox"/> Washington
	<input type="checkbox"/> Wyoming		
2 - Strategy Number *	3C.L011		
3 - Strategy Name *	Implement Infrastructure Improvements in LMMN3C to Support Biking and/or Pedestrian Access		
4 - Project Name *	Front Street and 16th Avenue Bike and Pedestrian Project, Nampa		
5 - Please describe your project * (500 Characters Maximum)	This project will provide infrastructure improvements to expand our transportation network by building upon a current bicycle boulevard to connect bicyclists and pedestrians to several major destinations in Nampa including businesses in the historic downtown, the Library, the Farmers Market, the Public Safety Building and Terry Reilly Health Services. The project will connect with transit stops while improving safety for bicyclists and pedestrians.		
6 - What mode will this project use? *	Other		
7 - Which funding program do you intend to apply for? *	5316		
8 - List the Districts this project will serve. *	District 3		
9 - List the Local Mobility Networks (LMMN) this project will serve.*	3CLMMN		
10 - Is this project dependent on any of your other projects? *			NO
Identify the other projects that this one is dependent on. (500 Characters)			
11 - Are you submitting other projects as options for this strategy? *			NO
Identify the other projects that are options to this strategy. (500 Characters)			
12 - Does this project directly interconnect with other mobility options? *			YES

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Identify the other mobility options.  
(500 Characters)

This project connects to bus stops, thus enlarging transit services. In addition, it connects to a recently implemented bicycle boulevard and to pedestrian sidewalks.

### Section E - Required Documents to Be Submitted With Application - Checklist

**Instructions:**

Update the entry for each document to show a status of 'Included' as documents are prepared for uploading.

1 - Current Bylaws	• If Applicable	<b>Not Included</b>
2 - Current Audit	• For any companies which historically have received Federal funds - most recent audit. • For all other companies, audit report will be provided on anniversary data of grant agreement.	<b>Included</b>
3 - Drug Alcohol Policy	• If Applicable - You will need this if you are applying for 5311 funds.	<b>Included</b>
4 - Board of Directors Information	• Meeting Schedule • Board Contact Information	<b>Included</b>
5 - Vehicle Replacement Plan	• If you are purchasing a new vehicle, you will need to have a replacement plan.	<b>Not Included</b>
6 - IRS Letter of Determination for 501(C)3 non-profit status	• If Applicable	<b>Not Included</b>

### Section F - Signature

By typing your initials in the box to the right you are verifying that you have read, understood, and agreed to all the requirements of this pre-application. This mark will act as your electronic signature:

**RA**

<b>Name and Title</b>	<b>Rodney Ashby, Long Range Planner</b>	<b>Date</b>	<b>1/19/2012</b>
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**City of Nampa  
Drug and Alcohol Policy  
Employee Handbook**

**Drug and Alcohol Free Workplace**

**Policy Number: 4005**

**Effective Date: 10/01/2010**

**Drug and Alcohol Free Workplace**

The City of Nampa has a vital interest in maintaining a safe, healthful, and efficient working environment. Having illegal drugs present in your system or being under the influence of a drug on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthful, and efficient operations.

The City of Nampa believes it has the right and obligation to maintain a safe, healthful, and efficient workplace for all of its employees, and to protect the city's property, information, equipment, operations and reputation. The City further expresses its intent through this policy to comply with federal and state rules, regulations or laws that relate to the maintenance of a workplace free from illegal drugs and alcohol.

**Possession, Use, or Distribution of Illegal Drugs/Alcohol**

**On-Duty Prohibitions**

The purchase, distribution, or possession of drug paraphernalia or illegal drugs (meaning those drugs for which there is no generally accepted medical use, e.g. marijuana, cocaine, methamphetamine), in a City vehicle, at a jobsite, on City property, or elsewhere during work hours is strictly prohibited. Employees are also prohibited from using, possessing or being under the influence of alcohol or illegal drugs in a City vehicle, at a jobsite, on City property, or elsewhere during working hours. Violation of this policy will subject an employee to discipline, up to and including termination.

