

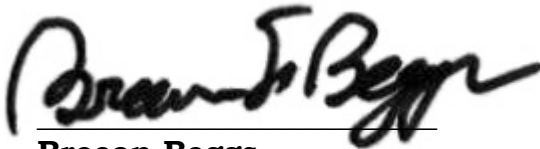
**SPECIAL MEETING NOTICE OF THE  
PUBLIC INFRASTRUCTURE, ENVIRONMENT & SUSTAINABILITY  
COMMITTEE**

**The regularly scheduled May 25, 2020, meeting of the Public Infrastructure, Environment & Sustainability Committee has been cancelled. A special meeting of the Public Infrastructure, Environment and Sustainability Committee will be held remotely on May 18, 2020 at 10:15 a.m.**

The Spokane City Council's PIES Committee meeting will be held virtually via WebEx at **10:15a on Monday, May 18, 2020.**

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a meeting of the whole City Council. The PIES Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

The public will be able to tune into the meeting by viewing the meeting live at Channel 5, or at <https://my.spokanecity.org/citycable5/live>, or by calling 1-408-418-9388 and entering the access code #962 165 969; meeting password 0320.



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**Breean Beggs  
Council President**

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**Terri L. Pfister  
Spokane City Clerk**

**Public Infrastructure, Environment, and Sustainability Committee**  
**Agenda for Monday, May 18, 2020**  
**10:15 a.m. – Streaming live online and airing on City Cable 5**

**REVISED**

The Spokane City Council's Public Infrastructure, Environment, and Sustainability Committee meeting will be held at **10:15 a.m. on May 18, 2020** streaming live online and airing on City Cable 5 at **<https://my.spokanecity.org/citycable5/live/>**.

The meeting will be conducted in a standing committee format. Because a quorum of the City Council may be present, the standing committee meeting will be conducted as a committee of the whole council. The Public Infrastructure, Environment and Sustainability Committee meeting is regularly held every 4<sup>th</sup> Monday of each month at 1:15 p.m. unless otherwise posted.

Notice is hereby given that, pursuant to Governor Jay Inslee's Proclamation 20-28, dated March 24, 2020, all public meetings subject to the Open Public Meetings Act, Chapter 42.30 RCW, are to be held remotely and that the in-person attendance requirement in RCW 42.30.030 has been suspended until at least May 31, 2020.

Temporarily and until further notice, the public's ability to attend City Council meetings is by remote access only. In-person attendance is not permitted at this time. The public is encouraged to tune in to the meeting as noted above.

**AGENDA**

**I. Call to order**

**II. Approval of minutes from April 27, 2020**

**III. Discussion items**

A. Council requests

1. Consent items for discussion
2. Legislative update (if needed)
3. Northeast Public Development Authority (CM Cathcart)

B. Staff requests

1. Hydrant Permit Program revisions – Dan Kegley
2. Sidewalk Cafes, Parklets and Streateries – Tami Palmquist
3. STA Bus Fare-COVID 19 Restrictions – Major Kevin King
4. National Institute of Corrections Cooperative Agreement Grant – Michael Diamond

**IV. Strategic initiatives session – Council Member Beggs and Scott Simmons**

**Priority strategy 1: Rapidly accelerating street pavement maintenance projects**

**Page 1 of 2**

**AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION:** The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinhofson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

- No report this meeting.

Priority strategy 2: Repurposing public property and assets to stimulate private investment

- No report this meeting.

Priority strategy 3: Sustainable city

- Update on Energy Strategic Initiative – Cadie Olsen

**V. Consent items**

1. Resolution Pledging City Involvement In ICLEI and GCOM Climate Work (CP Beggs)
2. Contract renewal to supply liquid Magnesium Hydroxide (RPWRF)
3. Contract award to replace Bio Filter media (RPWRF)
4. Contract with Applied Industrial Technologies for the as-needed purchase and installation of conveyor feed belts (WTE)
5. Value Blanket Renewal with Hitachi Zosen for the purchase of feeder and grate parts (WTE)
6. Ben Burr Crossing at 2nd & 3<sup>rd</sup> (Engineering Services)
7. Central Ave. Well #2 MurraySmith Construction Phase Assistance Budget Increase (Engineering Services)
8. Cleveland, Green, Grace, Jackson & Ralph – North South Corridor (Engineering Services)
9. S. Gorge Trail Phase 2 & CSO 22b Stormwater Separation Project (Engineering Services)
10. Housing and Essential Needs Award (NBS-CHHS)

**VI. Executive session**

Executive Session may be held or reconvened during any Public Infrastructure, Environment, and Sustainability Committee meeting.

**VII. Adjournment**

**Next Public Infrastructure, Environment, and Sustainability Committee meeting**

The next meeting will be held at the regular date and time of June 22, 2020 1:15 p.m.

**STANDING COMMITTEE MINUTES**  
**City of Spokane**  
**Public Infrastructure, Environment, and Sustainability**  
**April 27, 2020**

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**Committee members present in person, phone or video**

Council President Breean Beggs, Committee Chair  
Council Member Michael Cathcart, Vice Committee Chair  
Council Member Kate Burke  
Council Member Lori Kinnear  
Council Member Candace Mumm  
Council Member Karen Stratton  
Council Member Betsy Wilkerson

Council President Beggs called the meeting to order at 1:15 p.m.  
<https://vimeo.com/412498900>

**Review and approval of minutes**

Council President Beggs asked for a motion to approve the minutes of the March 23, 2020 meeting.

- Action taken
- Council Member Mumm moved to approve the minutes of the March 23, 2020 meeting as presented; the motion was seconded by Council Member Kinnear.

**Discussion items**

**A. Council Requests**

1. Consent items for discussion  
Water Conservation Master Plan adoption (Water) – Discussion was had on the updates and feedback incorporated into the plan. Discussion on the community engagement needed.
2. Legislative update (if needed)
3. Traffic Calming Program  
Council President Beggs gave a brief overview of the information on the jointly approved matrix to adopt the projects. Discussion was had on the process and the feedback from the neighborhoods.
4. Vaulted Sidewalks Policy  
Council President Beggs discussed the draft ordinance and policy on the vaulted sidewalks policy. Discussion was had on the issue of vaults and how they are addressed with property owners, as well as the Avista infrastructure.
5. ICLEI USA and Global Covenant of Mayors  
Council President Beggs gave a brief overview of the information in the briefing paper and the membership information.
6. Volunteer Coordinator/Community Engagement position in Urban Forestry

Council President Beggs discussed the item brought forward by the Sustainability Action Subcommittee. Discussion was had on the implementation across the districts and neighborhoods.

7. Office of Neighborhood Services, Neighborhood Clean Up Program/Dump Passes Cancellation

- Program update and future planning
- Communication with neighborhood councils
- Options for residents needing additional assistance with clean green, garbage, household waste disposal --- especially those in low-income neighborhoods. Discussion was had on the short term planning.

8. Kempe to Woodridge Transmission Main

Scott Simmons asked if there were further questions from Council about this item. Council Member Mumm showed a slide and discussed the planning. She discussed her conversations with Fish and Wildlife about the priority habitat species. She asked that the SEPA exemption be removed and an SEPA performed. Scott discussed the planning and review coordination that was done. Discussion was had on the communications with the neighborhoods.

B. Staff Requests

1. Six-Year Streets Program Draft

Kevin Picanco presented the 2021-2026 Six-year Comprehensive Street plan. He discussed the background on Arterial Street Programming, reviewed the projects that are new to the list. Discussion was also had on the consistency matrix and various projects. The next steps will be a Plan Commission hearing on May 13<sup>th</sup>, and City Council on June 17<sup>th</sup> and the final program is published on July 1, 2020. Council President Beggs discussed scheduling a Study Session to discuss the projects that are not identified as a priority in the matrix. Discussion was had on the projects are in the priority matrix and how others are developed.

Strategic Plan Session

A. Priority Strategy 1. Rapidly accelerating street pavement maintenance projects

• Streets Levy dashboard

Marlene Feist discussed the street levy dashboard. The dashboard collected all the information from the 2014 Street bond through 2019. She reviewed the financial update of the dashboard of the spending 2015 through 2019. The dashboard shows a map of the street conditions as well as the planned spending for the street program projects in the 6 year plan.

• Overview of additional \$10m arterial street pavement preservation projects

Scott Simmons gave an overview of the arterial street pavement preservation projects. He discussed the pavement condition and experience of drivers on these roadways within the city. Discussion was had on the planned roadway improvements including grind/overlay, chip-seal and crack-seal work. Discussion was had on the district projects and the capacity of funding and planning.

B. Priority Strategy 2. Repurposing public property to stimulate private investment

- No report this meeting.

C. Priority Strategy 3. Sustainable city

- No report this meeting.

Consent items

1. Amendment to Spokane Upriver Dam Hydroelectric Project's Amended and Restate Small Generator Interconnection Agreement (SGIA) with Avista Corporation. OPR 2011-0939
2. SA Premier hot-pour rubberized sealant from Specialty Asphalt (Streets)
3. Water Conservation Master Plan adoption (Water)
4. NSC –Rowan Force Main/Wilson & Company Contract (ICM)
5. 2020 Residential Grind & Overlay Projects (Engineering Services)

Executive session

None.

Adjournment

The meeting adjourned at 2:45 p.m.

Prepared by:

Barbara Patrick

Approved by:

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Chair

# Briefing Paper

## Public Infrastructure, Environment and Sustainability

<b>Division &amp; Department:</b>	City Council
<b>Subject:</b>	Northeast Public Development Authority
<b>Date:</b>	5/18/20
<b>Contact (email &amp; phone):</b>	CM Cathcart, <a href="mailto:mcathcart@spokanecity.org">mcathcart@spokanecity.org</a>
<b>City Council Sponsor:</b>	CM Cathcart
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Urban Development
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	<p><b>Strategic Key Advancement of:</b></p> <p>Strategies and Tactics:          Invest in Key Neighborhoods and Business Centers; esp PDA's          Invest in Key Public Amenities and Facilities          Maximize Public Assets</p> <p>Expected Outcomes:          Property values growing faster than historic averages          We have created an environment to promote mixed income neighborhoods with a diverse range of housing options for all buyers          Total public/private investment and job growth is higher in targeted areas compared with the region</p>
<b>Strategic Initiative:</b>	See above alignment with Urban Experience
<b>Deadline:</b>	Filed for Council consideration on 5/18/20
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	The Northeast Public Development Authority is seeking the City's approval to waive GFC's within the NEPDA
<b>Background/History:</b> The City of Spokane created and established the Northeast PDA (NE PDA) in November of 2011 pursuant to RCW 35.21.730-.755 to assist in providing economic development in the northeast portion of the City and to provide economic stimulus and benefit to the entire City and region	
<b>Executive Summary:</b> The Northeast Public Development Authority is seeking the City's sponsorship in its application to join the AWC's employee benefits trust as a non-city entity. The Trust requires that before a non-city entity can participate in the Trust's programs, a city member of the Trust must sponsor the non-city entity's request.	
<b>Budget Impact:</b> TOTAL COST: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division
<b>Subject:</b>	Hydrant Permit Program revisions
<b>Date:</b>	5/6/2020
<b>Author (email &amp; phone):</b>	Dan Kegley <a href="mailto:dkegley@spokanecity.org">dkegley@spokanecity.org</a> 625-7840
<b>City Council Sponsor:</b>	Council President Breean Beggs
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Strategic Plan and SMC Chapter 13.04.
<b>Strategic Initiative:</b>	Water System Resiliency
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Resolution adopting the Water Hydrant Usage Policy & Fees, which is a public rule and policy.

Background/History:

In January, the Council adopted an ordinance updating the City’s hydrant permit program to support the Water Department’s mission of providing safe, clean, and reliable drinking water to customers. The new program is designed to enhance hydrant security, ensure use of necessary equipment to protect the water supply, and appropriately account for water use. The program also is designed to complement additional hydrant security measures that are being evaluated, including the installation of hydrant locks and water fill stations. The Water Department has developed a corresponding Public Rule & Policy, called the Water Hydrant Usage Policy & Fees.

Executive Summary:

- *The Water Hydrant Usage Policy and Fees further defines the Water Department’s hydrant use policy and permit system consistent with the changes to SMC 13.04 as adopted by City Council in January 2020.*
- *The policy is needed now to help provide additional guidance to contractors who are seeking such permits as they restart construction, as allowed under the Stay Home, Stay Healthy order.*
- *This policy needs concurrence by the Council because it impacts the public, rather than just City operational processes.*

Budget Impact:

Approved in current year budget?  Yes     No  
 Annual/Reoccurring expenditure?  Yes     No  
 If new, specify funding source: Water Rates  
 Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

Consistent with current operations/policy?  Yes     No  
 Requires change in current operations/policy?  Yes     No  
 Specify changes required:  
 Known challenges/barriers:



**RESOLUTION**

A resolution regarding the City of Spokane Water and Hydro-Electric Department Public Rule and Policy - WATER HYDRANT USAGE POLICY & FEES.

WHEREAS, the City of Spokane (City) maintains and operates approximately 7,500 water hydrants within the City’s designated water service area; and

WHEREAS, water usage from these hydrants by permitted individuals and companies amounts to approximately 1.5 billion gallons of water each year; and

WHEREAS, the City in order to ensure safe reliable drinking water for its customers, must maintain the water quality of the entire system, which includes the fire suppression system; and

WHEREAS, there have been documented incidents where use of water from a hydrant by a permitted individual resulted in contamination of the water system. Such incidents have the potential to be catastrophic on the system and the City’s water system customers; and

WHEREAS, it is of paramount importance for the City to manage access to its water hydrants to ensure safe reliable water is available for all customers; and

WHEREAS, usage of water hydrants by permitted individuals and companies is a privilege and subject to provisions in the Spokane Municipal Code (SMC) sections under 13.04.130, 13.04.190, 13.04.1904, 13.04.1918, and 13.04.2024.

WHEREAS, the City of Spokane Water and Hydroelectric Department (Water Department) establishes the attached public rule and procedure regarding temporary usage of City owned and maintained Fire Hydrants, which is attached hereto as Attachment “A”.

-- NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SPOKANE that the City Council hereby approves and supports the City of Spokane Water and Hydro-Electric Department Public Rule and Policy - WATER HYDRANT USAGE POLICY & FEES as contained in Attachment “A”.

ADOPTED by City Council this \_\_\_\_ day of May, 2020.

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City Clerk

Approved as to form:

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Assistant City Attorney

CITY OF SPOKANE DEPARTMENT WATER AND HYDRO-ELECTRIC PUBLIC RULE AND PROCEDURE	DEPT 4100-20-_____ LGL 2020-_____
TITLE : <b>WATER HYDRANT USAGE POLICY &amp; FEES</b>	
EFFECTIVE DATE:	
REVISION EFFECTIVE DATE: N/A	

## 1.0 GENERAL

- 1.1 The City of Spokane Water and Hydroelectric Department (Water Department) establishes the following public rule and procedure regarding temporary usage of City owned and maintained Fire Hydrants.
- 1.2 The City maintains and operates approximately 7,500 water hydrants within the water service area. Water usage from these hydrants by permitted individuals and companies amounts to approximately 1.5 billion gallons of water each year.
- 1.3 The City, in order to ensure safe reliable drinking water for its customers, must maintain the water quality of the entire system, which includes the fire suppression system.
- 1.4 There have been documented incidents where use of water from a hydrant by a permitted individual resulted in contamination of the water system. Such incidents have the potential to be catastrophic on the system and the City's water system customers.
- 1.5 It is of paramount importance for the City to manage access to its water hydrants to ensure safe reliable water is available for all customers.
- 1.6 Usage of water hydrants by permitted individuals and companies is a privilege and subject to this Public Rule and Procedure.
- 1.7 This Public Rule implements Spokane Municipal Code (SMC) and provisions under 13.04.130, 13.04.190, 13.04.1904, 13.04.1918, and 13.04.2024.

