

**URBAN EXPERIENCE
COMMITTEE MEETING AGENDA FOR
MONDAY June 14, 2021
1:15 p.m. — Streaming Live Online & Airing on City Cable 5**

The Spokane City Council's Urban Experience Committee meeting will be held at **1:15 p.m. on June 14th, 2021** – Streaming Live Online & Airing on City Cable 5. Council members and presenters will be attending virtually and the meeting will be streamed live at <https://my.spokanecity.org/citycable5/live> and will also air on City Cable 5.

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 physical meeting will not be open to the public and no public testimony will be taken. Discussion will be limited to appropriate officials, presenters, and staff. The public is encouraged to tune in live at the address above.

AGENDA

- I. Call to Order**
- II. Approval of Minutes from May 8th, 2020**
- III. Discussion Items**
 - A. Staff Requests**
 - a. [Spokane Downtown Plan](#)- Nate Gwinn (10 min)
 - B. Council Requests**
 - a. Draft Administrative Policy for Housing Action Subcommittee Stipends- Melissa Morrison (10 min)
- IV. Standing Topic Discussions**
 - A. Building Permit/Construction Updates- Kris Becker
- V. Consent Items- Briefing Papers Only, No Discussion**
 - A. [Contract for 2021 Drainage Swale Rehabilitation- Acoma Drive and Jamie Court](#)- Rich Hanson
 - B. [Commerce Rental Assistance Program \(T-RAP\) Award Recommendation](#)- Margaret Hinson
 - C. [Vacation of portions of Linton and West Streets in Peaceful Valley](#)- Eldon Brown
 - D. [PMWeb, Inc. Contract Amendment for Development Package](#)- Michael Sloon
 - E. [Cook Street Improvements ILA with Spokane Public Schools](#)- Marlene Feist
 - F. [Havana Well Station Construction](#)- Dan Buller
 - G. [Guardian's Foundation Contract Extension at Cannon Street](#)- Brenda Schreiber

VI. Adjournment

Next Urban Experience Committee meeting will be on Monday, July 12, 2021 at 1:15pm.

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 Spokane City Council Chamber 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.) at the City Cable 5 Production Booth located on the First Floor of the Municipal Building, directly above the Chase Gallery or 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 msteinolfson@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.

Briefing Paper

Urban Experience Committee

Division & Department:	Community and Economic Development Services - Planning
Subject:	Spokane Downtown Plan
Date:	June 2, 2021
Author (email & phone):	Nathan Gwinn ngwinn@spokanecity.org 625-6893
City Council Sponsor:	CP Beggs, CM Kinnear
Executive Sponsor:	Louis Meuler
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Comprehensive Plan Chapter 3 Land Use Goals LU 1, 2, 3; Chapter 4 Transportation Goal TR B; Chapter 7 Economic Development Goal ED 3; Chapter 10 Social Health Goals SH 2, SH 5, SH6.
Strategic Initiative:	Urban Experience
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Update to 2008 Plan adopted by ordinance, amending the Comprehensive Plan through repealing and replacing the City's existing Downtown Plan, including a larger subarea with all of the South University District Subarea Plan adopted in 2020.
Background/History: <ul style="list-style-type: none"> The City of Spokane, Downtown Spokane Partnership, and their planning consultant, Framework, led a public engagement plan to develop the plan's vision, goals, and strategies, including focus groups in September 2019, and in-person public workshops October 2019 and February 2020. A public participation summary is attached to the staff report (Exhibit 1) available on the project webpage: my.spokanecity.org/projects/downtown-plan-update/ Following a hearing on May 12, 2021, the Plan Commission recommended approval of the plan, with a modification to add two new actions attached to its recommendations: (1) Action PS1.3, related to police, and (2) Action WO1.5, related to monitoring housing and shelter. 	
Executive Summary: <ul style="list-style-type: none"> The Spokane Downtown Plan outlines overarching goals and supporting strategies to guide Downtown Spokane as it continues to grow and evolve over the next ten years in an approximately 1,060-acre area including and surrounding the city of Spokane's Downtown core. It includes proposed actions, identification of priorities, and measures of success, providing a framework for implementation. 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify changes required: The proposal encourages a number of changes and updates to development regulations, and formulation of new policies, such as for vacating alleys Downtown (pages 45 and 88). The modification recommended by the Plan Commission constitutes a new policy that supports the continued presence of a fully staffed, centralized Downtown Precinct. Known challenges/barriers:	

ORDINANCE NO. _____

AN ORDINANCE amending the City of Spokane's Comprehensive Plan by repealing "Fast Forward Spokane Downtown Plan Update" passed on December 22, 2008; and adopting a new subarea plan, "Spokane Downtown Plan."

WHEREAS, the Washington State Legislature passed the Growth Management Act (GMA) in 1990 requiring, among other things, the development of new comprehensive plans for cities such as Spokane (chapter 36.70A RCW); and

WHEREAS, in compliance with the GMA, the City of Spokane adopted a Comprehensive Plan on May 21, 2001; and

WHEREAS, the GMA generally limits the frequency of amendments of comprehensive plans, but provides an exception for the initial adoption of a subarea plan (RCW 36.70A.130(2)(a)); and

WHEREAS, downtown Spokane has undergone dramatic growth, revitalization, and related planning efforts over the past decade resulting in significantly changed circumstances, community vision, and sustainable economic growth, creating the need for a new subarea plan consistent with public input; and

WHEREAS, the City of Spokane Comprehensive Plan designates downtown as the City's only Regional Center and directs resources towards planning the growth and development of this center; and

WHEREAS, this update to the City's downtown specific plan is intended to stimulate economic activity by providing guidance for future development and design, support an active community through the provision of pedestrian and bicycle facilities, create new housing choices to attract population growth, preserve and enhance historic character, enhance economic, social, and cultural opportunities for the city and region, and work towards sustainable growth for Downtown; and