***EXCEPTION:*** Law enforcement and fire personnel are occasionally required to come into contact with or possess illegal substances as a regular part of their job duties. In such circumstances, these employees are exempt from the "possession" component of this policy. All other prohibitions apply.

**Off-Duty Prohibitions**

An employee who is convicted for the use, manufacture, purchase, possession, or distribution of illegal drugs will be discharged.

**Prescription Medication**

Employees are cautioned regarding the use of prescription medication, which contains a WARNING LABEL stating the use of that drug, may impair their ability to safely operate

equipment or machinery. Employees may be allowed to work while using such medication when the drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties, and who has advised the employee that the prescribed drug will not adversely affect their ability to safely perform their job.

### **Self-Referral**

All employees of the City who consider themselves drug or alcohol dependent and who voluntarily identify themselves as such will be referred to an Employee Assistance Program counselor for evaluation, counseling and treatment as recommended. The City will provide informational assistance in locating professional substance abuse counseling to any employee who requests it. The Human Resource office may be contacted for a listing of services available. This self-referral option cannot be invoked as a means of avoiding discipline.

Employees who undergo drug or alcohol rehabilitation will be expected to do so at their own expense (other than those expenses covered by the City insurance program), on their own time, or during a non-paid leave of absence, approved by the City. Arrangements may be made to allow an employee to use accrued personal leave during any such leave of absence.

Employees, who demonstrate successful progress, or completion of a recommended course of treatment, may return to work after taking and passing a drug or alcohol test. Prior to returning to work, the City and EAP-designated Substance Abuse Counselor will discuss the recommended follow-up care, which may include unannounced drug or alcohol testing. Any unannounced drug and alcohol testing will not exceed a 12-month period. By returning to work, the employee agrees to the terms outlined by the Substance Abuse Counselor. Any test that is confirmed as positive during or following rehabilitation will result in discharge.

A request for rehabilitation may not be made in order to avoid the consequence of a positive drug or alcohol result or to avoid taking a drug or alcohol test when requested to do so under the terms of this policy. Further, the City may deny continued employment to any employee who self-refers his/her self for rehabilitation if, for example, such self-referral occurs more than once by the employee in a five (5) year period.

### **Education**

Supervisors and other management personnel will be certified through an education program that provides training in the detection of the signs and behavior of employees who may be using drugs or alcohol in violation of this policy.

Also as part of their direct job responsibilities, supervisors will be responsible for intervening in situations that may involve violations of this policy.

Employees will be informed of the health and safety dangers associated with drug and alcohol use and the provisions of this policy through employee meetings and employee orientation.

### **Effect of Testing Positive**

Any prospective employee who tests positive for the presence of illegal drugs will not be offered employment with the City. Any introductory, temporary or seasonal employee who

tests positive for the presence of illegal drugs or alcohol will be dismissed.

Any part-time or full-time employee (as defined by the City of Nampa Policy and Procedure Handbook) that tests positive for illegal drugs or alcohol will be subject to disciplinary action, up to and including termination. If employment is continued, the employee will be referred to an Employee Assistance Program Counselor for evaluation, counseling and treatment as recommended. Employees undergoing drug or alcohol rehabilitation will be expected to do so at their own expense (other than those expenses covered by the City insurance program), on their own time, or during a non-paid leave of absence, approved by the City. Arrangements may be made to allow an employee to use accrued personal leave during any such leave of absence.

Thereafter such employee, in consultation with the Substance Abuse Counselor, will be subject to unannounced, reasonable belief or random drug or alcohol tests not to exceed twelve months all at the employee's expense. When the employee has completed both treatment and negative drug or alcohol tests, he/she may return to work upon presentation of a written release signed by a licensed physician or recognized rehabilitation professional. The release must include a statement to the effect that the employee's presence in the workplace will not constitute a safety hazard to the employee, co-worker or others. In the event the employee receives a second positive test for illegal drugs or alcohol, the employee will be terminated.