## 1.2 TABLE OF CONTENTS

- 1.0 GENERAL
- 2.0 DEPARTMENTS/DIVISIONS AFFECTED
- 3.0 REFERENCES
- 4.0 DEFINITIONS
- 5.0 POLICY
- 6.0 PROCEDURE
- 7.0 RESPONSIBILITIES
- 8.0 APPENDICES

## 2.0 DEPARTMENTS/DIVISIONS AFFECTED

This public rule and policy shall apply to the public use of the City of Spokane's water hydrants.

## 3.0 REFERENCES

Chapter 13.04 SMC  
Chapter 35.92 RCW  
Chapter 70.116 RCW  
Chapter 246-193 WAC, Part III  
42 USC Section 300i-1

## 4.0 DEFINITIONS

- 4.1 "Director" – Director of the Water and Hydro-electric Department or designee.
- 4.2 "Hydrant Cage" – consists of water meter, backflow device and control valve used by non-City of Spokane personnel
- 4.3 "Hydrant Disk" – Colored plastic "doughnut" used by City of Spokane staff and permit holder that must be affixed to the hydrant during use of that hydrant.
- 4.4 "Hydrant Gate Valve" – A control valve used to stop or regulate the flow of water by means of a rising barrier or gate.
- 4.5 "Hydrant Permit" – is a permit as issued pursuant to SMC 13.04.130. Such Permits will be allowed in very limited circumstances following written application and written approval by the Director of the Water and hydroelectric Department, or their designee.
- 4.6 "Hydrant Port" – The point of connection for appurtenance. On typical hydrants there are two 2.5" ports and one 5.25 inch port.
- 4.7 "Hydrant Wrench" – Specialized wrench for removing hydrant port caps and to operate the hydrant. The hydrant wrench is the only means acceptable to access and operate a hydrant.

## 5.0 POLICY

- 5.1 Use of a water hydrant by non-City Water personnel or fire Department personnel without written permission is strictly prohibited.
- 5.2 The conditions and procedures established by this Public Rule and procedure are set to achieve:
  - 5.2.1 Protection of the City's Water System from backflow contamination;
  - 5.2.2 Protection and active management of water hydrants such to maintain proper operating conditions for the City's Fire Protection Program;

- 5.2.3 Accommodation of temporary, construction, or mobile commercial users whose “Condition-of-use” tenders permanent metering installation impractical.
- 5.3 To obtain temporary access to a water hydrant, a person or company must make a written application to the Director of the Water and Hydroelectric Department through Utility Billing.
- 5.4 Any person drawing water from a hydrant or standpipe in the City of Spokane for local area use shall first apply to the Director of Water and Hydroelectric for a permit and shall abide by all rules, regulations, and procedures in connection with the permit that the Public Works Division may adopt.
- 5.5 The City Water and Hydroelectric Department reserves the right to revoke any issued permit. Water use may be suspended during periods subject to freezing temperatures or drought conditions.
- 5.6 All applications for hydrant permits require either a monetary deposit or verified certificate of liability insurance naming the City of Spokane as an additional insured, for any damage to the equipment or surrounding area/environs.

## 6.0 PROCEDURES

- 6.1 Conditions for Hydrant Use Permits:
  - 6.1.1 The Water Department may authorize temporary water service from the distribution system, via a hydrant use permit, if no other source of water is available.
  - 6.1.2 Each month, the Permit Holder must provide to the Water Department a listing of the hydrant or hydrants used during the previous month. Only center stem hydrants may be accessed by the public.
  - 6.1.3 The Water Department may deny a request for or revoke a hydrant use permit due to low water supply, low water flow or pressure, or at the discretion of the Water Department Director.
  - 6.1.4 The Water Department may deny a request for a hydrant use permit based on a history of unpaid bills due to the Water Department, past performance, or falsification of records by the permit applicant for past hydrant use.
  - 6.1.5 Individuals requesting a permit for the use of the Water Department hydrants must complete a hydrant permit application and present photo identification and, if representing a business or organization, provide proof of the business by which they are employed or the organization of which they are a member.

## 6.2 Requirements for Hydrant Use

- 6.2.1 The permit holder will be responsible for compliance with City and State cross-connection control codes and regulations, as well as for any damages resulting from a backflow event at the permitted site.
- 6.2.2 The permit holder must use a Water Department supplied or approved hose assembly with a valve and a meter (where required by Water Department per Section 6.4 below).
- 6.2.3 The permit holder must use a Water Department supplied Reduced Pressure Backflow Assembly (RPBA) to protect the water supply and public health from potentially harmful water backflow.
- 6.2.4 A valid hydrant use permit (hydrant disk), along with the RPBA and meter, must be connected to the hydrant at all times during hydrant use.
- 6.2.5 When a hydrant is not in use, the hydrant shall be closed so that it is no longer charged.
- 6.2.6 The Water Department may inspect without notice the installation and operation of the hydrant.
- 6.2.7 The Water Department may revoke a hydrant use permit if Water Department determines that the installation conditions are unacceptable or a hydrant is being used improperly.

## 6.3 Fees and Charges for Hydrant Use

- 6.3.1 Permit holder will pay a permit fee, a meter use fee (if applicable), and consumption charges for the water used based on metered use or a daily rate as applicable. See Attachment 8.3.
- 6.3.2 Water Department may assess per day water charges for the entire term of the permit in the event there is evidence of hydrant meter tampering, damage to the hydrant meter or other action that prohibits Water Department from accurately determining the amount of water used.
- 6.3.3. In the event of damaged or lost Water Department-provided equipment, Water Department will assess charges equal to the cost of the damaged or lost equipment, including overhead cost.
- 6.3.4. Water Department will charge the permit holder on a time and material basis for any hydrant repairs necessitated by the improper operation of the hydrant.
- 6.3.5. Water Department will charge monetary penalties, in addition to all other hydrant use charges and fees, when a hydrant use permit is revoked by Water Department, or when a hydrant is being used without a hydrant permit or required hydrant meter and RPBA.

## 6.4 Required Hydrant Meters

- 6.4.1 Hydrant meters will be required to be used by permit holders.
  - 6.4.1.1 no other acceptable or practical method of measuring or estimating actual water used is practical, and

6.4.1.2 one hydrant at a time only will be used per permit,  
and

6.4.1.3 forecasted weather will allow a meter to be used  
without causing damage due to freezing.

6.4.2 Hydrant meters may be required under other circumstances at  
Water Department's discretion.

## 6.5 Multiple Hydrants

6.5.1 Use of multiple hydrants at the same time with a single permit is  
unlawful. Only one Hydrant can be operated per permit.

6.5.2 A permit holder may change location of a permitted hydrant by  
contacting and obtaining approval from the Director in advance of  
use.

## 6.6 Roles and Responsibilities

6.6.1 Permit holder is responsible for:

- Ensuring the required backflow protection is properly installed and  
operated at all times while connected to the water system, as well as  
making the equipment available for inspection at any time.
- Understanding and abiding by this Public Rule and Procedure
- Using only the designated (center stem) hydrant(s) to draw water.
- Ensuring safe and proper installation and operation of the hydrant and  
hose assemblies.
- Properly disposing of any wastewater or drainage generated from  
hydrant use.
- Providing Fire Department unobstructed access to the hydrant at all  
times.
- Reporting to Water Department if hydrant is leaking or not operating  
properly.
- Returning to Water Department any Water Department-supplied  
equipment in the same condition as issued.
- Reimbursing Water Department for any repairs or replacements of the  
hydrant or other Water Department-provided equipment.
- Paying deposits, fees and charges as required by Water Department  
for the hydrant use.
- Permit holder is responsible for any and all property damage as a  
result of their use or negligence.

6.6.2 Water Department is responsible for:

- Confirming the appropriate hydrant is being used.
- Issuing and reading meters when required.
- Timely and proper billing to the permit holder for the hydrant use.

## 6.7 Special Situations

6.7.1 At the discretion of the Water Department Director, Water Department may authorize the use of hydrants by other entities for emergency response and emergency response training under terms and conditions that, while protecting drinking water quality and the water system, may differ from those specified in this policy. Authorization will be provided in writing and will contain the applicable terms and conditions for use. Such authorization may waive charges and fees for use of the hydrants.

6.8 Illegal Taking of water

Only authorized persons, such as, certain City of Spokane personnel for legitimate purpose or persons with hydrant use permits may operate a hydrant. Persons illegally taking water from a hydrant may be fined up to \$1,000 in 2020 per Spokane Municipal Code 13.04.1904, and any equipment will be confiscated by the City of Spokane.

7.0 RESPONSIBILITIES

The Water and Hydroelectric Department shall administer this public rule and procedure.

8.0 APPENDICES

8.1 Sample Permit

APPROVED BY:

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date



# HYDRANT USE PERMIT

CITY OF SPOKANE WATER DEPARTMENT  
E. 914 NORTH FOOTHILLS DR., SPOKANE, WA 99207  
(509) 625-7800

Utility Acct Number: \_\_\_\_\_

IssueDate: \_\_\_\_\_

Use Location: \_\_\_\_\_

Intend Use: \_\_\_\_\_

Year of Use: \_\_\_\_\_

Issued To: \_\_\_\_\_ Note or PO: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

ContactEmail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\*\*\*\*\*  
Permit #: \_\_\_\_\_ Permit Type YEAR Conf# \_\_\_\_\_ MTR Cage# \_\_\_\_\_

Size: \_\_\_\_\_ Kind: \_\_\_\_\_ Serial # \_\_\_\_\_ Maint#: \_\_\_\_\_

Digits: \_\_\_\_\_ Reg Model: \_\_\_\_\_ Read Date: \_\_\_\_\_ Read: \_\_\_\_\_

Transponder ID \_\_\_\_\_ Transponder Model \_\_\_\_\_

Authorized By: \_\_\_\_\_

\*\*\*\*\*

**The Permit holder will be charged for any damage caused by improper use or operation of the hydrants used or damage to the meter and backflow devices.**

Permit Instruction Received By \_\_\_\_\_ Permit Termination Date: 12/31/2020

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Meter ending Read \_\_\_\_\_ Deposit Refund Requested YES / NO

Name and Signiture \_\_\_\_\_

\*\*\*\*\*

DAMAGE / NO DAMAG If Damage, Amount to be deducted from Deposit or Customer Billed \_\_\_\_\_

Inspected By: \_\_\_\_\_

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Business and Development Division; Development Services Center
<b>Subject:</b>	Sidewalk Cafes, Parklets and Streateries
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Tami Palmquist, <a href="mailto:tpalmquist@spokanecity.org">tpalmquist@spokanecity.org</a> , 625-6157
<b>City Council Sponsor:</b>	Lori Kinnear
<b>Executive Sponsor:</b>	Jacque West, Interim Director, DSC Code and Parking
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Urban Experience, Sustainable Resources
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the removal of the administrative hearing requirement for Sidewalk Cafes, Parklets and Streateries.
<b>Background/History:</b>	
<p>Sidewalk Cafes, Parklets and Streateries all require an administrative hearing held with the City Engineer in order to approve and issue a license to occupy the public right-of-way. These hearings are not well utilized by the public and often feature just the applicant, the City Engineer and staff in attendance. To provide for a broader and more accessible opportunity for the public to respond; staff is proposing to remove the single date hearing process and replace with a public comment period. The public input will be gathered and considered by the City Engineer, in all cases, prior to issuing an approved license. In evaluating the benefit of this proposal, staff considered additional refinements to simplify the application process specific to Parklets and Streateries. A refinement that may allow for flexibility when considering a Parklet or Streatery location is identifying what permissions should be acquired or required before application and issuance of license.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• Remove the requirement to hold an administrative hearing and addition of public comment period.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Will require a change to the Spokane Municipal Code. Known challenges/barriers:	

## [Chapter 10.28](#) Sidewalk Cafes

### [Section 10.28.040](#) Application

- A. In addition to the information required by [SMC 10.28.060](#) an application for a sidewalk café permit shall state:
  1. The anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays and holidays; and
  2. Whether any liquor as defined in RCW 66.04.010 will be sold or consumed in the area to be covered by the permit.
- B. At the time of application the city engineer shall set a ~~((time for an administrative hearing before which))~~ public comment period in which the public may offer objections to the issuance of the license.

### [Section 10.28.050](#) Notice to Abutting Property Owners

- A. The applicant shall mail or serve a notice stating the:
  1. Nature of the application;
  2. Sidewalk area sought to be used; and
  3. Date~~((, time and place at))~~ of public comment period, after which the city engineer will consider such application

At least ten days prior thereto, upon the owners, building managers and street level tenants of the properties that abut on the street segment that contains the sidewalk area sought to be used and that lie within the nearest intersections or depend upon such street segment for access, and shall file with the city engineer a copy of the notice mailed and a list of the persons to whom it was sent.

- B. The city engineer shall prepare notices containing the aforesaid information and shall deliver to the applicant a public notice, which shall be posted in a window or on the building exterior of the adjacent property.

## [Chapter 10.55](#) Parklets and Streateries

### [Section 10.55.040](#) Application

- A. In addition to the information required by [SMC 10.55.060](#), an application for a parklet or streatery license shall state:
  1. The anticipated periods of use during the year, and the proposed hours of daily use, including Saturdays, Sundays and holidays; and
  2. Whether any liquor as defined in RCW 66.04.010 will be sold or consumed in the area to be covered by the license.

- B. At the time of application the city engineer shall set a ~~((time for an administrative hearing before which))~~ public comment period in which the public may offer objections to the issuance of the license.

[Section 10.55.050](#) Notice to Adjacent Property Owners and Users

- A. The applicant shall mail or serve a notice stating the:
1. Nature of the application;
  2. The parklet or streatory area sought to be used; and
  3. Date~~(, time and place at)~~ of public comment period, after which the city engineer will consider such application

at least ten days prior thereto, upon the owners, building managers and street-level tenants of the properties on the block face on which would be located the proposed parklet or streatory and the block face across the street from the proposed parklet or streatory, as well as any parking meters or loading zones to be impacted and shall file with the city engineer a copy of the notice mailed and a list of the persons to whom it was sent.

- B. The city engineer shall prepare notices containing the license application details and shall deliver to the applicant a public notice, which shall be posted in a window or on the building exterior of the adjacent property.