WHEREAS, the downtown planning area boundary has been expanded to the east to include all portions of the 2020 South University District Subarea Plan under Ordinance C35925 and Resolution 2020-0060; and

WHEREAS, in 2019, the City of Spokane and the Downtown Spokane Partnership ("DSP") agreed to replace "Fast Forward Spokane: Downtown Plan Update" providing a vision and a new set of goals and recommendations for Downtown in a manner consistent with public input; and

WHEREAS, as outlined in RCW 36.70A.035 the public participation requirements of the GMA were met through information provided to the community through postings on the City's website; through the formation of a steering committee comprised of business representatives, residents, downtown employees, community organizations, and others with known interests in the Downtown; through public hearings, open houses, workshops,

and presentations to interested stakeholder groups; and through a mailing of brochures to property owners, taxpayers, and occupants of addresses of property located within the expanded Downtown Planning Area; and

WHEREAS, the City encouraged public participation, posted the proposed document, and provided information on the amendments on its website (<https://my.spokanecity.org/projects/downtown-plan-update/>); and

WHEREAS, the City of Spokane Plan Commission held workshops throughout the process; and

WHEREAS, the City conducted open house meetings in person on October 22, 2019 and February 5, 2020, and by virtual webinar format on March 16, 2021; and

WHEREAS, a State Environmental Policy Act ("SEPA") Checklist was prepared and a Determination of Non-Significance ("DNS") was issued on April 28, 2021, for the proposed amendments; and

WHEREAS, the environmental review and determination for the amendment fulfilled the requirements and intent of the Spokane Environmental Ordinances and the State Environmental Policy Act; and

WHEREAS, on April 13, 2021 the Washington State Department of Commerce and appropriate state agencies were given the required 60-day notice before adoption of proposed changes to the Comprehensive Plan, per RCW 36.70A.106; and

WHEREAS, prior to the Plan Commission hearing, staff requested comments from agencies and departments and the required public notice was published in the Spokesman-Review on Wednesday, April 28, 2021, and May 5, 2021, giving notice of the May 12 Plan Commission public hearing and SEPA Checklist and DNS; and

WHEREAS, on May 12, 2021, the City Plan Commission held a public hearing on the proposed subarea plan, where the Plan Commission heard testimony from the public; and

WHEREAS, consistent with Spokane Municipal Code 17G.020.030, the Plan Commission found that the proposed "Spokane Downtown Plan" meets the decision criteria for Comprehensive Plan Amendments; and

WHEREAS, the Plan Commission deliberated on consistency of the proposal, adoption of the Spokane Downtown Plan, amendment to the Comprehensive Plan by its adoption, and repeal of the 2008 plan, on May 12, 2021; and

WHEREAS, during the deliberations held on May 12, 2021, the Plan Commission voted to modify the proposal to add two new actions proposed by the DSP: one related to police presence Downtown (described in the hearing as Action PS1.3), and another related to monitoring housing and shelter for low-income residents and residents experiencing homelessness (described in the hearing as Action WO1.5); and

WHEREAS, by a vote of 6 to 0, with one member abstention, the Plan Commission recommended approval with modification to the proposal of the "Spokane Downtown Plan" proposed amendment to the Comprehensive Plan, as amended to include the additions of PS1.3 action and WO1.5 action as presented by the DSP; and

WHEREAS, the Plan Commission's Findings of Fact, Conclusions, and Recommendations regarding the "Spokane Downtown Plan," and the related files are hereby incorporated into this ordinance; and

WHEREAS, the Plan Commission further recommends that the City Council take simultaneous legislative action to repeal the 2008 plan and that all City policy documents and Spokane Municipal Code citations pointing to the repealed document be construed to reference the 2021 "Spokane Downtown Plan" until such time as policy and codes can be updated with the rewritten document title; -- Now, Therefore,

The City of Spokane does ordain:

Section 1. That the Spokane subarea plan "Fast Forward Spokane: Downtown Plan Update" adopted by the City Council on December 22, 2008 under Ordinance C34370, is repealed.

Section 2. That the attached "Spokane Downtown Plan" is hereby adopted as an element of the City's Comprehensive Plan.

PASSED BY THE CITY COUNCIL ON _____

Council President

Attest:

Approved as to form:

City Clerk

Assistant City Attorney

Mayor

Date

Effective Date

SPOKANE CITY PLAN COMMISSION FINDINGS OF FACT, CONCLUSIONS, AND RECOMMENDATIONS REGARDING THE SPOKANE DOWNTOWN PLAN

A recommendation from the City Plan Commission to the City Council to APPROVE an ordinance amending the City of Spokane's Comprehensive Plan by repealing "Fast Forward Spokane Downtown Plan Update" passed on December 22, 2008; and adopting a new subarea plan, "Spokane Downtown Plan."

FINDINGS OF FACT:

- A. The City of Spokane adopted a Comprehensive Plan in 2001 that complies with the requirements of the Washington state Growth Management Act (GMA).
- B. The Growth Management Act provides that proposed amendments to a comprehensive plan may be considered by the governing body of a city no more frequently than once per year, but further provides that, so long as a subarea plan clarifies, supplements, or implements city-wide comprehensive plan policies, and so long as the cumulative impacts of the proposed subarea plan are addressed by appropriate environmental review under chapter 43.21C. RCW, the initial adoption of a subarea plan may occur outside of this annual process.
- C. The City of Spokane Comprehensive Plan has identified downtown Spokane as the Regional Center and directs resources towards planning the growth and development of this center.
- D. In 2019, the City of Spokane and the Downtown Spokane Partnership agreed to replace "Fast Forward Spokane: Downtown Plan Update" providing a vision and a new set of goals and recommendations for Downtown in a manner consistent with public input. The City Council established the Downtown Plan as part of the Plan Commission's 2019-2020 work program on February 25, 2019, under Resolution 2019-0010.
- E. The downtown planning area boundary has been expanded to the east to include all portions of the 2020 South University District Subarea Plan under Ordinance C35925 and Resolution 2020-0060.
- F. City of Spokane Comprehensive Plan, Chapter 3 Land Use, Goal LU 2, Public Realm Enhancement, states: *Encourage the enhancement of the public realm.*