### **Conclusion**

The terms of this drug/alcohol free workplace policy are intended to achieve a work environment where employees are free from the effects of drugs and alcohol. Employees should be aware that the provisions of this policy may be revised when necessary and that they will be notified of any such changes. The City anticipates that by implementing the provisions of this drug and alcohol free workplace policy its employees will enjoy the benefits of working in a safer and more productive work environment.

## **Drug and Alcohol Free Workplace Testing Procedure**

**Policy Number: 4010**

**Effective Date: 10/01/2010**

### **Pre-Employment Testing**

All prospective employees in which the City intends to offer employment for a sensitive position or a position requiring a CDL (DOT) will be required to submit to testing for the presence of illegal drugs. If a prospective employee in this scope of employment should test positive for the presence of illegal drugs they will not be considered for employment and will not be considered under the application process for a minimum of one year.

### **Reasonable Belief Testing**

The City will require an employee to be tested for the use of illegal drugs or alcohol, or the abuse of prescription medication, if an employee demonstrates "reasonable belief" behavior. Reasonable belief means a belief based on objective facts sufficient to lead a prudent person (determination made by those individuals certified under the Education program) to conclude that a particular employee is using and/or has the presence of being under the influence of drugs or alcohol in the workplace during work hours. Such inability

to perform may include, but not be limited to, decreases in the quality or quantity of the employee's productivity, judgment, reasoning, concentration and psychomotor control, and marked changes in behavior. Accidents, deviations from safe working practices and erratic conduct indicative of impairment are examples of "reasonable belief" situations.

In circumstances where the employee is permitted to return to work while charges are pending for the use, manufacture, purchase, possession, or distribution of illegal drugs, the City may require the employee to take and pass a drug test prior to resuming employment. The filing of such charges justifies the City's reasonable belief that the employee may also have violated the terms of this policy.

### **Voluntary Random Testing**

The City offers, as part of its drug and alcohol free workplace program, an opportunity for employees to voluntarily participate in random drug and alcohol testing. A random test is a drug and/or alcohol test that is unannounced. Volunteer employees who are tested under this program will be chosen through an approved random selection method. A positive test result under this program is treated in the same manner as a positive result under any other testing program.

Employees who are interested in participating in this program should contact the Human Resource Department to obtain the Consent to Voluntary, Random Testing form. Participation in this program is not a condition of continued employment with the City.

### **Other Random Testing**

City employees who work in sensitive positions will be subject to random drug and/or alcohol testing as a condition of employment or continued employment. For purposes of this policy, a sensitive position will be defined as a position in which the duties that are performed as a regular part of the job could reasonably expect to affect health, safety, security and/or must foster public trust by preserving employee reputation for integrity, honesty, and responsibility.

Sensitive positions are those which:

1. authorize employees to carry firearms;
2. have custodial responsibility for illegal drugs;
3. have supervision over children in their care; and
4. Have access to the homes of Nampa City citizens or unescorted access to business.

The job functions associated with these positions directly and immediately relate to public health and safety, the protection of life and property, or law enforcement. These positions are identified and designated for random testing because they require the highest degree of trust and confidence.

A random test is a drug and/or alcohol test that is unannounced. Selection of employees for random testing will be done through an approved random selection method. Employees who become subject to random testing will be so notified at the time of hire, transfer, or promotion, as appropriate. A positive test result under this program is treated in the same manner as a positive result under any other testing program.

## **CDL Testing**

In accordance with The Omnibus Transportation Employee Testing Act of 1991 and CFR, Title 40, Parts 40 and 382 as amended, pre-employment, random, reasonable belief and post accident alcohol and drug testing shall be required for employees in positions that require a Commercial Drivers License.