## Briefing Paper

### Public Infrastructure, Environment & Sustainability

<b>Division &amp; Department:</b>	Spokane Police Department
<b>Subject:</b>	STA Bus Fare-COVID 19 Restrictions
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Kevin King – <a href="mailto:kking@spokanepolice.org">kking@spokanepolice.org</a> 509-835-4514
<b>City Council Sponsor:</b>	CM Kinnear
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Public Safety Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Inter-local agreement with Spokane Transit Authority to provide scheduled officers on buses for security enhancements during COVID-19 phases of Non-Fare buses from April 23, 2020 through May 30, 2020. Estimated revenue and expense will be around \$76,678.
<b>Background/History:</b> The Spokane Transit Authority has contracted with Police Department to provide the public with police services on STA busses. STA requested SPD to provide a presence to ensure the safety of passengers and bus drivers.	
<p><b>Executive Summary:</b>  The purpose of the STA (Spokane Transit Authority) and SPD (Spokane Police Department) contract during COVID-19 phases is to ensure the safety of passengers and bus drivers with the entrance and exit of passengers. The contract is expected to last April 23 through May 30, 2020.</p> <p>Estimated revenue reimbursement from overtime costs is \$76,678 and will be tracked specifically to STA for billing. There will be 4 officers present during certain day shifts on various buses and 2 officers during the weekends.</p> <p>Contract Request to bypass rules of 2 week public comment due to nature and timing of events. SBO for overtime and revenue will also be included with the contract.</p>	
<b>Budget Impact:</b>	
Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source: Federal Funding – Department of Justice	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	

# CITY OF SPOKANE POLICE DEPARTMENT SPECIAL EVENT SERVICE CONTRACT

Sponsor: Spokane Transit Authority  
Sponsor Address: 1230 W Boone Spokane, WA 99201  
Sponsor Billing Address: Same  
Sponsor Contact Name: Nancy Williams/Mike Toole  
Sponsor Phone Number: 509-325-6081/509-325-6067

The City and the Sponsor agree as follows:

1. PERFORMANCE. The City shall provide the Sponsor with the following special event police officer services:
  - A. Number of officers: **See attached**
  - B. Hours and dates to be worked: **See attached**
  - C. Vehicles and equipment: All personally issued
  - D. Specific location of service: **STA Bus routes**
  - E. Duties may include (but are not limited to): Enforce Laws and bus conduct

2. CONTRACT TERM. The time of performance of the contract shall be:

Begin Date: 4/23/2020                      End date: 5/30/2020

3. COMPENSATION. The Sponsor shall pay the City the actual costs incurred by the Police Department due to the event as outlined under this contract. Except as otherwise provided, these costs will be actual overtime pay plus LEOFF retirement and Medicare costs. A minimum of three (3) hours per officer is required for every event. The City will not bill for vehicle and equipment use for most special events.

4. ESTIMATED COSTS.

- j  
A. Estimated Costs: \$76,678  
Estimate is based off 27 weekdays working 2 officers using 2 teams for two 4-hour shifts. Weekends are calculated working 2 officers for 1 team for two 4-hour shifts for 11 days.
- B. The estimated costs for this event are based on the event's Police Action Plan. If the event runs longer than expected, those costs will be added to the invoice. The Sponsor will be invoiced for actual costs. The estimate is a good faith figure based

on the information available to the Special Events Office at the time this contract is written. As the event approaches, there is a possibility that the number of officers or length of event may change resulting in a change to the costs associated with this event. The sponsor will be informed of all changes through the Special Events Office.

- C. If it is determined that the City needs to bill for something other than law enforcement wages, Medicare and retirement contributions, the City will meet with event coordinators and/or staff to discuss this prior to the event.
- D. The estimate is based on senior wages to avoid under-estimation. Depending on the size of the event and number of law enforcement at each rank, the actual costs are likely to be lower for larger events as more junior staff will be working the event. The goal is to allow for budgeting ahead of time. Previous events of a similar nature may be used to provide a cost estimate of current charges for similar events.
- E. The Special Events Office will work with the Sponsor to identify cost reduction strategies, if possible. It is ultimately the decision of the Chief of Police as to the number of officers assigned to an event. The Chief of Police has final approval for the department.

5. PAYMENT. The Sponsor shall be billed the City's actual costs following the event for services rendered. Payment is due thirty (30) days from date of invoice. If payment is received after the thirty (30) days; a \$15.00 late fee will be imposed and one percent (1%) interest per month will be added to the amount owed. All checks shall be payable to "City of Spokane."

6. FEES. The City of Spokane has estimated fees for services as follows:

A. Police Officer: (three hour minimum)

1)	Estimated Hourly Wage Rate (estimate is based on 25-year corporal/detective overtime wage)	\$ 66.61
2)	LEOFF Retirement @ 5.33%	\$ 3.55
	LEOFF Retirement-City @ 3.5%	\$ 2.33
	Medicare @ 1.45%	\$ 0.97
	PFML @ .4%	<u>\$ 0.27</u>

**Total cost per hour per officer \$73.73**

7. EVENT CANCELLATION: In the event it becomes necessary for the Sponsor to cancel the special event, it is the Sponsor's responsibility to notify the Special Events Supervisor (835-4575 or cell phone 209-7183), as soon as possible, but in any case no less than twenty four (24) hours before the special event was to begin. Every effort will be made by the City to contact the officers scheduled to work the event. If an officer(s) cannot be contacted and reports to the assigned duty, each reporting officer shall be paid a minimum of three (3) hours. The Sponsor is responsible for these costs. The Sponsor will also be responsible for any overtime incurred by the Special Events Supervisor attempting to notify each of these officers of the event cancellation.

8. DUTY STATUS. Each police officer engaged in special events is considered to be in an on-duty status. The police officers are subject to call by the Chief of Police or designee at any time for emergencies.

9. ADHERENCE TO CITY POLICIES AND PROCEDURES. Police officers engaged in special event duty employment are obligated to discharge all duties of their office and to adhere to Spokane Police Department policies and procedures at all times.

10. DUTY TO SPONSOR. Police officers on special event duty assignment have a primary obligation to the City, not the Sponsor. They are expected to discharge all duties of their office, to enforce all laws and ordinances, and to adhere to all Police Department policies, procedures, rules and regulations. The duty to the Sponsor is secondary.

11. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities.

12. LIABILITY. Each party shall be responsible and liable for the consequences of any act or failure to act on the part of itself, its employees and its agents. Each party shall be responsible for its own negligence. Neither party shall indemnify nor hold the other party harmless.

13. INSURANCE. The Sponsor must have insurance to obtain a special event permit. The City of Spokane shall be listed as an additional insured and the certificate holder per the Special Event Permit Ordinance and Application.

Dated: \_\_\_\_\_

CITY OF SPOKANE

By: \_\_\_\_\_  
Police Chief

Dated: \_\_\_\_\_

SPONSOR

By: \_\_\_\_\_

Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Pre-approved as to form:

City Legal

12/27/2018



## STA Job description

Patrol Purpose: To provide a law enforcement presence on various bus routes throughout the service area. Act as a deterrent to undesirable activity and response to illegal acts.

- SPD will begin the two-officer **patrols beginning 4/23/20 and continue through 5/30/20.**
  - Monday thru Friday
    - Two 2-officer patrols will run from 8am to Noon
    - Two 2-officer patrols will run from 6pm to 10pm
  - Saturday and Sunday
    - One 2-officer patrol from 10am to 2pm
    - One 2-officer patrol from 4pm to 8pm
- All 2-officer patrol will begin and end at the STA Plaza (701 W. Riverside Avenue). SPD vehicle parking will be provided in the STA garage.
- STA will designate the bus routes to ride each day to help ensure the entire service area is covered over the 14 day period.
- SPD Officer will be in uniform and have department issued PPE if needed.
- Breaks will be completed as needed on route, lunch not an issue due to the 4-hour patrol intervals
- The 2-officer patrols will operate in both the City and County as routes continue and any SPD patrol jurisdictional coordination will be done by SPD.
- Reimbursement will be invoiced to Spokane Transit at a rate not to exceed \$75.00 per hour. All other terms and conditions mirror the Plaza Police Services Interlocal Agreement.
- Points for Contact for STA
  - Mike Toole, Safety & Security Manager **325-6067**
    - Agreement, invoicing and issues that come to light.
  - Ann Frunk, STA Security Coordinator **232-6300**
    - Assisting SPS patrols board the correct busses at the Plaza and general assistance
  - Fixed Route Dispatch **325-6044**
    - SPD patrol assistance while out on the routes (what bus do I catch to get back?)
  - Bus Operators
    - Help the officers with any issues on the bus – very helpful.

## Briefing Paper

### Public Infrastructure and Environmental Sustainability Committee

<b>Division &amp; Department:</b>	Municipal Court – Probation Department
<b>Subject:</b>	National Institute of Corrections Cooperative Agreement Grant
<b>Date:</b>	5/18/2020
<b>Contact (email &amp; phone):</b>	Michael Diamond, <a href="mailto:mdiamond@spokanecity.org">mdiamond@spokanecity.org</a> , 625-5806
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	Howard Delaney
<b>Committee(s) Impacted:</b>	Public Infrastructure and Environmental Sustainability
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	<a href="https://nicic.gov">https://nicic.gov</a>
<b>Strategic Initiative:</b>	Public Infrastructure and Environmental Sustainability
<b>Deadline:</b>	5/25/2020
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of NIC Grant Application/Award

**Background/History:**

The Municipal Court Probation department has striven to excel as the best probation department in the state through innovation, program development, and cross-jurisdiction cooperation including the introduction of the Risk-Need-Responsivity model of probation, implementation of a case management system focused on holistic and therapeutic service, Department of Social and Health Services partnership, and the continued implementation of evidence-based practices. The NIC Grant award will provide the necessary funding for EBP program training and implementation including the ability to test probationers for drugs/alcohol. EBP Programs developed under this grant may be further expanded to provide services for all jurisdiction probationers/parolees providing a comprehensive EBP system for the local criminal justice system.

**Executive Summary:**

- Cooperative Agreement with the National Institute of Corrections in Developing Organizational Resources to Support Behavioral Change
- Grant is for \$80,000.00.
- Funding is through NIC Grant.

**Budget Impact:**

Approved in current year budget?     Yes     No     N/A

Annual/Reoccurring expenditure?     Yes     No     N/A

If new, specify funding source: National Institute of Corrections Grant

Other budget impacts: (revenue generating, match requirements, etc.) – Potential Revenue Generating for program/services offered.

**Operations Impact:**

Consistent with current operations/policy?     Yes     No     N/A

Requires change in current operations/policy?     Yes     No     N/A

Specify changes required:

Known challenges/barriers:

# Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

**Today's Date:** May 12, 2020 **Type of expenditure:** Goods  Services

**Department:** Municipal Court - Probation

**Approving Supervisor:** Howard Delaney

**Amount of Proposed Expenditure:** \$80,000.00

**Funding Source:** National Institute of Corrections, 20CS09

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

### Why is this expenditure necessary now?

The expenditure is associated with a proposed grant solicitation (see <https://nicic.gov/sites/default/files/20CS09%20Developing%20Organizational%20Resources%20Final.pdf>). If awarded, the funding will be used in the development of evidence-based programs to provide to those community members under probation/parole from various jurisdictions with the intent to improve behavioral choices and reduce recidivism.

### What are the impacts if expenses are deferred?

The funding is associated with the above referenced grant solicitation which has a 12 month window to expend the funding. There is not an option to defer the expenses.

### What alternative resources have been considered?

Additional resources were requested through the City of Spokane 2020 Budget request/allocation process. During the review of the resource requests the City opted to not fund the probation departments requests for drug and alcohol testing and evidence-based program(s) funding. In March, 2020 the City entered into the nationwide COVID-19 crises and as such, the department is seeking alternative funding for the requests through grant opportunities.

### Description of the goods or service and any additional information?

Funding will be directly allocated to grant required travel, evidence-based program(s) training/implementation costs/travel, and drug and alcohol testing. The EBP programs will provide services to the Municipal Court population (both indigent and employed) as well as provide an opportunity to expand services to District/Superior Court probationers/parolees providing a full-spectrum service opportunity for all Spokane County community members engaged in the criminal justice system.

**Person Submitting Form/Contact:** Michael Diamond, 625-5806

### FINANCE SIGNATURE:

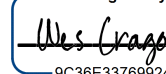
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### CITY ADMINISTRATOR SIGNATURE:

DocuSigned by:

  
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The [National Institute of Corrections](#) (NIC) is seeking applications for funding under the Fiscal Year (FY) 2020 to provide Community Supervision agencies with organizational readiness assessment resources to utilize for planning around adopting innovations that support behavior change in individuals under community supervision.

## **NIC FY 2020 Developing Organizational Resources to Support Behavioral Change**

### **Eligibility**

NIC invites applications from nonprofit organizations (including faith-based, community, and tribal organizations), for-profit organizations (including tribal for-profit organizations), and institutions of higher education (including tribal institutions of higher education). Recipients, including for-profit organizations, must agree to waive any profit or fee for services.

NIC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as sub-recipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program.

NIC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. NIC encourages applicants to register several weeks before the application submission deadline. In addition, NIC urges applicants to submit applications 72 hours prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 25, 2020

Late applications are neither reviewed nor considered.

For additional information, see [How To Apply](#) in [Section D Application and Submission Information](#).

## Contact Information

For programmatic questions concerning this solicitation contact Katie Green Correctional Program Specialist, National Institute of Corrections [k2green@bop.gov](mailto:k2green@bop.gov) Responses to programmatic questions will be posted on NIC's website for public review. The website will be updated regularly and postings will remain on the website until the closing date of this solicitation.

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the NIC at [BOP-NIC/General@bop.gov](mailto:BOP-NIC/General@bop.gov) within 24 hours after the application deadline and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

Grants.gov number assigned to this announcement: 20CS09  
Release date: March 26 , 2020

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# NIC FY 2020 Developing Organizational Resources to Support Behavioral Change (CFDA # 16.603)

## A. Program Description

Community Corrections Supervision organizations are increasingly interested in adopting effective supervision interventions as a growing body of research indicates that staff, well trained in evidence-based practices, improve public safety outcomes. More specifically, the community corrections profession is investing in interventions that support behavior change and are moving away from using only control and containment supervision strategies. Research indicates, when community supervision staff employ evidence based approaches that reduce risk and need, coupled with skillful use of innovations such as Core Correctional Practices (i.e., effective reinforcement, cognitive restructuring and professional alliance), they become adept at helping persons under community supervision identify thinking errors, develop problem-solving skills and have the ability to reinforce these new skills.

Supported by Lipsey's research (2007)<sup>1</sup>, criminal thinking is one of the most notable characteristic of the persons under community supervision population, and supervision agents are best equipped to address this behavior through cognitive skills training. Studies reveal the role and interactions of the supervising agent impact supervision outcomes. For example, a series of studies show that when agents are trained in specific skills that are demonstrated to be effective in changing behavior; interactions with persons on their caseload reflect a focus on risk reduction, and ultimately lead to lower rates of re-conviction. (Robinson)<sup>2</sup> Teaching and coaching behavior change involves agents gaining skill with Core Correctional Practices (CCP's) and applying these skills effectively. Equally important, is leadership's ability to provide a supportive environment for staff learning. It is also imperative the organization has the capacity to support the effective implementation of the innovation.

Implementation Science tells us, assessing organizational readiness is paramount to effectively initiate and sustain successful implementation of innovations. In one such model, Implementation Drivers developed by the National Implementation Research Network (NIRN) focus on areas of leadership, the organization and staff competency. These three drivers help to determine key areas organizations need to have in place to implement and sustain implementation of innovations. (Fixson)<sup>3</sup> There is a growing body of research which indicates that evidence-based programming, with solid, quality implementation, reach the intended outcome of reducing the likelihood of individuals under supervision engaging in future criminal behavior, better than those interventions with poor implementation designs. (Salisbury)<sup>4</sup>.