- G. City of Spokane Comprehensive Plan, Chapter 3 Land Use, Goal LU 3, Efficient Land Use, states: *Promote the efficient use of land by the use of incentives, density and mixed-use development in proximity to retail businesses, public services, places of work, and transportation systems.*
- H. City of Spokane Comprehensive Plan, Chapter 7 Economic Development, Goal ED 3, Strong, Diverse, and Sustainable Economy, states: *Foster a strong, diverse, and sustainable economy that provides a range of employment and business opportunities.*
- I. City of Spokane Comprehensive Plan, Chapter 3 Land Use, Policy LU 7.4, Subarea Planning Framework, states: *Use the Comprehensive Plan for overall guidance and undertake more detailed sub-area and neighborhood planning in order to provide a forum for confronting and reconciling issues and empowering neighborhoods to solve problems collectively.*
- J. Outreach and public communication beginning in September 2019 included a project web page, three online surveys on issues and priorities for the subarea, a recorded video about the subarea planning process replayed on City Cable 5 and the City's web page, appearances at public events, email updates to interested parties, and a mailing of more than 4,600 brochures to all property owners and taxpayers of record, as shown by the most recent Spokane County Assessor's record, and occupants of addresses of property located within the expanded Downtown Planning Area announcing key events and opportunities to provide input on the planning process.
- K. On October 22, 2019, City Planning Department and Downtown Spokane Partnership staff and consultants from the firm Framework of Seattle, Washington, held a Public Workshop following a series of stakeholder focus groups to involve a wide range of participants with distinct interests to share their insights about the subarea and help shape a vision statement and policy framework for development of a more focused proposal.
- L. The draft *Spokane Downtown Plan*, prepared by Framework, includes a vision, goals, and policies that outline the future of growth and development desired in the Downtown subarea, based on a review of existing adopted policies and regulations relating to development in the subarea and input from stakeholders and the public at large.
- M. From October 2019 to April 2021, staff gave more than 20 presentations on the draft subarea plan and received feedback from interested groups such as property owners, business associations, neighborhood councils, civic groups,

City departments and agency representatives on a technical work group, and the Spokane Design Review Board.

- N. Staff hosted additional public meetings in February 2020 and March 2021 to receive feedback on a draft vision statement, goals, and policies and draft concepts for development regulation changes in the subarea. The City provided notice of the open house meetings by advertising on its website and via email notice to neighborhood councils and interested parties.
- O. On October 23, 2019; November 13, 2019; December 11, 2019; January 22, 2020; January 27, 2021; March 24, 2021; and April 14, 2021, the Spokane City Plan Commission held workshops to receive updates on the process and study the draft subarea plan.
- P. On January 17, 2021, the Plan Commission established a Downtown Plan subcommittee. Three Plan Commissioners and a Design Review Board member participated in two virtual meetings on February 17, 2021 and March 3, 2021, and issued a report and recommendation to the Plan Commission on March 17, 2021.
- Q. On April 13, 2021, pursuant to RCW 36.70A.106, the City notified the Washington Department of Commerce of its intent to adopt the subarea plan as a Comprehensive Plan amendment. The same day, the City received an acknowledgement letter from the Department of Commerce.
- R. On April 28, 2021, the responsible official issued a State Environmental Policy Act (SEPA) Determination of Non-Significance for the proposed amendments to the Comprehensive Plan. The public comment period for the SEPA determination ended on May 12, 2021.
- S. On May 5, 2021, the City caused notice of the proposed subarea plan and associated Comprehensive Plan amendment application, notice of SEPA determination, and announcement of the Plan Commission's May 12, 2021 hearing to be published in the City's Official Gazette. The Notice and announcement was also published in the *Spokesman-Review* on April 28, 2021 and May 5, 2021.
- T. On May 12, 2020, the City Plan Commission held a public hearing on the proposed subarea plan and Comprehensive Plan amendment, where the Plan Commission heard testimony.

- U. During the deliberations held on May 12, 2021, the Plan Commission voted to modify the proposal to add two new actions proposed by the Downtown Spokane Partnership: one related to police presence Downtown (described in the hearing as Action PS1.3), and another related to monitoring housing and shelter for low-income residents and residents experiencing homelessness (described in the hearing as Action WO1.5).
- V. As a result of the City's efforts, pursuant to the requirements of SMC 17G.020.070, the public has had extensive opportunities to participate throughout the process and persons desiring to comment were given an opportunity to comment.
- W. The Plan Commission finds that the proposal meets the decision criteria established by SMC 17G.020.030, as described in the Staff Report.
- X. Except as otherwise indicated herein, the Plan Commission adopts the findings and analysis set forth in the Staff Report prepared for the proposal.

CONCLUSIONS:

Based upon the application materials, staff analysis (which is hereby incorporated into these findings, conclusions, and recommendation), SEPA review, agency and public comments received, and public testimony presented regarding the proposed subarea plan, as modified during deliberations, the Plan Commission makes the following conclusions with respect to the review criteria outlined in SMC 17G.020.030:

1. The draft *Spokane Downtown Plan* reflects stakeholder priorities for subarea-specific implementation of land use, transportation, economic development, and social health goals adopted in the Comprehensive Plan.
2. The proposed subarea plan amendment to the Comprehensive Plan implements the recommendations of a subarea planning process that clarifies, supplements, or implements city-wide comprehensive plan policies as described in RCW 36.70A.130.
3. Interested agencies and the public have had extensive opportunities to participate throughout the process and persons desiring to comment have been given that opportunity to comment.
4. The proposal is consistent with the goals and purposes of the Growth Management Act.