## **Post-Accident Testing**

Any employee who is involved in a work-related accident (as defined below) will be tested for the use of illegal drugs or alcohol as soon as possible (within 24 hours) after the accident. Failure to notify the supervisor may result in discipline up to and including termination. Work-related accidents are those incidents that result in the following:

1. The death of a person;
2. Bodily injury to another person who requires medical treatment away from the accident;
3. Damage to City vehicles or equipment that is \$500 or greater.

An employee who is seriously injured and cannot provide a specimen for testing will be required to authorize the release of relevant hospital reports, or other documentation, that would indicate whether there were drugs or alcohol in their system at the time of the accident.

If it is determined by management that an employee's accident was definitely caused by the actions of another, and that there were no unsafe acts by the employee, the City reserves the right to waive post accident testing of the employee.

## **Specimen Collection Procedure**

When a prospective or current employee is notified that they are to submit to drug or alcohol testing, they will be given instructions where to report for testing or, at the City's discretion, they will be transported or escorted to the place of collection. Collection and specimen testing will be performed by a certified collection agency and laboratory. All specimen collections will be conducted by personnel that have been properly trained and will be done according to approved collection procedures. Under the influence of alcohol means having alcohol in the body at or exceeding the blood alcohol level of .04%.

## **Adulteration or Submission of Concealed Specimen**

If, during the collection procedure, the collection monitor detects an effort by an employee to adulterate or substitute a specimen, a second specimen will be requested. If a second specimen is provided, it will be tested. If the request for a second specimen is refused, the collector will convey to the City the employee's refusal to submit a true specimen. Such conduct will result in either a prospective employee not being offered employment or a current employee being terminated from employment with the City.

In the event that a prospective or current employee submits a specimen that the laboratory later identifies as a diluted specimen, the City will advise the employee of that result and request that the employee submit a second specimen. Such donors will be advised by the City not to drink any fluids prior to the test.

## **Drug/Alcohol Testing and Confirmation**

Any specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method. Any employee who tests positive for illegal drugs or prescription medication may request the same specimen be re-tested at their expense (unless those expenses are covered by the City insurance program). This request must be conveyed to the City within seven (7) working days of the employee being notified of the positive test result. In the event the employee requests to have a re-test other than a re-test of the same specimen, the employee must have the re-test completed within 48 hours of the original specimen. There will be no exceptions to this additional re-test time period. If the retest results in a negative test outcome, the City will reimburse the cost of the retest and any lost compensation that is incurred as a result of the initial positive test results. Positive alcohol tests resulting from the use of a breath test will include a confirmatory breath test conducted no earlier than 15 minutes after the initial test; or the use of any other confirmatory test can be used that demonstrates a higher degree of reliability.

## **Notification of Test Results**

All results received from the laboratory will be forwarded to the Human Resource Director through the office of the accredited collection agency for the purpose of their providing medical review officer services. The staff of the agency will only report results to the Human Resource Director or designated assistant authorized to receive them. When a test shows a positive result and after the employee has been provided an opportunity to consult with a Medical Review Officer, the City will be notified.

If, after consideration of the matter, the Medical Review Officer determines that an employee's positive test result was due to their authorized use of prescription medication, they will immediately report a negative finding to the City and no further action will be taken. However, if an employee cannot provide a reasonable explanation for their positive test result, the Human Resource Director or designated assistant will be notified of the positive test result and will then take disciplinary action consistent with the terms of this policy. Refusal Any employee who refuses to be tested consistent with the terms of this policy will be terminated from employment with the City.

**Nampa City Council  
January 2012  
Contact Information**

Nampa City Council meets twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month at 6:30 pm. If Monday is a holiday, the Council meets on Tuesday of that same week.

City Council Contact Information, including Mayor:

Mayor Tom Dale  
Nampa City Hall  
411 3<sup>rd</sup> Street South  
Nampa ID 83651  
Work Phone: 468-5401  
Email: [mayor@cityofnampa.us](mailto:mayor@cityofnampa.us)

Pam White  
Nampa City Council  
3710 East Man-of-War  
Nampa ID 83686  
Work Phone: 467-7272 (public)  
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