Community Corrections agencies are in need of readiness assessment resources to help with planning around adopting innovations that support behavior change. Typically, Community Supervision

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1. Lipsey, M.W., Landenberger, N.A., & Wilson, S.J (2007) *Effects of cognitive-behavioral programs for criminal offenders*.

<sup>2</sup>: Robinson, C. R., Lowenkamp, C. T., Holsinger, A. M., VanBenschoten, S., Alexander, M., & Oleson, J. C. (2012): A random study of Staff Training Aimed at Reducing Re-arrest (STARR): Using core correctional practices in probation interactions.

<sup>3</sup> Fixson, D., Blasé, K., Naom, S., Duda, M. (2015) *Implementation Drivers: Assessing Best Practices*

<sup>4</sup> Salisbury, E.J., Sundt, J. & Boppre, B. (2019) *Mapping the Implementation Landscape: Assessing the Systemic Capacity of Statewide Community Corrections Agencies to Deliver Evidence-Based Practices*.

organizations tend to focus on the individual (staff) competency through the delivery of training and skill building rather than the organization as a whole when implementing innovations; failing to include the broader approach including leadership (executive, mid-management) and organizational drivers that are needed to support and sustain the change. For example, an area that organizations typically identify as a gap and a need, is the use of coaching skills at all levels of the organization. We know leaders who are coached or use coaching skills with others create a higher performing organization and increase their own leadership effectiveness. When leaders coach others, they can increase the capacity of the organization by bringing out the best in people: their willingness to be responsible for results, their engagement in solving problems, and their ability to deal with change and complexity (NIC 2012)<sup>5</sup>. Organizational supports such as a culture supportive of innovation implementation, multi-level alignment and communication regarding organizational goals and policies, and the ability to support data –driven decision making, influence the successful implementation of innovations.

Currently, assessment/audit tools exist for correctional programming; however, there is need to develop assessment tools for organizations to adopt evidence- based supervision practices. NIC envisions the development of resources that will help community corrections organizations to assess readiness to adopt supervision strategies that support behavior change and help organizations move away from a solely containment/enforcement supervision model. In addition to developing tools and processes to assess organizational readiness, NIC envisions, through subsequent funding, the potential development of additional resources to help organizations build upon the agency readiness assessment to aid in planning for and operationalizing the implementation of innovations to support long-term behavior change.

## **Program-Specific Information**

Using implementation research regarding drivers to successful implementation and behavioral change research as the framework, resources will be developed for all organizational levels to include leadership, mid-management and line staff to guide the organization with aligning supervision policies and practices with Risk, Need and Responsivity principles and Core Correctional Practices. The resources developed will include tools to assess at all levels of the organization, the systemic readiness to adopt innovations that support offender behavior change. Using the assessment results, the pilot agencies will determine where their organization aligns with adopting innovations along with identifying policy and practice gaps with leadership, staff competency and organizational support areas. NIC has identified three community corrections organizations that have requested NIC assistance to implement strategies throughout their organizations that will help transform their current supervision models to ones which fully support behavior change. The agencies are: Brazoria County Community Supervision and Corrections located in Angleton, TX, Kansas Department of Corrections located in Topeka, KS and the Michigan Department of Corrections in Lansing, MI. All three agencies will work with the selected vendor to support and pilot the assessment tool developed through this project.

## **Goals**

The goal of this project is to develop an organizational readiness assessment and other resources to assist Community Corrections Supervision organizations operationalize the adoption and sustainment of innovations supporting offender behavior change throughout the organization.

## **Objectives**

1. Conduct initial meeting with NIC to clarify goals and objectives, discuss timeline of activities,

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<sup>5</sup> National Institute of Corrections (2012) *Achieving Performance Excellence: The Influence Of Leadership on Organizational Performance*.

role clarification and discuss overview of the project.

2. Develop process, tools and activities to assess organization readiness at all levels of the organization to determine systemic readiness to adopt innovations that support behavior change.
3. Develop a work plan that includes the development of the readiness assessment instrument based on the implementation research regarding drivers to successful implementation.
4. Develop a process to assess organization readiness to include conducting on-site meetings with leadership, mid-management and staff, reviewing agency documents, materials and activities that can contribute to the readiness assessment
5. Develop and deliver the readiness assessment, identify data collection and data review processes and develop communication strategies to share assessment findings with the organizations and prepare organizations for possible Phase 2 activities.

## **Deliverables**

1. Meet virtually with NIC Correctional Program Specialist (CPS) Project Lead for initial kickoff meeting to clarify goals, objectives and deliverables, including the setting of initial deadlines, and role clarification.
2. Complete literature review on Implementation Science and Evidence- Based Practices that support behavior change for individuals under supervision to inform the project work.
3. Using the Implementation Science and Evidence- Based Practices that support Behavior Change research, develop and deliver an organizational readiness assessment instrument to help the pilot organizations determine readiness to implement and sustain innovations that support behavior change for individuals under community supervision.
4. Up to three days on-site work with each of the piloting organizations will be required, however Awardee is encouraged to utilize tele or virtual-conferencing where appropriate to increase efficiency and decrease costs.
5. Awardee will be responsible for all travel costs to the site to include round trip transportation costs to requesting agency site, ground transportation (to include rental car and fuel), parking, lodging, per diem.
6. Present, virtually or in person, preliminary findings to each of pilot organization's leadership for review and feedback
7. Develop a final report for NIC that will be shared with the pilot organizations that summarizes the assessment process and findings to include planning for Phase II of the project.

Deliverables. In addition to the strategy and content of the program design, the successful applicant must complete the following deliverables during the project period. The program narrative should reflect how the applicant will accomplish these activities.

Evidence-based programs or practices. NIC strongly emphasizes the use of data and evidence in policy making and program development.

- improving the quantity and quality of evidence NIC generates;
- integrating evidence into program, practice, and policy decisions within NIC and the field; and
- improving the translation of evidence into practice.

NIC considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which NIC considers a program or practice to be evidence-based.

Additional resources.

NIC training and technical assistance awardee standards. NIC has developed the [TA Handbook] to promote among providers the consistency and quality of NIC-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training.

## **B. Federal Award Information**

NIC expects to make one award for as much as \$80,000.00 for a 12-month project period, beginning on June 30, 2020.

If the awardee demonstrates significant progress toward implementing project activities and achieving project goals, NIC may, in certain cases, provide supplemental funding for FY 2021 and FY 2022 to the awardee. With the supplemental funding, the project period can be extended up to two additional 12-month increments for an overall project period of 36 months. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of award. NIC expects to make an award from this solicitation in the form of a cooperative agreement which is a particular type of grant used when NIC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not involve day-to-day project management. See [Administrative, National Policy, and Other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

### **Financial Management and System of Internal Controls**

Award recipients and sub recipients (including recipients or sub recipients that are pass-through entities) must, as described in Part 200 Uniform Requirements as sent out as set out at 2 C.F.R. 200.303:

Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with

guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.

Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and NIC approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

### **Pre-Agreement Cost Approvals**

NIC does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of NIC for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant.

Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for NIC's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval.

### **Limitation on use of award funds for employee compensation; waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2020 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

## **C. Eligibility Information**

For additional eligibility information, see the title page.

### **Cost sharing or match requirement**

Cost sharing/match is not required

### **Limit on number of application submissions**

If an applicant submits multiple versions of the same application, NIC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that NIC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, NIC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

Applicants should review the “Note on File Names and File Types” under [How To Apply](#) to be sure that they submit their applications in the permitted formats.

*NIC strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, NIC recommends that applicants include résumés in a single file.*

### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. This form can be found on [Grants.gov](#) and NIC’s website <https://nicic.gov/invitations-bid-and-requests-proposal>.

### **Intergovernmental review**

This funding opportunity is not subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

### **Project Abstract**

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be

- written for a general public audience;
- submitted as a separate attachment with “Project Abstract” as part of its file name; and
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals.

### **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, NIC may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative:

#### **Statement of the problem.**

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While NIC expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Goals, objectives, and performance measures.

Applicants should describe the goals of the proposed training and technical assistance program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that NIC will require successful applicants to provide.

Goals. Applicants should describe the program's intent to deliver training and technical assistance, as described in the previous section and outline the project's goals.

Program objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the training and technical assistance strategy identified in the preceding section and measurable.

Performance measures. NIC requires all applicants to submit quarterly progress reports demonstrating progress towards completion of the work proposed under this solicitation. The performance measures for this solicitation are:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Complete Literature Review	Number of findings included in the Review	A comprehensive literature review of Implementation Science related to Implementation drivers and evidence- based practices supporting behavioral change	Copy of Comprehensive Literature Review
Develop and Deliver an organizational readiness assessment	Organizational Readiness Assessment Instrument	Organizational Readiness assessment instrument to help organizations determine readiness to implement and sustain innovations that support behavior change for individuals under community supervision	Organizational Readiness Assessment Instrument approved for Piloting
Conduct on-site and virtual meeting with three pilot sites	Number of virtual and on-site meetings conducted	Develop a process to assess organizational readiness with leadership, mid-management and line staff reviewing documents, materials and activities	Documented and written process to inform development of organization readiness assessment instrument
Present preliminary findings used to develop Instrument	Meetings conducted to present findings	Meetings presenting findings use to inform development of organization readiness assessment instrument to pilot organization's leadership for review and feedback	Written summary of findings and pilot organization leadership feedback
Develop final report	Final written report	Final report that summarizes the assessment process and findings and include planning for Phase II	Final Written report submitted to NIC



NIC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that NIC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

### **Project design and implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5. NIC encourages applicants to select evidence-based practices for their programs.

### **Logic model**

Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments.

### **Timeline or Milestone Chart**

Applicants should submit a milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates.

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that NIC will provide.

### **Capabilities and competencies, Résumés of all key personnel**

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

### **Letters of Support/Memoranda of Understanding**

If submitting a joint application, as described under Section C: Eligibility Information, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

expression of support for the program and a statement of willingness to participate and collaborate with it;

description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational; and

estimate of the percentage of time that the partner will devote to the planning and operation of the project.

### **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. Preagreement cost approvals. For information on pre-agreement costs, see Section [B. Federal Award Information](#).

#### **Budget Detail Worksheet**

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, cost for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with cooperative agreement funds. The Budget Detail worksheet should present a complete itemization of all proposed costs

#### **Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. NIC expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

Noncompetitive procurement contracts in excess of simplified acquisition threshold. If an applicant proposes to make one or more non-competitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$250,000, the application should address the considerations outlined in 2 C.F.R.200.317 - 200.317.

#### **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate, this requirement does not apply to units of local government. Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. Indirect costs may be charged to an award only if:

The recipient has a current (unexpired), federally approved indirect cost rate; or the recipient is eligible to use, and elects to use, the "de minimus" indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414

### **Tribal Authorizing Resolution**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

### **Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must submit the following information to at the time of application submission:

- the federal agency that currently designated the applicant as high risk;
- date the applicant was designated high risk;
- the high risk point of contact name, phone number, and email address, from that federal agency; and
- reasons for the high risk status as set out by the federal awarding agency.

NIC seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an NIC award. However, additional oversight may be included, if necessary, in award documentation.  
Logic model

### **Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\) Lobbying Form](#). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

### **Additional Attachments**

Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal revenue Service, if applicable. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

Applicant disclosure of pending applications. Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this

solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

NIC seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency;
- the solicitation name/project name; and
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000;
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities	jane.doe @usdoj.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application.

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

## How to Apply

Applicants must register in and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application [here](#). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 24 hours a day, 7 days a week, except federal holidays.

### Registering with Grants.gov

A one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. NIC encourages applicants to register several weeks before the application submission deadline. In addition, NIC urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

NIC strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information**

Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Attachments**

Grants.gov has two categories of files for attachments: “mandatory” and “optional.” NIC receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other) and are labeled correctly. Do not embed “mandatory” attachments within another file.

**File names and file types**

Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

**All applicants are required to complete the following steps:**

NIC may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

**Registration and Submission Steps**

Acquire a Data Universal Numbering System (DUNS) number. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply [online](https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html). A DUNS number is usually received within 1-2 business days. For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

### **Acquire or maintain registration with the System for Award Management (SAM)**

SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. NIC requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov, failure to register with SAM will prevent your organization from applying through Grants.gov. Applicants must update or renew their SAM registration annually to maintain an active status.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take as long as 48 hours. NIC recommends that the applicant register or renew registration with SAM as early as possible.

Access information about SAM registration procedures [here](#).

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

### **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**

Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).

Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC). The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

### **Search for the funding opportunity on Grants.gov**

Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.603 and the funding opportunity number is NIC-20CS09.

Access Funding Opportunity and Application package from Grants.gov. Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

Submit a valid application consistent with this solicitation by following the directions in Grants.gov. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** NIC urges applicants to submit applications at least 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

# How to Submit an Application to the National Institute of Corrections via Grants.gov

## Grants.gov applicants can apply online using Workspace

Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

- **Create a Workspace:** Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
- *Complete a Workspace:* Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

*Adobe Reader:* If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader. NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

*Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

*Complete SF-424 Fields First:* The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS Number. Once it is completed, the information will transfer to the other forms.

- **Submit a Workspace:** An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
- *Track a Workspace Submission:* After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: <https://www.grants.gov/web/grants/applicants/applicant-training.html>

## Applicant Support

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email

at [support@grants.gov](mailto:support@grants.gov). For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the National Institute of Corrections with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

*Online Submission.* All applications must be received by 11:59 pm Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When the National Institute of Corrections successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by the National Institute of Corrections. Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Duplicate applications**

If an applicant submits multiple versions of the same application, NIC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at [BOP-NIC/General@bop.gov](mailto:BOP-NIC/General@bop.gov) within 24 hours after the application deadline and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). Note: NIC does not automatically approve requests. After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, NIC will inform the applicant whether the request to submit a late application has been approved or denied. If NIC determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, NIC will deny the applicant's request to submit their application.

The following conditions are insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time; (SAM registration and renewal can



take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)

- failure to follow Grants.gov instructions on how to register and apply as posted on its website;
- failure to follow each instruction in the NIC solicitation; and
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted on [NIC](#)'s web page.

## **E. Application Review Information**

### **Selection Criteria**

The following three (3) selection review criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Programmatic Review, is worth 40 percent of the entire score in the application review process.

#### **Programmatic Review (40)**

- Project tasks adequately discussed?
- Clear statement of how each task will be accomplished?
- New approaches, techniques, or design aspects to enhance the project?

#### **Organizational Review (35)**

- Skills of the proposed project members.
- Organizational capacity to complete all project tasks.
- Realistic and sufficient project and management plans to complete within the time frame.

#### **Management/Administrative Review (25)**

- Identification of reasonable objectives.
- Reasonable justification for inclusion of consultants or partnerships if used.
- Realistic budget proposed.

See section What an Application Should Include for the criteria that the peer reviewers will use to evaluate applications.

### **Review Process**

NIC is committed to ensuring a fair and open process for awarding grants. NIC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, NIC screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under NIC grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).

- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements”.
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under Section D. Application and Submission Information.

NIC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current NIC employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior NIC and NIC awards, and available funding.

NIC reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

- Financial stability and fiscal integrity.
- Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
- History of performance.
- Reports and findings from audits.
- The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
- Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the NIC Director, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior NIC awards, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

NIC award notification will be sent from NIC’s Office via FedEx or USPS within 45 days of the award decision.

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. NIC strongly encourages prospective applicants to review the information pertaining to these requirements

prior to submitting an application.

As stated above, NIC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions.