5. Any potential infrastructure implications associated with the proposal will either be mitigated through projects reflected in the City's relevant six-year capital improvement plans or through enforcement of the City's development regulations at time of development.
6. As outlined in above in the Findings of Fact, the proposal is internally consistent within the meaning of SMC 17G.020.030(E).
7. The proposal is consistent with the Countywide Planning Policies for Spokane County, the comprehensive plans of neighboring jurisdictions, applicable capital facilities plans, the regional transportation plan, and official population growth forecasts.
8. The proposal has been evaluated by geographic sector and land use type in order to facilitate the assessment of the cumulative impacts.
9. SEPA review was completed for the proposal, and pursuant to SEPA, any adverse environmental impacts associated with the proposal will be mitigated by enforcement of the City's development regulations.
10. The proposal will not adversely affect the City's ability to provide the full range of urban public facilities and services citywide at the planned level of service, or consume public resources otherwise needed to support comprehensive plan implementation strategies.
11. The proposed land use designation is in conformance with the appropriate location criteria identified in the comprehensive plan (e.g., compatibility with neighboring land uses, proximity to arterials, etc.).
12. The new subarea plan is designed to provide correction and additional guidance so the community's original visions and values can better be achieved as described in the staff report.
13. The proposal includes guidance for future development regulation changes, but acknowledges those changes would occur as part of a future process with further study and analysis before implementation, thereby preserving consistency between the comprehensive plan and supporting development regulations.

RECOMMENDATIONS:

In the matter of Downtown subarea planning, requests by the City of Spokane to adopt an ordinance amending the City of Spokane's Comprehensive Plan by repealing "Fast Forward Spokane Downtown Plan Update" passed on December 22, 2008; and adopting a new subarea plan, "Spokane Downtown Plan."

As based upon the above listed findings and conclusions, by a vote of 6 to 0, with one abstention, the Plan Commission takes the following actions:

- (1) Recommends to City Council the **APPROVAL WITH MODIFICATION** to the proposal of the requested amendment to the City's Comprehensive Plan, as amended during deliberations to include the additions of PS1.3 Action and WO1.5 Action as presented by the Downtown Spokane Partnership; and
- (2) Authorizes the President to prepare and sign on the Commission's behalf a written decision setting forth the Commission's findings, conclusions, and recommendation on the proposal.



Todd Beyreuther (May 19, 2021 11:48 PDT)

**Todd Beyreuther, President
Spokane Plan Commission**

May 19, 2021

Council Member Kinnear's Proposed Additions to the Downtown Plan:

Add the following Action under Strategy PS1:

PS1.3 ACTION: Continue the presence of a fully staffed, centralized downtown precinct.

The City should continue to encourage officer visibility and outreach downtown to further the implementation of community-oriented policing. Implementing neighborhood and community-oriented policing is a value established in Chapter 10 of the City of Spokane's Comprehensive Plan. Continuing to maintain an accessible downtown precinct is key to successful implementation of this Comprehensive Plan value.

Add the following Action under Strategy W01:

W01.5 ACTION: Monitor housing and shelter for low-income residents and residents experiencing homelessness.

Encouraging housing for the low-income and homeless throughout the entire city is a value established in Chapter 6 of the City of Spokane's Comprehensive Plan. To implement this value downtown, the City and the DSP should coordinate with public and private agencies and other appropriate entities to evaluate existing needs, facilities, and programs relative to health and human services downtown.






pc-findings-conclusions-recommendations-down town-plan

Final Audit Report

2021-05-19

Created:	2021-05-18
By:	Jackie Churchill (jchurchill@spokanecity.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAidyawfl2WDin-wYhxhf4WkayhEDibeh

"pc-findings-conclusions-recommendations-downtown-plan" History

-  Document created by Jackie Churchill (jchurchill@spokanecity.org)
2021-05-18 - 11:00:20 PM GMT- IP address: 73.83.158.109
-  Document emailed to Todd Beyreuther (tbeyreuther@spokanecity.org) for signature
2021-05-18 - 11:01:30 PM GMT
-  Email viewed by Todd Beyreuther (tbeyreuther@spokanecity.org)
2021-05-19 - 6:45:32 PM GMT- IP address: 73.140.12.157
-  Document e-signed by Todd Beyreuther (tbeyreuther@spokanecity.org)
Signature Date: 2021-05-19 - 6:48:39 PM GMT - Time Source: server- IP address: 73.140.12.157
-  Agreement completed.
2021-05-19 - 6:48:39 PM GMT

Briefing Paper

Urban Experience Committee

Division & Department:	Public Works Division; Wastewater/ Stormwater
Subject:	Contract for 2021 DRAINAGE SWALE REHABILITATION - ACOMA DRIVE AND JAMIE COURT
Date:	June 14, 2021
Contact (email & phone):	Rich Hanson, rahanson@spokanecity.org 509 625-7914
City Council Sponsor:	Breean Beggs, City Council President
Executive Sponsor:	Marlene Feist, Public Works Director
Committee(s) Impacted:	Urban Experience Committee/ Public Infrastructure, Environment and Sustainability Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	
Strategic Initiative:	Innovative Infrastructure
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Council approval of a contract with National Native American Construction, Inc (NNAC, Inc) for drainage swale rehabilitation – Acoma Drive and Jamie Court

Background/History:

On May 14, 2021, based on City's Engineering and Budgeting, bid PW ITB 5443-21, 2021 Drainage Swale Rehabilitation – Acoma Drive and Jamie Court, was issued. The project consists of the removal and disposal of sod or other surface vegetation, topsoil, tree stumps and unsuitable subgrade soil from existing roadside swale locations provided, shaping the swale, providing and placing specified topsoil and sod. Also included is locating, re-establishing and testing of existing irrigation systems within the swales, and all related grading, erosion/sediment control, traffic control and cleanup.