Responsibility for oversight and redirection of the project, if necessary, rests with NIC. NIC's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;
- reviewing and approving major project-generated documents and materials used in the provision of project services; and
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

In addition to any “federal involvement” condition(s), NIC cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with NIC policy and guidance on conference approval, planning, and reporting.

### **Plain Language**

The successful applicant shall ensure that relevant deliverables (with information regarding a service, benefit, or requirement provided by the government) conform to the Plain Writing Act of 2010, meaning that it should contain only writing that is clear and that outlines information in manner that is easy to use. (See <http://www.nicic.gov/plainlanguage> and <https://plainlanguage.gov/law/> for details.) Relevant deliverables covered by this award will be determined in collaboration with the National Institute of Corrections.

### **Section 508**

The successful applicant shall ensure that all information and communication technologies (ICT) (e.g., Word or PDF documents, video, audio, mobile technologies, or apps) fully conform to all applicable revised Section 508 standards prior to delivery and before final acceptance. See <https://www.section508.gov/>

The successful applicant shall test and validate all ICT in accordance with the required testing methods. For Microsoft Office and PDF documents, WCAG Level A and AA Conformance test results must be based on the Harmonized Testing Guidance from the AED ACOP (see <http://www.nicic.gov/section508> and <https://section508.gov/best-practices> for details).

Electronic and Information Technology: All electronic and information technology acquired or created through this cooperative agreement must satisfy the accessibility requirements of Section 508 of the Rehabilitation Act <https://www.section508.gov/>

Create Accessible Documents

<https://www.section508.gov/create/documents>

Create Accessible PDF's  
<https://www.section508.gov/create/pdfs>

WCAG: Web Content Accessibility Guidelines  
<http://www.w3.org/WAI/WCAG21/quickref/?versions=2.0>

ICT: Information and Communication Technology Standards and Guidelines  
<https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule>

Checklist of Requirements for Federal Websites and Digital Services  
<https://digital.gov/resources/checklist-of-requirements-for-federal-digital-services/>

### **Paperwork Reduction Act**

In accordance with the Paperwork Reduction Act (PRA), Cooperative Agreement awardee shall not proceed with collecting information from surveys, questionnaires, or interviews until Project Monitor obtains approval from Office of Management and Budget clearance. For any Cooperative Agreement award involving a requirement to collect or record information calling either for answers to identical questions from 10 or more persons other than Federal employees, or information from Federal employees which is outside the scope of their employment, for use by the Federal Government or disclosure to third parties, the Cooperative Agreement awardee must comply with the PRA of 1995 ( 44 U.S.C. 3501et seq.).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by NIC depending on the statutory, legislative or administrative obligations of the recipient or the program.

## **G. Federal Awarding Agency Contact(s)**

For Federal Awarding Agency Contact(s), see the title page. For contact information for Grants.gov, see the title page.

## **H. Other Information**

### **Provide Feedback to NIC**

To assist NIC in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [BOP-NIC/General@bop.gov](mailto:BOP-NIC/General@bop.gov)

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are not sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, you must directly contact the e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

## **Application Checklist**

NIC FY 2020 Developing Organizational Resources to Support Behavioral Change

This application checklist has been created to assist in developing an application.  
What an Applicant Should Do:

### ***Prior to Registering in Grants.gov:***

- \_\_\_\_\_ Acquire a DUNS Number
- \_\_\_\_\_ Acquire or renew registration with SAM

### ***To Register with Grants.gov:***

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC

### ***To Find Funding Opportunity:***

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov
- \_\_\_\_\_ Download Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional)

### ***After application submission, receive Grants.gov email notifications that:***

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been validated or rejected

*If no Grants.gov receipt, and validation or error notifications are received:* contact NIC regarding experiencing technical difficulties

### **Scope Requirement:**

- \_\_\_\_\_ \*The federal amount requested is within the allowable limit(s) of \$80,000.00.

### **Eligibility Requirement:**

- \_\_\_\_\_ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
- \_\_\_\_\_ Institution of higher education, including tribal institution of higher education.

### **What an Application Should Include:**

- \_\_\_\_\_ \*Application for Federal Assistance (SF-424)
- \_\_\_\_\_ \*Project Abstract
- \_\_\_\_\_ \*Program Narrative
- \_\_\_\_\_ \*Budget Detail Worksheet and Narrative justification
- \_\_\_\_\_ \*Disclosure of Lobbying Activities (SF-LLL)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status

### **Additional Attachments:**

- \_\_\_\_\_ Applicant Disclosure of Pending Applications
- \_\_\_\_\_ \*logic model
- \_\_\_\_\_ \*timeline or milestone chart
- \_\_\_\_\_ \*résumés of all key personnel
- \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
- \_\_\_\_\_ letters of support/memoranda of understanding from partner organizations
- \_\_\_\_\_ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- \_\_\_\_\_ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
- \_\_\_\_\_ Employee Compensation Waiver request

\*Note: These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by the National Institute of Corrections.



# One Energy

Industrial Eco-Park

Waste-to-Energy Plant

Solar Farm

Closed Landfill

Selling to Market

CNG Fleet

Upriver Dam

River

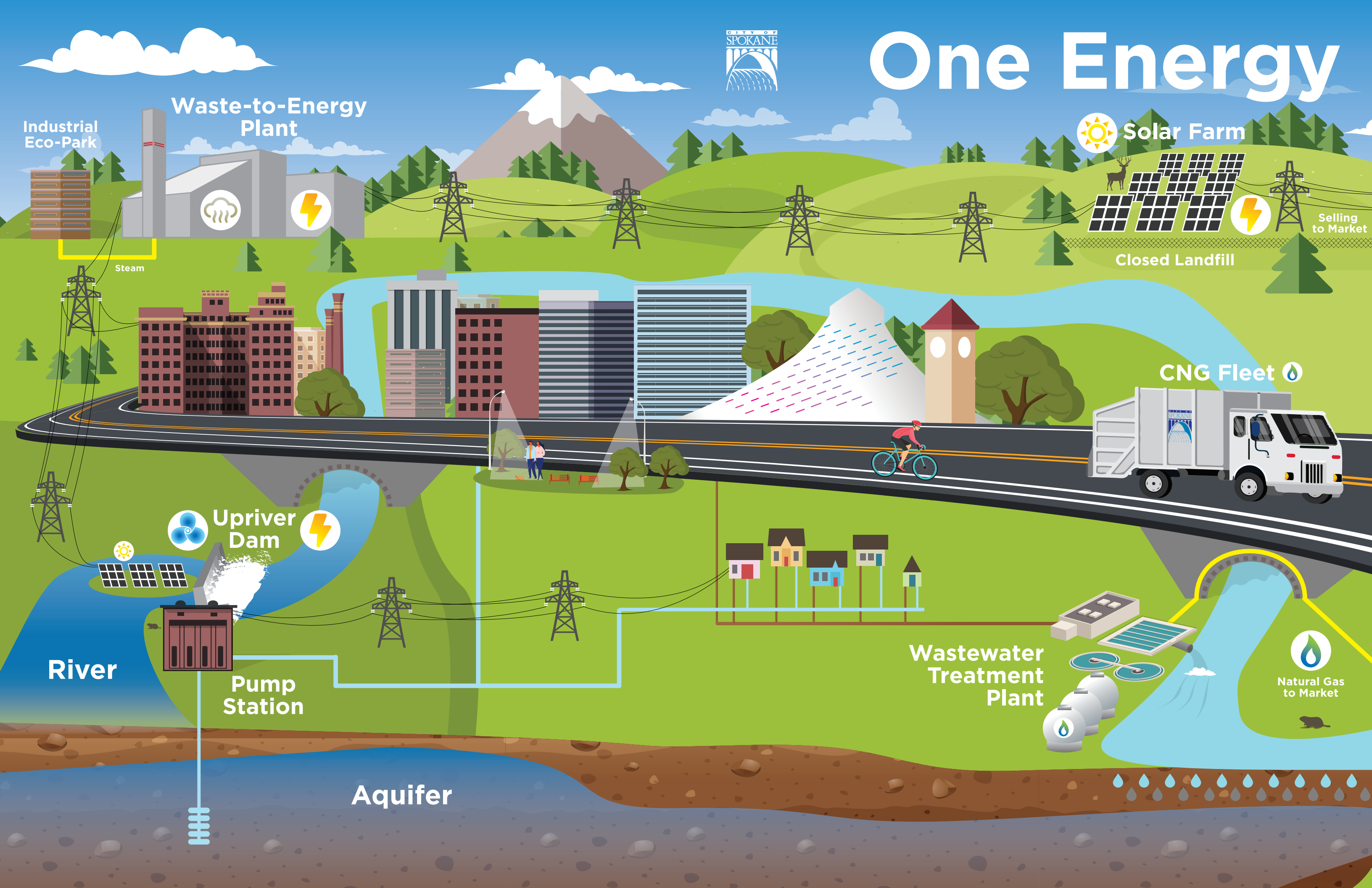
Pump Station

Wastewater Treatment Plant

Natural Gas to Market

Aquifer

Steam



The City of Spokane, home to more than 220,000 people, is located in the heart of the Inland Northwest. Our 2,000 employees strive to deliver efficient and effective services that facilitate economic opportunity and enhance the quality of life for all our citizens.

### One Energy Spokane Vision

The City’s Division of Public Works leads a number of Citywide Strategic Initiatives including a new sustainable vision for Smart Cities, Integrated Infrastructure, and efficient and effective management of water and energy resources.

The City’s current energy production portfolio consistently places us in the enviable position of being energy net positive. Accounting for all our energy usage, including fuel for our large fleets, we produce an average of 40,000 MMBTUs yearly more than we consume. But the City is looking beyond that to a custom-fit, innovative energy strategy that would provide the potential to scale up local renewable energy resources, add efficiency technologies (including Smart Cities technologies) and other advanced energy infrastructure and potentially generate many millions of dollars in new economic value within the City. These same energy investments, while financially responsible, can substantially shrink the environmental footprint of Spokane citizens and businesses, drawing significant attention to the City’s environmental leadership. This, in turn, attracts businesses and citizens with a shared vision of practical, affordable sustainability.

A comprehensive energy strategy can powerfully animate and reinforce the City’s emerging brand as an innovation leader fostering economic dynamism, environmental quality, and efficient and effective public services.

### Current Energy Generating Assets



**Upriver Dam:** A straight, concrete gravity dam operating in “run-of-the-river” mode. Built in 1884, and replaced with concrete version in 1933. Generates around 70,000 MWh annually with a nameplate capacity of 17.6 MW. Excess generation currently sold to Avista.



**WTE:** A solid waste and biomass combustion generator with steam generated electricity output. Built in 1991. Processes up to 800 tons of municipal solid waste daily and reduces volume by 90%. Generates around 140,000 MWh annually with a nameplate capacity of 26 MW.



**Riverside Park Water Reclamation Facility:** A water recycling facility that treats about 34 million gallons of wastewater per day. Originally built in 1958. Membrane technology is currently being added with completion scheduled for 2021 to reduce more pollutants to maintain Clean Water Act standards for all discharged effluent, which is cleaner than the river it discharges to. It generates around 165 million scf of biogas, with about 50% of that used to heat digesters in co-generation process.



**Redevelopment of two end-of-life landfills:** Southside landfill is a 72-acre landfill that was closed in 1987 and no longer produces a strong enough biogas stream for capture at 76 million scf annually. Northside landfill is a 345 acre landfill that was closed in 1991, but has a 15 acre active cell open to take specific material not suitable for the WTE facility. It also no longer produces a strong enough biogas stream for capture at 228 million scf annually.

### New Sustainable Energy Project Clusters



**WTE:** In concert with the West Plains Public Development Authority that was created jointly through the City and County, support and develop an Industrial Symbiosis Park where energy in the form of steam, solar electricity and material resources are re-purposed within the industrial ecosystem.



Consider the possible addition of solar at Upriver Dam to help manage low hydro time periods, and provide energy for more efficient wells.



At Riverside Park Water Reclamation Facility, pursue production of Renewable Natural Gas (RNG) to fuel the City’s Natural Gas-powered refuse fleet, or to sell through a nearby pipeline. Other sustainable fleet plans include: Vehicle Electrification, Vehicle-to-grid (V2G), and Renewable Natural Gas (RNG) pilots with the County’s wastewater plant.



Evaluate large-scale solar development. Possible locations include repurposed landfills and phased development on PDAs as industrial “cover crop.”

### Key Strategic Principles

**Collaborative Governance:** Optimize Regional Partnerships with Avista, Spokane County, three Public Development Authorities, local higher education institutions, private business and state agencies.

**Multiple Benefits:** Leverage resources through de-siloing across all City of Spokane departments and divisions. Demonstrated success through the Integrated Clean Water Plan, PDAs and Urbanova/Smart Cities initiatives.

**Stewardship Through Conservation:** The greenest Kilowatt is the one we never used.

**Enterprise-Wide Advances:** These are long-term improvements to existing City operations that are necessary to support implementation of new sustainable energy programs and projects across all departments.

- **Energy data management and acquisition for business decisions:** Using our Greenhouse Gas Inventory as the primary accounting tool, track all energy use and generation. Make the data and analysis available to all internal customers using usable dashboards.
- **Energy self-supply:** Investigate and implement energy self-supply of all City generation. To improve resiliency, and our ability to provide critical municipal services in a changing environment, we need to use the energy we generate to offset emissions and power operations.
- **Policy and Legal support:** We are developing the City’s ability to understand and respond to emerging energy legislation, establishing ourselves as strong partners for CETA implementation and leaders in the emergence of the green economy. Activities include seeking re-designation of power generated at Spokane’s Waste-to-Energy (WTE) Facility as renewable.
- **Integrated management of the City’s two PPAs:** Upriver Hydro and WTE steam-to-electricity have previously been managed independently with energy generation as a side benefit to waste disposal and drinking water delivery. Excess power generation is currently sold to Avista under two separate Power Purchase Agreements (PPA). In the future, renewable energy generation will be optimized for the triple bottom line benefit of all our citizens and City utility rate-payers.
- **Clean energy market alternatives:** Identify market alternatives for City-owned generation if energy self-supply proves infeasible.



# City of Spokane

Municipal Operations - Electricity Sources and Destinations

**(\$353K)**

Net Revenue

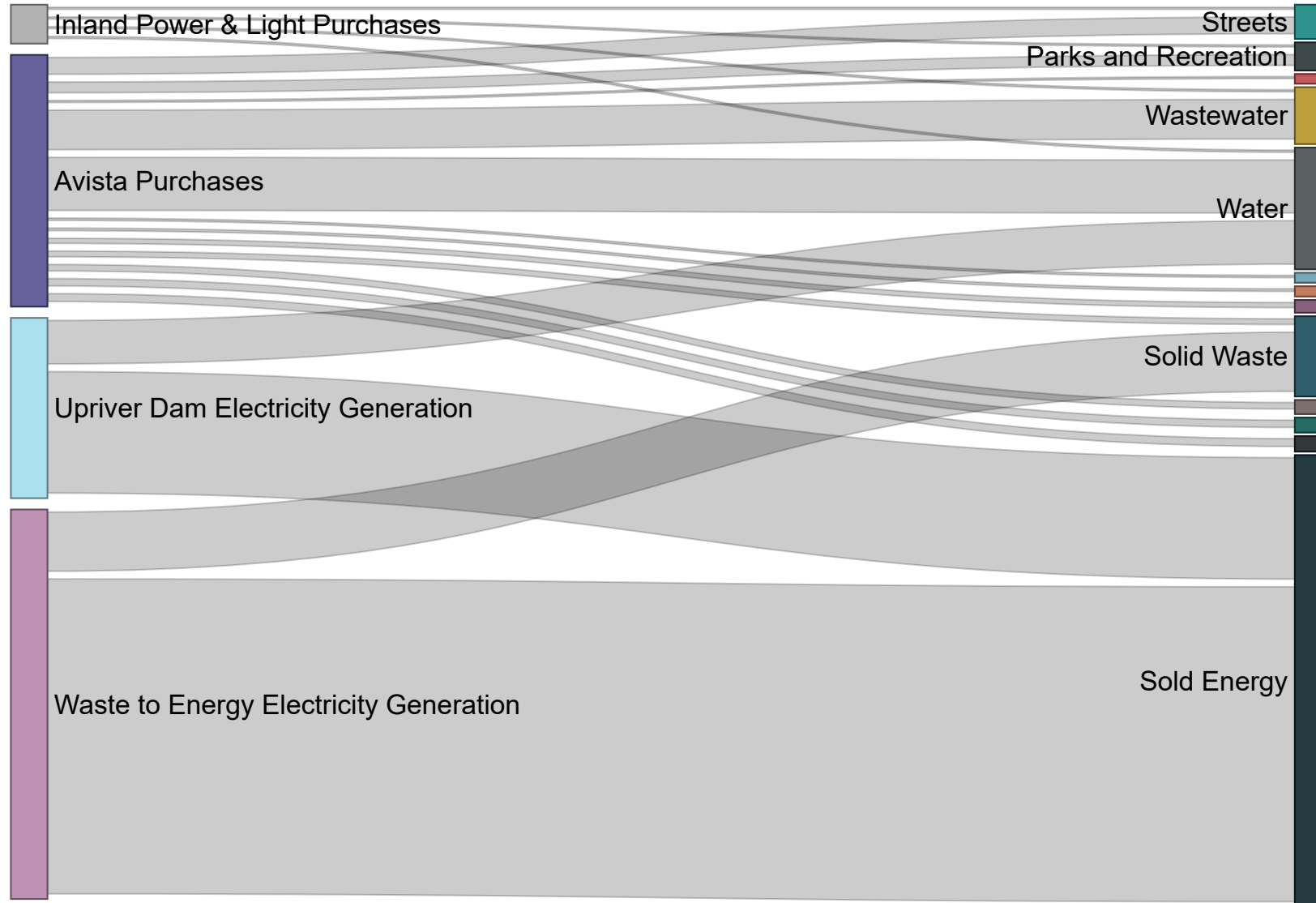
**94K**

Net Generation in MWh

KPI Year

2019

Electricity Sources and Destinations



**\$7.72M**  
Electricity Sales

**205K**  
MWh Generated

**2**  
Accounts

**\$8.07M**  
Electricity Purchases

**111K**  
MWh Consumed

**686**  
Accounts





# City of Spokane

## Municipal Operations - Electricity and Natural Gas Overview

KPI Year ▼

2019 ▼

**(\$1.3M)**

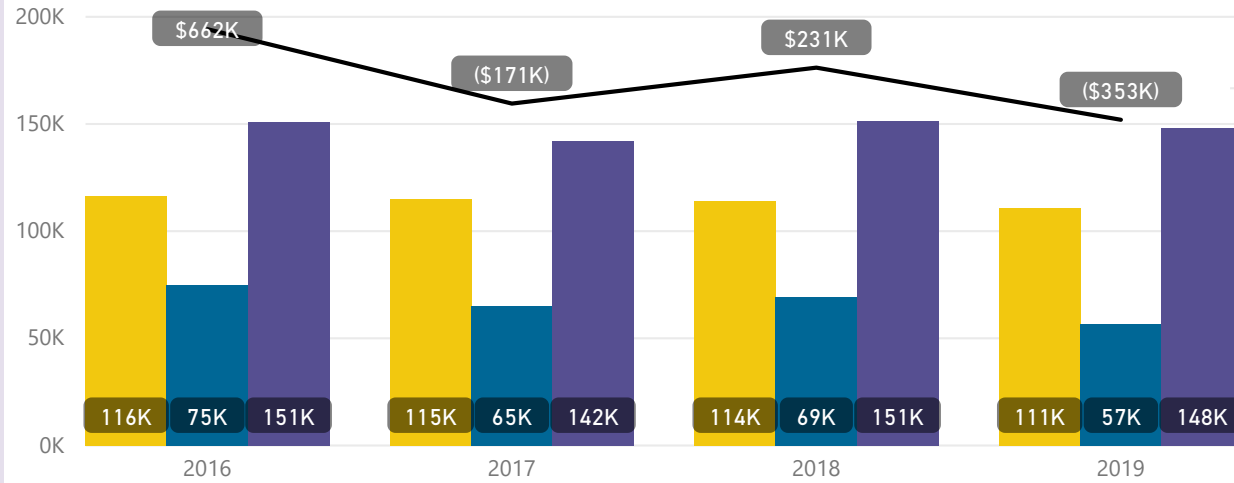
Net Revenue

**149K**

Net MMBtu Generation

Electricity Summary by Year in MWh

● Gross Consumption ● Upriver Dam Gross Generation ● Waste to Energy Gross Generation ● Net Electricity Revenue



**\$7.72M**

Electricity Sales

**205K**

MWh Generated

**698K**

MMBtu Generated

**2**

Accounts

**\$8.07M**

Electricity Purchases

**111K**

MWh Utilized

**378K**

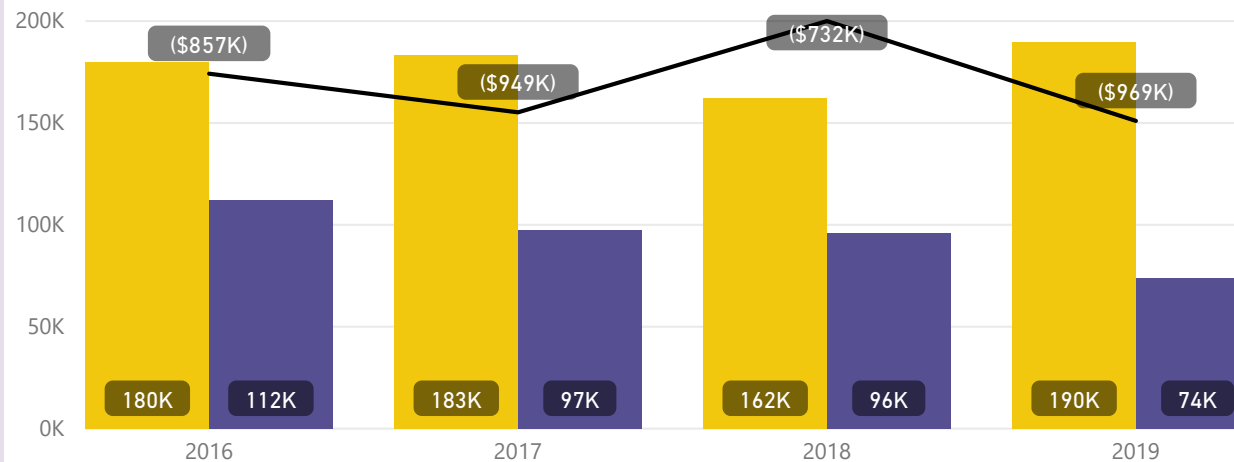
MMBtu Consumed

**686**

Accounts

Natural Gas Summary by Year in MMBtu

● Gross Consumption without Flaring ● Wastewater Digester Gross Generation ● Net Natural Gas Revenue



**\$0**

Gas Sales

**55K**

MMBtu Flared

**74K**

MMBtu Generated

**1**

Accounts

**\$969K**

Gas Purchases

**190K**

MMBtu Utilized

**244K**

MMBtu Consumed

**100**

Accounts

## Briefing Paper

### Public Infrastructure, Environment & Sustainability

<b>Division &amp; Department:</b>	City Council
<b>Subject:</b>	RESOLUTION PLEDGING CITY INVOLVMENT IN ICLEI AND GCOM CLIMATE WORK
<b>Date:</b>	5/18/2020
<b>Contact (email &amp; phone):</b>	Breean Beggs, <a href="mailto:bbeggs@spokanecity.org">bbeggs@spokanecity.org</a>
<b>City Council Sponsor:</b>	Breean Beggs
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	Sustainability Action Subcommittee of PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	
<b>Deadline:</b>	Filed for Council Consideration on 5/18/2020
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	
<b>Background/History:</b>	
<p><u>Executive Summary:</u>          A resolution stating the official policy of the City of Spokane to join the Global Covenant of Mayors for Climate and Energy and to reinstate the City's membership in Local Governments for Sustainability (ICLEI-USA).</p> <p>This resolution supports the City's involvement in the Global Covenant of Mayors for Climate and Energy, and reinstates the City's lapsed membership in Local Governments for Sustainability, the latter of which will allow the City and its staff to have access to climate scenario impact and reporting tools so that the City will have much better information in forming our local responses to the threat of climate change.</p>	
<p><u>Budget Impact:</u>          TOTAL COST: \$2,250          Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A          Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A          If new, specify funding source: City Council Budget          Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u>          Consistent with current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A          Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A          Specify changes required:          Known challenges/barriers:</p>	

## RESOLUTION NO. 2020-\_\_\_\_\_

A resolution stating the official policy of the City of Spokane to join the Global Covenant of Mayors for Climate and Energy and to reinstate the City's membership in Local Governments for Sustainability (ICLEI-USA).

**WHEREAS**, chapter 15 of Spokane Municipal Code codifies the official policy of the City of Spokane "to acknowledge and recognize the occurrence of human-caused climate change. The City also recognizes the vast scientific consensus regarding this matter, and acknowledges that the potential impacts of climate change pose a real threat to the health and well-being of Spokane's citizens"; and

**WHEREAS**, the City has also codified, in SMC 15.05.020, specific greenhouse gas ("GHG") reduction goals aligned with Washington State's GHG reduction goals; and

**WHEREAS**, the City has adopted into SMC 15.05.060 various reporting requirements concerning the status and progress of the City's efforts to implement the City's Sustainability Action Plan; and

**WHEREAS**, the City Council formed the Sustainability Action Subcommittee for the purpose of updating the City's Sustainability Action Plan with the creation of a Climate Action Plan; and

**WHEREAS**, climate change poses a significant threat to Washington's economy and is likely to cause longer and more intense wildfire seasons, diminished fish and wildlife habitat, changes in precipitation patterns that will affect agriculture and hydro-electric energy generation, and increased disease vectors and threats due to invasive species; and

**WHEREAS**, everyone will be affected by climate change, but those communities already facing socioeconomic and health inequities will experience the most severe impacts; and

**WHEREAS**, local, regional, and global economies are transitioning to carbon-free fuel and energy sources, and local business and industry leaders are at the forefront of innovation and technology toward clean energy; and

**WHEREAS**, as a part of this transition, over 1,750 local governments in the United States have joined a group called ICLEI USA – Local Governments for Sustainability, which works "together through peer exchange, partnerships and capacity building to create systemic change for urban sustainability", including sharing tools needed to understand and take action on climate in our communities; and

**WHEREAS**, over 10,000 cities and local governments from 6 continents and 138 countries have joined the Global Covenant of Mayors for Climate & Energy, to "accelerate

ambitious, measurable climate and energy initiatives that lead to a low-emission and climate-resilient future”; and

**WHEREAS**, joining national organizations to work toward solutions in areas of mutual concern to state and local governments is both routine for this, and other cities, and necessary to ensure that the City can implement responses to the threat of climate change.

**NOW, THEREFORE, BE IT RESOLVED** that the official policy of the City of Spokane is to be an active signatory of the Global Covenant of Mayors for Climate & Energy in order to make a formal commitment to climate action and clean energy transformation.

**BE IT ALSO RESOLVED** that in order to accomplish the City’s sustainability and climate action commitments and implement the official policy of the City of Spokane, the Council will reinstate the City’s membership into ICLEI-USA to provide the Sustainability Action Subcommittee access to scenario planning and reporting tools that will allow the City to quantify their strategic actions against their stated targets, while also providing standard reporting tools to fulfill reporting requirements outlined in Chapter 15, SMC.

Passed by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
City Clerk

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

# Briefing Paper

## Public Infrastructure, Environment, and Sustainability

<b>Division &amp; Department:</b>	Public Works – Riverside Park Water Reclamation Facility
<b>Subject:</b>	Contract renewal to supply liquid Magnesium Hydroxide to Riverside Park Water Reclamation Facility.
<b>Date:</b>	May 18 <sup>th</sup> , 2020
<b>Contact (email &amp; phone):</b>	Michael Cannon, Assistant Plant Manager 625-4642 <a href="mailto:mcannon@spokanecity.org">mcannon@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	Innovative Infrastructure – Affordable Utility Rates
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval to renew contract with Inland Environmental Resources, Inc. to supply liquid Magnesium Hydroxide to Riverside Park Water Reclamation Facility at a yearly cost of \$511,500.00 plus applicable taxes.
<p><u>Background/History:</u> RPWRF uses liquid magnesium hydroxide to keep effluent pH above 6.0, in order to comply with its NPDES permit during the phosphorus removal season. Effluent pH is depressed as a result of alum addition to chemically remove phosphorus and also alkalinity consumption during ammonia removal. Wastewater Management uses liquid magnesium hydroxide to adjust the pH because it is not a hazardous chemical, unlike most other chemicals used to adjust pH.</p> <p>This is the second and final one-year renewal of BID #4255-16, which is scheduled to begin on July 1, 2020 and to end on June 30, 2021. The total contract period is five years.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>• <u>Impact</u> – approval of liquid magnesium hydroxide purchase contract renewal which will allow the facility to remain in regulatory compliance.</li> <li>• <u>Action</u> – RPWRF is seeking Council approval to authorize the second and final renewal.</li> <li>• <u>Funding</u> – Funding for this purchase is provided in the Wastewater Management budget and revenue is derived from sewer rates.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source: Department</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

# Expenditure Control Form



1. All requests being made must be accompanied by this form.
2. Route **ALL** requests to the Finance Department for signature.
3. If request is greater than \$100,000 it requires signatures by Finance and the City Administrator. Finance Dept. will route to City Administrator.

**Today's Date:** 4/22/20

**Type of expenditure:** Goods  Services

**Department:** RPWRF

**Approving Supervisor:** Mike Coster

**Amount of Proposed Expenditure:** \$511,500.00 plus tax

**Funding Source:** Enterprise Fund/Plant Operating Budget

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

This is a renewal of a contract value blanket with Inland Environmental Resources for liquid Magnesium Hydroxide, which is primarily used for pH control to comply with our NPDES permit. Effluent pH is depressed as a result of alum addition to chemically remove phosphorus and also alkalinity consumption during ammonia removal.

**What are the impacts if expenses are deferred?**

We would not be able to treat pH and we would be unable to comply with our NPDES permit.

**What alternative resources have been considered?**

There aren't any other resources available as we are currently in the final year of the previously awarded contract of BID #4255-16. This chemical is used to maintain pH control of wastewater. This is the final renewal of the current awarded bid set up as a value blanket.

**Description of the goods or service and any additional information?**

Delivery of Magnesium Hyrdoxide.