On May 28, 2021, National Native American Construction, Inc., of Coeur d' Alene, ID was the only respondent. Six (6) other bidders who were on the bidder list advised, due to their current workload, they were unable to provide a bid. Work under this contract would start within ten (10) days of the Notice to Proceed to substantially complete the specified work FIFTEEN (15) WORKING DAYS after the project start date is given. The cost for this project is \$115,768 excluding tax. The funding for this project was included in the 2021 Capital Planner.

Executive Summary:

- Contract with National Native American Construction, Inc., based on PW ITB 5443-21
- NNAC, Inc to complete work within FIFTEEN (15) WORKING DAYS after the project start date is given.
- Cost of \$115,768 (excl. tax)

Budget Impact:

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

Urban Development Committee

Division & Department:	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
Subject:	Commerce Rental Assistance Program (T-RAP) Subaward Recommendation
Date:	6/7/2021
Author (email & phone):	Margaret Hinson (mhinson@spokanecity.org 509-867-8539)
City Council Sponsor:	CM Stratton
Executive Sponsor:	Cupid Alexander
Committee(s) Impacted:	Public Safety & Community Health
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness; Greater Spokane Comprehensive Emergency Management Plan
Strategic Initiative:	Safe & Healthy / Reduce Homelessness
Deadline:	June 28, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to award \$9,185,880 in T-RAP funds from the WA State Dept. of Commerce (Commerce) to two subgrantees: Family Promise of Spokane and geocko, inc. dba LiveStories.
Background/History: On February 25, 2021 Commerce invited eligible agencies to apply for approximately \$520 million in funds for the new Treasury Rent Assistance Program (T-RAP). Commerce offered to split the award for the Spokane region using the same proportional allocation used for Consolidated Homeless Grant (CHG). On May 17, 2021 CHHS invited eligible agencies to apply for the approximately \$9,185,880.00 in funds allocated from Commerce. The funds are retroactively available from March 1, 2020 with a contract end date of September 30, 2022. Agreements will be released after Council approval of subawards.	
Executive Summary: CHHS received proposals from several agencies. Family Promise of Spokane, Spokane Workforce Council, and geocko, inc. dba LiveStories proposals were referred to the CHHS Board's Evaluation and Review Committee. The CHHS Evaluation and Review Committee met to review applications and recommended funding two of the agencies at the following levels: <ul style="list-style-type: none"> • Family Promise: \$2,500,000.00 • LiveStories: \$6,685,880.00 	
Budget Impact: Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: U.S. Treasury Department passed through WA Dept. of Commerce Other budget impacts: N/A	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Requires change in current operations/policy?

☐

Yes

☐

No

Specify changes required: None.

Known challenges/barriers: None.

Briefing Paper (Urban Experience Committee)


Division & Department:	Development Services Center
Subject:	Vacation of portions of Linton & West Streets in Peaceful Valley
Date:	June 14, 2021
Contact (email & phone):	Eldon Brown (ebrown@spokanecity.org) 625-6305
City Council Sponsor:	
Executive Sponsor:	
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Section 17G.080.020 of the Spokane Municipal Code and Chapter 35.79 of RCW regarding street vacations.
Strategic Initiative:	
Deadline:	
Outcome: (deliverables, delivery duties, milestones to meet)	Precedes taking this application to a public hearing before City Council
Background/History: The property owner would like to vacate a portion of adjacent right-of-way to increase the buildable footprint.	
Executive Summary: <ul style="list-style-type: none"> Selling this right-of-way to the applicant by vacation petition, if approved, would generate approximately \$100,948.54 Utility purveyors have been contacted and no easements were requested Map of the proposal area attached 	
Budget Impact: 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.) Revenue Generating	
Operations Impact: 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:	

P1906991VACA



**Preliminary Right-of-way Description:
West Street between Clarke and
Riverside and Linton Ave between
West St. and parcel 25133.2074**

Legend

 Proposed Vacation

THIS IS NOT A LEGAL DOCUMENT.
The information shown on this map is compiled
from various sources and is subject to constant
revision. Information shown on this map should
not be used to determine the location of facilities
in relationship to property lines, section lines,
streets, etc.



Briefing Paper

Urban Experience Committee

Division & Department:	Innovation and Technology Services Division
Subject:	PMWeb, Inc. Contract Amendment for Development Package
Date:	June 14, 2021
Author (email & phone):	Michael Sloon, msloon@spokanecity.org , 625-6468
City Council Sponsor:	CM Betsy Wilkerson
Executive Sponsor:	Eric Finch and Michael Sloon
Committee(s) Impacted:	Urban Experience Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Amendment to OPR 2017-0005 for PMWeb Annual Software Maintenance and Support Utilizing Budget Account #
Strategic Initiative:	Sustainable Resources
Deadline:	January 31, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Ongoing annual maintenance and support
<u>Background/History:</u>	
<p>The City selected PMWeb, Inc through RFP #4196-16 (OPR 2018-0598 to provide Capital Project Management and engineering software. PMWeb is a SaaS (Software as a Service) solution, which is hosted and maintained by PMWeb. This amendment is to add the development package.</p>	
<u>Executive Summary:</u>	
<ul style="list-style-type: none"> Contract amendment to OPR 2017-0005 with PMWeb, Inc for the purchase and implementation of PMWeb's Development Packages with Annual Support and Maintenance. Requesting \$11,333.33 for this amendment of this contract. Term is June 1, 2021 – January 31, 2022 	
<u>Budget Impact:</u>	
Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: Other budget impacts: (revenue generating, match requirements, etc.)	
<u>Operations Impact:</u>	
Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: Known challenges/barriers:	