**Person Submitting Form/Contact:** Heather Barnhart 625-4606

**FINANCE SIGNATURE:**

DocuSigned by:

*Tonya Wallace*

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**CITY ADMINISTRATOR SIGNATURE:**

DocuSigned by:

*Wes Craig*

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## Briefing Paper

### Public Infrastructure, Environment, and Sustainability

<b>Division &amp; Department:</b>	Public Works – Riverside Park Water Reclamation Facility
<b>Subject:</b>	Contract award to replace Bio Filter media at the Riverside Park Water Reclamation Facility.
<b>Date:</b>	May 18 <sup>th</sup> , 2020
<b>Contact (email &amp; phone):</b>	Michael Cannon, Assistant Plant Manager 625-4642 <a href="mailto:mcannon@spokanecity.org">mcannon@spokanecity.org</a>
<b>City Council Sponsor:</b>	
<b>Executive Sponsor:</b>	
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b>	
<b>Strategic Initiative:</b>	Innovative Infrastructure – Affordable Utility Rates
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval to award contract with Dundee Concrete & Landscaping, LLC to remove and replace the old media for the Bio Filter at the Water Reclamation Facility at a cost of \$89,200 plus applicable taxes.
<p><u>Background/History:</u> RPWRF has two bio filters, which are used for odor control. They filter exhaust from the process building. The filter beds are composed of bark nuggets and hog fuel (strips of wood), which settle over time and become ineffective. The media in each bed needs to be replaced approximately every five years on an alternating basis.</p> <p>This was sent out for BID #PW ITB 5291-20 and is scheduled to begin after Notice to Proceed (ASAP) and to end on July 31, 2020.</p>	
<p><u>Executive Summary:</u></p> <ul style="list-style-type: none"> <li>• <u>Impact</u> – approval of the replacement of media for one of the bio filters, while one remains on line to filter odor. This will allow the facility to remain in regulatory compliance.</li> <li>• <u>Action</u> – RPWRF is seeking Council approval to award the contract for #PW ITB 5291-20.</li> <li>• <u>Funding</u> – Funding for this purchase is provided in the Wastewater Management budget and revenue is derived from sewer rates.</li> </ul>	
<p><u>Budget Impact:</u></p> <p>Approved in current year budget?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Annual/Reoccurring expenditure?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>If new, specify funding source: Department</p> <p>Other budget impacts: (revenue generating, match requirements, etc.)</p>	
<p><u>Operations Impact:</u></p> <p>Consistent with current operations/policy?    <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Requires change in current operations/policy?    <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    <input type="checkbox"/> N/A</p> <p>Specify changes required:</p> <p>Known challenges/barriers:</p>	

## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Purchase and Installation of Conveyor Feed Belts As-Needed at the WTE
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	Breean Beggs, City Council President
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Innovative Infrastructure-Sustainability of the WTE Operations
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the contract with Applied Industrial Technologies in order to maintain 24/7 operations at the WTE.
<b>Background/History:</b>	
<p>The Waste to Energy Facility operates continuously throughout the year incinerating refuse. The refuse and resulting ash is carried throughout the facility utilizing conveyors. In the event of a conveyor belt failure, there needs to be an immediate response to repair or replace the belt in order to minimize down time. Unfortunately, there are very long lead times for the purchase of replacement belts, so they need to be purchased and available prior to a failure.</p> <p>On March 31, 2020 bidding closed on PW ITB 5267-20 for the as-needed purchase and installation of these conveyor belts and Applied Industrial Technologies, of Spokane, WA was the only respondent. The initial contract will be for two years with the option of three (3) one-year renewals. The term will span from June 1, 2020 through May 31, 2022 with an anticipated annual expense not to exceed \$120,000.00 excluding taxes.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• Contract with Applied Industrial Technologies for the as-needed purchase and installation of conveyor feed belts.</li> <li>• Replacement belts need to be available at all times in the event of a failure in order to minimize down time.</li> <li>• The initial contract will be for two (2) years, with the option of three (3) one year renewals, spanning from Jun. 1, 2020 to May 31, 2022 with an annual cost of \$120,000.00 excluding taxes.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	



# Expenditure Control Form



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**Today's Date:** 5/5/2020

**Type of expenditure:** Goods  Services

**Department:** Solid Waste Disposal

**Approving Supervisor:** Chris Averyt

**Amount of Proposed Expenditure:** \$120,000.00 annually

**Funding Source:** SWD Budget- 4490-44100-37148-54803

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

The WTE facility operates 24/7 and needs to have replacement parts available at all times to respond quickly to failures in order to minimize down time.

**What are the impacts if expenses are deferred?**

Without a quick response to a repair, the plant would be down for longer than necessary resulting in a loss in electrical generation revenue and an increase in electrical usage expenses.

**What alternative resources have been considered?**

The parts are highly specialized to the facility and are not readily available on short notice. They need to be custom made and installed by experienced technicians so alternative resources are not really possible.

**Description of the goods or service and any additional information?**

This is an as-needed contract for the purchase and installation of conveyor feed belts at the WTE facility. It is an annual reoccurring expenditure that was planned for in the 2020 budget and will only be utilized in the event of a belt failure.

**Person Submitting Form/Contact:** Michelle Dorgan x6555

**FINANCE SIGNATURE:**

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*Tonya Wallace*

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**CITY ADMINISTRATOR SIGNATURE:**

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*Wes Crapp*

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## Briefing Paper

### Public Infrastructure, Environment and Sustainability Committee

<b>Division &amp; Department:</b>	Public Works Division; Solid Waste Disposal
<b>Subject:</b>	Value Blanket Renewal for the Purchase of Feeder and Grate Parts at the Waste to Energy Facility.
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Chris Averyt, <a href="mailto:caveryt@spokanecity.org">caveryt@spokanecity.org</a> , 625-6540
<b>City Council Sponsor:</b>	Breean Beggs, City Council President
<b>Executive Sponsor:</b>	Scott Simmons, Director, Public Works
<b>Committee(s) Impacted:</b>	Public Infrastructure, Environment and Sustainability Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
<b>Strategic Initiative:</b>	Sustainable Resources – Reliable operations supports good customer service; Innovative infrastructure – Sustaining our core principals
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Council approval of the renewal to the Hitachi Zosen Value Blanket.
<b>Background/History:</b>	
<p>In September of 2016 Hitachi Zosen was the low cost bidder to RFB #4292-16 and was awarded a value blanket for Feeder and Grate parts at the WTE. The initial Value Blanket was issued from November 1, 2016 to October 31, 2018 for a total cost of \$700,315.40, and had the option of three-one-year renewals. The first renewal from November 1, 2018 through October 31, 2019 was exercised for \$250,000.00 and the second renewal was moved in from November 1, 2019 to July 1, 2019 and an additional \$250,000.00 was added. This will be the third and final renewal and will be from July 1, 2020 through June 30, 2021 for an additional \$250,000.00.</p>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• Renewal #3 of 3 to the value blanket with Hitachi Zosen for feeder and grate parts at the WTE for an additional cost of \$250,000.00.</li> <li>• Original value blanket from Nov. 1, 2016 thru Oct. 31, 2018 for \$700,315.40.</li> <li>• First renewal from Nov. 1, 2018 to Oct. 31, 2019 for \$250,000.00.</li> <li>• Second renewal moved up to July 1, 2019 so that parts needed for the fall outage can arrive in time for the work to be done in October for \$250,000.00.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	

# Expenditure Control Form



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**Today's Date:** 5/5/2020

**Type of expenditure:** Goods  Services

**Department:** Solid Waste Disposal

**Approving Supervisor:** Chris Averyt

**Amount of Proposed Expenditure:** \$250,000.00

**Funding Source:** SWD Budget: 4490-44100-37148-53210-34002

**Please verify correct funding sources. Please indicate breakdown if more than one funding source.**

**Why is this expenditure necessary now?**

The WTE facility operates 24/7 and needs to have replacement parts available at all times to respond quickly to failures in order to minimize down time. Also, the facility has two planned maintenance outages each year, during which feeder and grate parts are inspected and replaced as needed to prevent unplanned outages.

**What are the impacts if expenses are deferred?**

Without a quick response to a repair, or the ability to replace failing parts during the maintenance outages, the plant would be down for longer than necessary resulting in a loss in electrical generation revenue and an increase in electrical usage expenses.

**What alternative resources have been considered?**

The parts are highly specialized and have long lead times so alternative resources are not really possible.

**Description of the goods or service and any additional information?**

This is a value blanket renewal for the purchase of feeder and grate parts at the WTE. It is an annual reoccurring expenditure that was planned for in the 2020 budget.

**Person Submitting Form/Contact:** Michelle Dorgan x6555

**FINANCE SIGNATURE:**

DocuSigned by:

*Tonya Wallace*

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**CITY ADMINISTRATOR SIGNATURE:**

DocuSigned by:

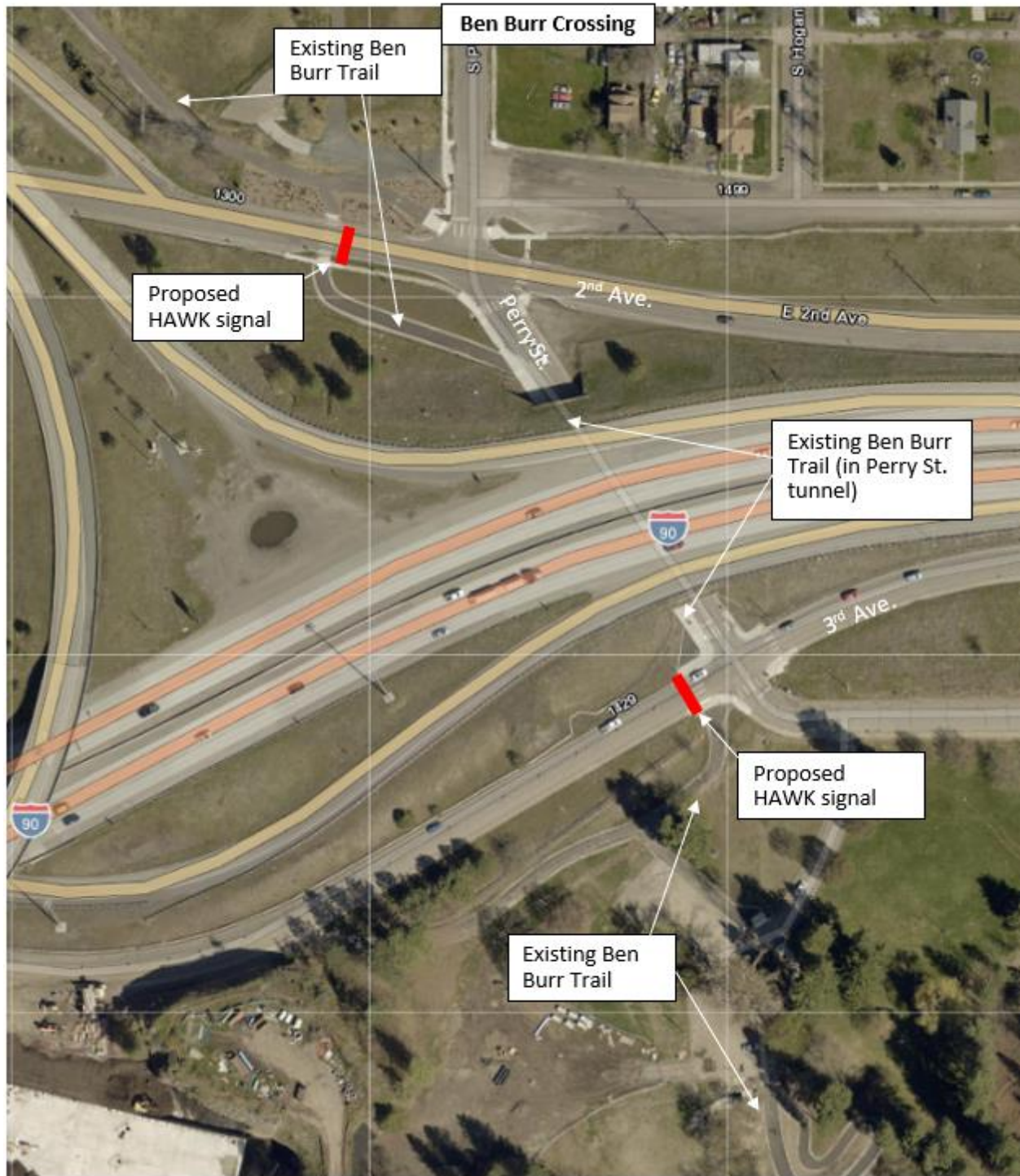
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## Briefing Paper PIES

<b>Division &amp; Department:</b>	Public Works, Engineering
<b>Subject:</b>	Ben Burr Crossing at 2 <sup>nd</sup> & 3 <sup>rd</sup>
<b>Date:</b>	5-18-20
<b>Contact (email &amp; phone):</b>	Dan Buller ( <a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a> 625-6391)
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year street plan
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of construction contract (once bids are opened and recommendation to award submitted to council for approval)
<b>Background/History:</b>	
<ul style="list-style-type: none"> <li>This project is the continuation/improvement of the Ben Burr Trail project, originally constructed in 2016.</li> </ul>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>The original Ben Burr project (see attached exhibit) left unprotected crossings at 2<sup>nd</sup> and 3<sup>rd</sup> Avenues.</li> <li>This project installs HAWK signals at 2<sup>nd</sup>/Perry and 3<sup>rd</sup>/Perry</li> <li>This project also installs miscellaneous signing directing users to the Ben Burr trail as shown on the attached exhibit.</li> <li>Traffic will remain open on 2<sup>nd</sup>, 3<sup>rd</sup> and Perry but with lane closures.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	





## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Engineering Services, Public Works
<b>Subject:</b>	Central Ave. Well #2 MurraySmith Construction Phase Assistance Budget Increase
<b>Date:</b>	5-18-20
<b>Contact (email &amp; phone):</b>	Dan Buller, <a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a> , 625-6391
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year water plan
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Deadline:</b>	
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of consultant contract amendment
<b>Background/History:</b>	
<ul style="list-style-type: none"> <li>• Central Ave. Well #2 is located at the intersection of Normandy and Central Ave. (a couple blocks southeast of Division &amp; Francis).</li> <li>• Engineering Services' CM office has a contract with MurraySmith and its subconsultants (architect, structural &amp; geotechnical engineer) to provide construction phase support services for Central Ave. Well #2 construction.</li> </ul>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• Construction on Central Ave. Well #2 is nearly complete. During the course of construction, several issues arose through no fault of MurraySmith that required additional time beyond the expectations of the original contract.</li> <li>• Engineering Services proposes to increase the budget by \$6,000 and extend the contract expiration date to 7-31-20.</li> </ul>	
<b>Budget Impact:</b>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If new, specify funding source:	
Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
Specify changes required:	
Known challenges/barriers:	

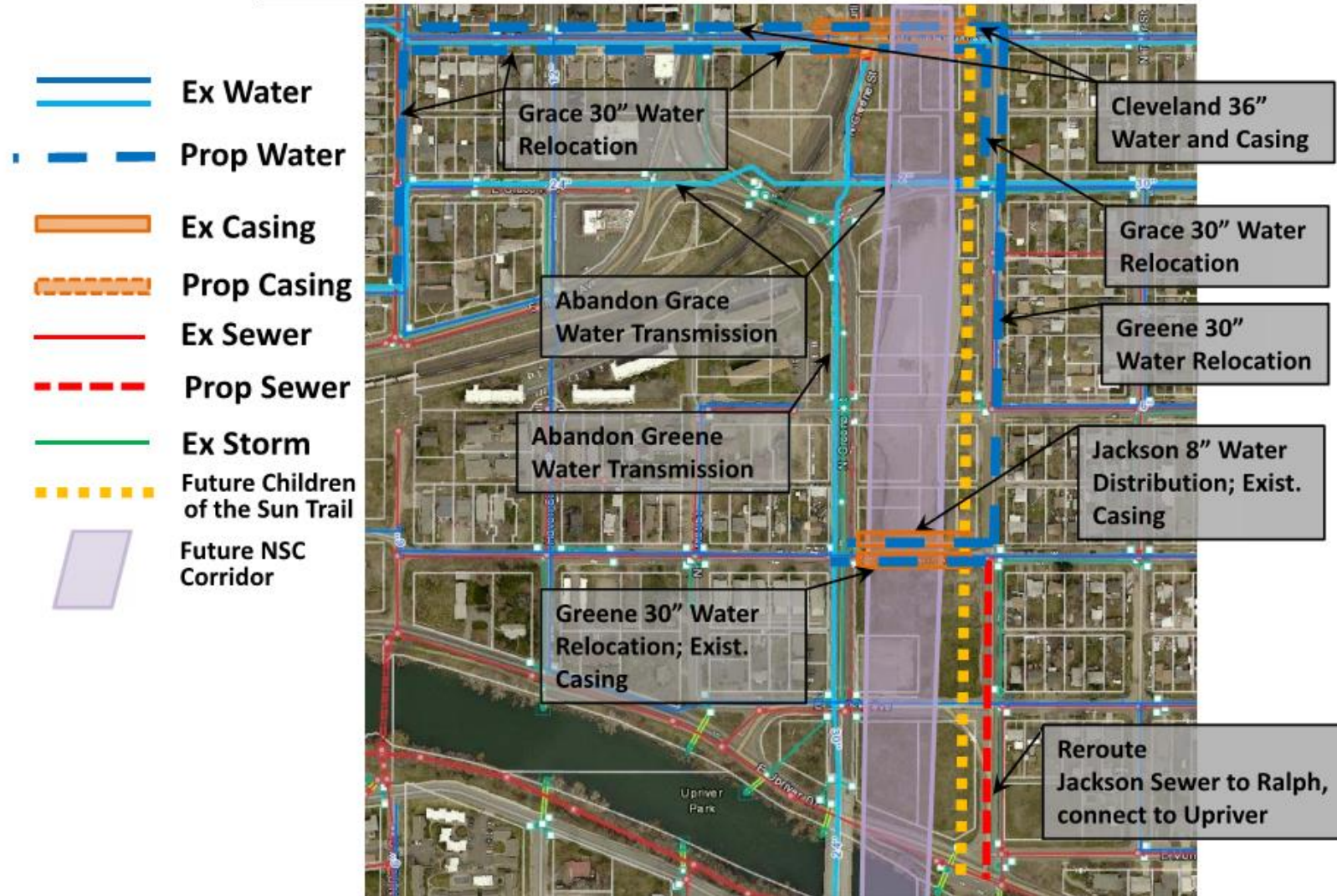
## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Engineering Services; Public Works
<b>Subject:</b>	Cleveland, Green, Grace, Jackson & Ralph – North South Corridor
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Dan Buller ( <a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a> , 625-6391)
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	This project is necessitated by WS-DOT's North South Corridor (NSC) project.
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of construction contract (once bids are opened and recommendation to award submitted to council for approval)
<b>Background/History:</b> As part of WS-DOT's NSC project, DOT is requiring most existing utilities which cross the future freeway to be removed or consolidated into a limited number of crossing points since DOT (and the City) want to minimize utilities beneath the future freeway. The City has had/will have multiple NSC related utility relocation projects over the past/next couple years, funded mostly by WS-DOT. Where the City desires upgrades beyond what currently exists, the City is responsible for those upgrade costs.	
<b>Executive Summary:</b> <ul style="list-style-type: none"> <li>• This project focuses on the utility crossings and reroutes in the vicinity of Cleveland, Grace and Jackson Avenues at Greene &amp; Market Streets.</li> <li>• The project includes water &amp; sewer work as shown on the attached exhibit.</li> <li>• WSDOT is paying the entire cost of the project except the 30" water main on Regal St. and the utility work west of Market on Cleveland which are not required for WSDOT's NSC project and are therefore funded by the City.</li> <li>• Major utility crossings on the Market/Greene arterial at Cleveland and at Jackson. These crossings will be constructed half at a time such that one lane each direction will remain open on the Market/Greene arterial. That work is expected to last approximately 4 weeks. In addition, there is required utility tie in at Ralph and Upriver which will require closure of Upriver at Ralph for approximately one week.</li> </ul>	
<b>Budget Impact:</b> Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<b>Operations Impact:</b> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A Specify changes required: Known challenges/barriers:	



# NSC – Cleveland, Grace, Greene, Jackson, Ralph Water & Sewer Replacements and Casings



## Briefing Paper

### PIES

<b>Division &amp; Department:</b>	Engineering Services; Public Works
<b>Subject:</b>	S. Gorge Trail Phase 2 & CSO 22b Stormwater Separation Project
<b>Date:</b>	May 18, 2020
<b>Contact (email &amp; phone):</b>	Dan Buller ( <a href="mailto:dbuller@spokanecity.org">dbuller@spokanecity.org</a> , 625-6391)
<b>Executive Sponsor:</b>	Scott Simmons
<b>Committee(s) Impacted:</b>	PIES
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget , Comp Plan, Policy, Charter, Strategic Plan)	This project is in the 6 year street plan
<b>Strategic Initiative:</b>	Innovative Infrastructure
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	Approval of construction contracts (once bids are opened and recommendation to award submitted to council for approval)
<b>Background/History:</b>	
<ul style="list-style-type: none"> <li>• This project fills another gap in the S. Gorge Trail/Centennial Trail loop as shown in the attached exhibits. It also separates combined stormwater (CSO) water from the sanitary system and diverts stormwater currently flowing directly to the river to treatment swales.</li> </ul>	
<b>Executive Summary:</b>	
<ul style="list-style-type: none"> <li>• This project is the second phase in the two phase S. Gorge Trail/Clarke Ave. improvements project as shown on the attached exhibits.</li> <li>• The proposed trail is mostly separated from the road. Where required by right of way or topography constraints, the proposed trail is adjacent to the curb.</li> <li>• The project also includes the following elements:             <ul style="list-style-type: none"> <li>• Water main replacement and full depth curb to curb pavement replacement of Clarke Ave. from Superior St. to Maple St.</li> <li>• Paving and reconfiguration of the existing gravel parking lot at the south end of the Sandifur pedestrian bridge.</li> </ul> </li> <li>• The CSO 22b stormwater separation portion of the project includes the following elements:             <ul style="list-style-type: none"> <li>• Diversion of untreated stormwater currently flowing directly to the river to swales to be constructed as part of the project</li> <li>• Separation of stormwater flowing to the sanitary system</li> <li>• Utilities replacement and paving of Wilson Ave. from Ash St. to Cedar St. Also included is water, stormwater and repaving of Wilson</li> </ul> </li> <li>• Construction will occur this summer but may span into next spring.</li> <li>• Approximately half the project cost is paid with arterial street funds, approximately a quarter with state grant funds and the remainder utility funds.</li> <li>• Clarke Ave. will be closed to through traffic during the day and generally open to through traffic evenings and nights. Local access will be provided from both directions</li> </ul>	
<b>Budget Impact:</b>	

Approved in current year budget? Yes No N/A

Annual/Reoccurring expenditure? Yes No N/A

If new, specify funding source:

Other budget impacts: (revenue generating, match requirements, etc.)

Operations Impact:

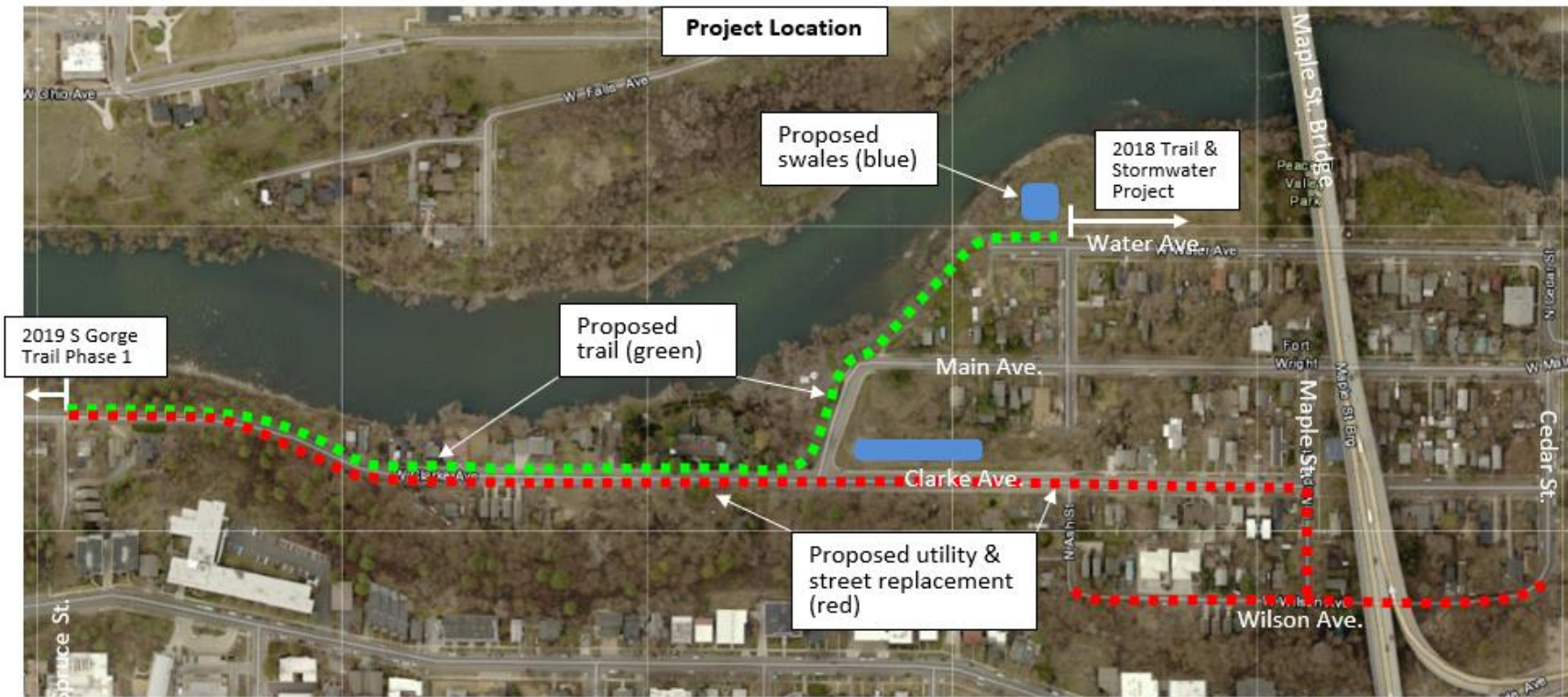
Consistent with current operations/policy? Yes No N/A

Requires change in current operations/policy? Yes No N/A

Specify changes required:

Known challenges/barriers:







## Briefing Paper

### Public Infrastructure, Environment, and Sustainability Committee

<b>Division &amp; Department:</b>	Neighborhood and Business Services – Community, Housing, and Human Services Department
<b>Subject:</b>	Housing and Essential Needs Award (“HEN”)
<b>Date:</b>	5/6/20
<b>Author (email &amp; phone):</b>	Matt Davis ( <a href="mailto:mrDavis@spokanecity.org">mrDavis@spokanecity.org</a> ext. 6815)
<b>City Council Sponsor:</b>	N/A
<b>Executive Sponsor:</b>	Tim Sigler
<b>Committee(s) Impacted:</b>	Public Safety and Community Health Committee
<b>Type of Agenda item:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
<b>Alignment:</b> (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2015-2020 Strategic Plan to End Homelessness; 2015-2020 Consolidated Plan for Community Development
<b>Strategic Initiative:</b>	Reduce Homelessness
<b>Deadline:</b>	The award date is 7/1/2020
<b>Outcome:</b> (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to award Goodwill Industries of the Inland Northwest (GIIN) as the sole funded operator of the Housing and Essential Needs (HEN) through 6/30/24.
<p><u>Background/History:</u> The Spokane Continuum of Care did not recommend an award for the Housing and Essential Needs (HEN) for any proposal for that program received by CHHS during the 5-Year Consolidated CHHS RFP process. In order to elicit a proposal from community providers that would address the changing priorities of HEN, it was determined that a separate RFP process would need to be conducted. That supplemental RFP was opened on 1/21/20 and closed on 3/1/20.</p>	
<p><u>Executive Summary:</u></p> <p>In alignment with the goals and timeline of the five-year RFP, awarded proposals are intended to be for the four-year period from 7/1/20 to 6/30/24 accomplished through annual renewals that are contingent on performance and the City’s receipt of federal, state and local grant sources. The RFP assumed a total of \$8,418,256 in HEN funds available over four years. During project implementation, funded projects will receive frequent performance reviews conducted by CHHS staff and in coordination with the Evaluation Committee of the CoC Board to ensure ongoing alignment with strategic objectives and changing community conditions.</p> <p>CHHS received one proposal in response to the HEN RFP, submitted by Goodwill Industries of the Inland Northwest (GIIN). The process for reviewing proposals was community-based, involving the CHHS Board, the CoC Board, multiple community review panels, and with City Council approving all resulting recommendations for grant awards. The timeline for proposal review and approval was as follows:</p> <ul style="list-style-type: none"> <li>• 3/1/20 – RFP Closed</li> <li>• 3/2/20-3/20/20 – CoC RFP and Funding Committee was convened, reviewed and scored the proposal and recommended it for funding.</li> <li>• 4/22/20 – The CoC Board voted to approve the RFP and Funding Committee’s recommendation.</li> <li>• 5/18/20-6/1/20 – HEN award recommendation goes through the City Council agenda process.</li> <li>• May and June 2020 – Grant agreement negotiated/finalized</li> <li>• 7/1/20 – HEN award start date</li> </ul>	

The Department of Commerce awarded CHHS \$2,207,584.63 in HEN funds for State Fiscal Year 2021 (SFY21 runs from 7/1/20 to 6/30/21) \$103,020.63 was retained by the City for administrative oversight costs. The City has a current agreement with GIIN to provide continuity of services for HEN clients from the period 7/1/19 to 6/30/20 fulfilled with SFY20 HEN funds. CHHS is seeking permission to subgrant an initial award amount of \$2,104,564.00 to GIIN with SFY21 HEN funds by amending the current agreement with GIIN. The WA State Legislature recently appropriated approximately \$15 million in SFY21 HEN funds, which is expected to be distributed to current CHG leads (including the City) within the next month. This additional allocation, when disbursed may change the initial award amount.

Budget Impact:

Approved in current year budget?  Yes  No

Annual/Reoccurring expenditure?  Yes  No

If new, specify funding source: N/A

Other budget impacts: N/A

Operations Impact:

Consistent with current operations/policy?  Yes  No

Requires change in current operations/policy?  Yes  No

Specify changes required: None.

Known challenges/barriers: None.