Briefing Paper

Urban Experience

Division & Department:	Public Works Division & Street Department
Subject:	Cook Street Improvements ILA with Spokane Public Schools
Date:	6/14/2021
Author (email & phone):	Marlene Feist mfeist@spokanecity.org (509) 625-6505
City Council Sponsor:	Breean Beggs
Executive Sponsor:	Marlene Feist
Committee(s) Impacted:	Urban Experience
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	Residential Maintenance Plan for 2021-2022, City of Spokane-Spokane Public Schools Partnership Agreement
Strategic Initiative:	Innovative Infrastructure
Deadline:	June 2021
Outcome: (deliverables, delivery duties, milestones to meet)	Approve agreement with Spokane Public Schools to improve Cook Street adjacent to new school/library campus in NE Spokane.
Background/History: In 2019, the City of Spokane and Spokane Public Schools (SPS) entered into a partnership agreement to deliver new and renovated public school facilities, library facilities, and recreational facilities. In Northeast Spokane, Shaw Middle School has been renovated and a new Spokane Library in Northeast Spokane is being co-located with the school. This agreement pays for an investment in traffic calming and related improvements on Cook Street adjacent to the combined campus.	
Executive Summary: <ul style="list-style-type: none"> The City of Spokane will pay SPS \$721,316.57 for traffic calming and related improvements on Cook Street adjacent to the combined Shaw Middle School/Spokane Public Library campus in Northeast Spokane between East Rockwell Avenue and East Garland Avenue. SPS will design and construct the improvements, which will be reviewed by the City for safety, traffic calming, and traffic mitigation. The funding has been identified and is part of dollars designated for residential street improvements. The project was reviewed and included the 2021-2022 residential street maintenance plan recommendation of the Citizens Transportation Advisory Board. The City Council adopted that plan through RES 2021-0010 on February 8, 2021. 	
Budget Impact: Approved in current year budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annual/Reoccurring expenditure? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: (revenue generating, match requirements, etc.)	
Operations Impact: Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: N/A Known challenges/barriers: N/A	

Briefing Paper

Urban Experience

Division & Department:	Public Works, Engineering
Subject:	Havana Well Station Construction
Date:	6-14-21
Contact (email & phone):	Dan Buller (dbuller@spokanecity.org 625-6391)
City Council Sponsor:	Breen Beggs
Executive Sponsor:	Marlene Feist
Committee(s) Impacted:	PIES
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (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
Strategic Initiative:	Innovative Infrastructure
Outcome: (deliverables, delivery duties, milestones to meet)	Approval of construction contract (once it is submitted to council for approval)
Background/History: <ul style="list-style-type: none"> • The City's largest wells are located adjacent to the Spokane River and other utilities. This project will increase supply reliability and redundancy in the event of problems with existing wells, transmission mains or other utilities, and to increase operational flexibility. • The Water Department purchased the new well site at 5th & Havana back in 2017. • In 2018, the Water Department's contractor successfully drilled 6 wells at this site. 	
Executive Summary: <ul style="list-style-type: none"> • The Water Department now proposes to construct a well station (building, pumps, electrical and controls) at the 5th & Havana well site. • The project has been designed and is advertising for bids. • Construction is planned for this fall and winter • See attached exhibit for location 	
Budget Impact: 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.)	
Operations Impact: 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

Urban Experience Committee

Division & Department:	Neighborhood, Housing, and Human Services Division – Community, Housing, and Human Services Department
Subject:	Guardian's Foundation Contract Extension at Cannon Street Shelter
Date:	6/2/2021
Author (email & phone):	Brenda Schreiber (bschreiber@spokanecity.org) 509-220-5616
City Council Sponsor:	CM Stratton
Executive Sponsor:	Cupid Alexander
Committee(s) Impacted:	Public Safety & Community Health Committee
Type of Agenda item:	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Discussion <input type="checkbox"/> Strategic Initiative
Alignment: (link agenda item to guiding document – i.e., Master Plan, Budget, Comp Plan, Policy, Charter, Strategic Plan)	2020-2025 Strategic Plan to End Homelessness
Strategic Initiative:	Safe & Healthy
Deadline:	June 30, 2021
Outcome: (deliverables, delivery duties, milestones to meet)	CHHS is requesting permission to extend the Guardians Foundation current contract at the Cannon Shelter by 90-days and to increase the contract amount.
<u>Background/History:</u> The Guardians Foundation has built a reputation in the homeless community as operating a safe and compassionate program that has been operating at the Cannon Street Shelter since November 16, 2020. The 90-day extension will allow Cannon Street Shelter to remain open thus filling a gap through summer for the unsheltered population until the RFP process is complete and a new provider is selected.	
<u>Executive Summary:</u> <ul style="list-style-type: none"> The Cannon Street Shelter provides daytime and nighttime emergency shelter services for households without minor children that are experiencing homelessness. A contract increase of \$405,000 is necessary to cover the extension and this additional funding has been made available from the City of Spokane unappropriated general funds. 	
<u>Budget Impact:</u> Approved in current year budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Annual/Reoccurring expenditure? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If new, specify funding source: N/A Other budget impacts: None.	
<u>Operations Impact:</u> Consistent with current operations/policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Requires change in current operations/policy? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Specify changes required: None. Known challenges/barriers: None.	



City of Spokane
AGREEMENT AMENDMENT C

Title: Warming Center Program

This Agreement Amendment is made and entered into by and between the **City of Spokane** as ("City"), a Washington municipal corporation, and **The Guardians Foundation, Inc.**, whose address is 115 North Stone Street, Spokane, Washington 99202 as ("GRANTEE").

WHEREAS, the parties entered into an Agreement wherein the GRANTEE agreed to administer for the City the Warming Center Program; and

WHEREAS, a change or revision of the work has been requested, an extension to the Agreement so that the City may complete a Request for Proposal and Review Process ("Process") in order to enhance the delivery of services through the Warming Center Program and the Process cannot be thoughtfully conducted prior to the expiration of the Agreement, thus the original Agreement needs to be formally Amended by this written document; and

WHEREAS, additional time is required, and thus the Original Agreement time for performance needs to be formally extended by this written document; and

WHEREAS, additional funds are necessary to complete the Project, thus the original Agreement needs to be formally Amended by this written document; and

WHEREAS, additional funding has been made available under City of Spokane unappropriated general fund; and

WHEREAS, the parties desire to increase funding and modify the corresponding Project budget and to supplant the original Agreement billing form Attachment referenced as part of the original Agreement documents; and

-- NOW, THEREFORE, in consideration of these terms, the parties mutually agree as follows:

1. CONTRACT DOCUMENTS.

The original Agreement, dated November 16, 2020, any previous amendments, addendums and / or extensions / renewals thereto, are incorporated by reference into this document as though written in full and shall remain in full force and effect except as provided herein.

2. EFFECTIVE DATE.

This Agreement Amendment shall become effective on July 1, 2021.

3. EXTENSION.

The Agreement documents are hereby extended and shall run through September 30, 2021.

4. AMENDMENT.

SECTION NO. 3 – BUDGET. The total amount City shall pay GRANTEE is increased by **FOUR HUNDRED FIVE THOUSAND AND NO/100 DOLLARS (\$405,000.00)** for everything furnished and done under this Amendment

which equates to a new total Agreement amount not to exceed **ONE MILLION FOUR HUNDRED FOUR THOUSAND SEVEN HUNDRED FORTY AND NO/100 DOLLARS (\$1,404,740.00)** for everything furnished and done under the original Agreement and this Amendment. This is the maximum amount to be paid under this Amendment and original Agreement, and shall not be exceeded without the prior written authorization of the City, memorialized with the same formality as the original Agreement and this Amendment document. The original Agreement BUDGET chart is modified as follows (this budget chart entirely replaces the budget chart portrayed in SECTION NO. 3 {page 3} of the original Agreement):

<u>Category</u>	<u>Amount</u>
Operations	\$1,289,440
Facility Support	\$10,700
Administration	\$104,600
TOTAL	\$1,404,740

Any amendments to the budget, including additions or deletions of eligible costs or activities, must be requested in writing by the GRANTEE and shall be submitted to the CITY's Contract Representative. If approved, the CITY will notify the GRANTEE in writing. Budgeted amounts shall not be shifted between categories or programs without written approval by the CITY and any costs for over and above the amount awarded by the CITY shall be the responsibility of the GRANTEE. Requests for amendments to the budget must be submitted in writing as set forth in Section No. 7, paragraph H of the original Agreement.

Any indirect costs charged must be consistent with 2 CFR 200, its Appendix IX, and 24 CFR 570.206 applied using the rate and basis specified on the FACE SHEET of the original Agreement. In addition, the CITY may require a more detailed budget breakdown than the one contained herein, and the GRANTEE shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the CITY.

1) Award Identification Information

Grant identification information for this project provided below as an addition to the information found on the FACE SHEET of the original Agreement:

Grantor Award #	316-46108-30	B-20-MW-53-0006	<u>Not Applicable</u>
Agency	Washington State Department of Commerce	U.S. Department of Housing and Urban Development	<u>City of Spokane</u>
Agency Program	COVID-19 Outbreak Emergency Housing Grant	Community Development Block Grant – Coronavirus ("CDBG-CV")	<u>Unappropriated general funds</u>
Federal Funds	No	Yes	<u>No</u>
CFDA #	Not applicable	14.218	<u>Not applicable</u>
Total Agency Award	\$1,474,636	\$3,488,214	<u>\$405,000</u>
Grantor Award Date	03/28/2020	01/28/2021	<u>7/1/2021</u>
Warming Center Program Award	\$200,000 <u>\$240,593.03</u>	\$550,000 <u>\$759,146.97</u>	<u>\$405,000</u>

5. AMENDMENT.

SECTION NO. 8 (B) 3 – PAYMENT PROCEDURES. The original Agreement is amended as follows:

The CITY shall pay the GRANTEE only for actual costs upon presentation of accurate and complete forms as provided by the CITY in ~~Attachment B~~ Attachment 2, and approved by the CITY. Only those allowable costs directly related to this Agreement shall be paid. The amount of each request must be limited to the amount needed for payment of eligible costs.

Requests for payment by GRANTEE shall be submitted no more than twice per month (unless prior written approval by CITY is obtained by GRANTEE) on or before the 10th of each month and the 24th of each month for the appropriate pay period costs, using the forms provided by the CITY in ~~Attachment B~~ Attachment 2. For expenses incurred during the month of December, the payment request shall be submitted on or before the 8th of January and for expenses incurred during the month of June, the payment request shall be submitted on or before the 8th of July. In conjunction with each

payment request, GRANTEE shall certify that services to be performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other founding source. **GRANTEE shall submit payment requests to the CITY's Contract Representative designated on the Face Sheet of this Agreement either by mail to the address listed above or by e-mail to chhsreports@spokanecity.org.**

GRANTEE shall submit the billing form and a payroll summary report to the CITY's Contract Representative on the 10th of the month and on the 24th of the month for the appropriate pay period. The GRANTEE shall expend all payments received from the CITY for services provided under this Agreement on the regularly scheduled pay date of the 5th of the month or the 20th of the month, whichever is appropriate. Proof of expenditure, including a copy of the general ledger report and time and effort tracking, shall be submitted to and accepted by the CITY's Contract Representative before a subsequent payment can be requested by the GRANTEE. Requests for payment shall not exceed the amount as outlined in Section 3 of this Agreement.

Payment will be made via check or direct deposit/ACH in a timely manner to ensure that the GRANTEE can issue payment to employees on the regular scheduled pay date. If the CITY objects to all or any portion of the invoice, it shall notify the GRANTEE and reserves the right to only pay that portion of the invoice not in dispute. In that event, the PARTIES shall immediately make every effort to settle the disputed amount.

In the event that the CITY determines any funds were expended by the GRANTEE for unauthorized or ineligible purposes, or the expenditures constitute disallowed costs in any other way, the CITY may order repayment of the same. The GRANTEE shall remit the disallowed amount to the CITY within thirty (30) days of written notice of the disallowance.

- a. The GRANTEE agrees that funds determined by the CITY to be surplus upon completion of the Agreement will be subject to cancellation by the CITY;
- b. The CITY shall be relieved of any obligation for payments if funds allocated to the CITY cease to be available for any cause other than misfeasance of the CITY itself; and
- c. The CITY reserves the right to withhold payments pending timely delivery of Program reports or documents as may be required under this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement Amendment by having legally-binding representatives affix their signatures below.

THE GUARDIANS FOUNDATION, INC.

By _____
Signature Date

Type or Print Name

Title

CITY OF SPOKANE

By _____
Signature Date

Type or Print Name

Title

Attest:

City Clerk

Approved as to form:

Assistant City Attorney

Attachments that are part of this Agreement:
Attachment 1 – Debarment Certification
Attachment 2 – REVISED Grantee Billing Form

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

- | | |
|--|-------------------------------|
| The Guardians Foundation, Inc. | Warming Center Program |
| Name of Subrecipient / Contractor / Consultant (Type or Print) | Program Title (Type or Print) |
|

 | |
| Name of Certifying Official (Type or Print)
. | Signature |
| Title of Certifying Official (Type or Print) | Date (Type or Print) |

Information & Instructions for Completing Grantee Billing Form & Itemized Expense Reports

A reimbursement request, otherwise known as a bill or invoice, consists of a Grantee Billing Form, Payee Expense Report, Staff Expense Report and detailed documentation of the expenses. The billing form includes the approved budget categories and amounts during the active performance period of the Agreement. The Payee Expense Report and Staff Expense Report should be completed to detail each itemized expense being requested on the billing form in the Current Expense Request in Column B in aggregate value for each Approved Budget Category for the current expense period.

You should bill monthly for expenditures. If there have been no expenditures paid for the previous month, an invoice is not required. Please submit a final reimbursement request with all required documentation by the identified date in your Agreement. A final program report will be required to be submitted as well. You will not be paid until all documentation and final reports are received. HMIS Data **MUST** be electronically posted in the HMIS database before invoices will be paid.

Complete the Staff Expense Report for each employee you are requesting reimbursement of salary and fringe benefits based on the allowed activity and amount of actual time spent performing that activity. Record the employee Name, allowed Activity being funded, the Expense Category of the approved budget applicable to the activity, Total Hours Worked, Hours Worked on Listed Activity, and Total Salary & Fringe paid during the Expense Period. If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. Total Salary and Fringe should be reflected as the monthly amount. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a single project.

Complete the Payee Expense Report for the project expenses that are not staff salary/benefits or housing assistance. Record the Payee (who you paid), Expense Category (Rapid Re-Housing, Emergency Shelter or Administration), Expenditure Type (Rent, Housing Stabilization, Program Operations, etc.), Total Bill (total amount of expense). If you are claiming indirect costs, indicate whether or not each expense is included in your indirect cost base. If your grant supports more than one project, complete the Project Name column to clearly associate each expense with a

Complete the Housing Assistance Detail Report for each housing assistance expense (rental application fees, rental assistance, security deposits, etc.) you are claiming reimbursement for. Record the HMIS client ID number, housing assistance expense type (application fee, security deposit, rent assistance, etc.) unit/FMR info if known, client lease information if known, and reimbursement information. If your grant is providing housing assistance through two or more projects, complete a Housing Assistance Detail Report for each one. If needed, complete the Housing Assistance Adjustment Report to explain changes to previously reported housing assistance expenses charged to the grant including Adjustment Reason.

Complete the Match Report for any project requiring a match contribution in accordance with the Agreement. Record the expense, match type, and cost information and submit it in conjunction with the reimbursement request on the schedule as listed in the Agreement. Do not submit the Match Report if you are not claiming match.

Complete the Program Income Report for any program income earned by the project. Record the expense information, amount, and any notes in the report and submit it in conjunction with the reimbursement request. Do not submit the Program Income Report if the project did not earn program income.

The billing form and itemized expense reports MUST be signed in ink. The formulas should not be changed or adjusted in the form(s).

Completing the Grantee Billing Form:

- ☐ Name and address of your organization requesting reimbursement.
- ☐ Expense Period (should bill as monthly expenses, January, February, etc.)
- ☐ Enter total amount of Monthly Actual in Column B to represent the amount requested for reimbursement for the current period in the line item category of the approved budget (i.e. - Rapid Re-Housing, Emergency Shelter and Administration) and should reflect the total of itemized expenses on the Payee Expense and Staff Expense Reports. The Payee Expense and Staff Expense Reports must be completed and submitted with the billing form. You may not transfer funds between approved categories without written preapproval from the City.
- ☐ Enter Total Previously Requested in Column C, as applicable to each line item in the approved category of the budget. The
- ☐ Ensure all back up documentation is included for payment processing if you are using any type of the allocation for direct or
- ☐ Sign in ink, provide title, date, email address and telephone number before sending for approval and payment processing to City of Spokane Community, Housing, and Human Services Department.

Documentation Required for Billing Forms:

All requests for reimbursement must be supported by documentation necessary to show that the costs charged to the grant funds were incurred during the active performance period of the Agreement, were actually paid out, were allowable items and have been approved by the responsible official within the organization. For example:

Salary and Fringe – receipts, payroll reports, timesheets signed by the employee and the immediate supervisor, letters of employment that include rate of pay, benefits and employee withholdings. For staff directly charged to a grant funded program or project time and attendance records should be included as well. Other sources of documentation might include, canceled checks from employees, insurance provider, etc. or evidence of direct deposits which document outlay of expenses. **100% of the time daily must be recorded for all hours worked by activity performed. This is required for all federally funded grant positions.**

Rent/Utilities – proof of payment to vendor, rental or lease agreement, utility bills. If the cost of the space or utilities is split between grant funded and other sources, there must be a reasonable method in place to allocate the charges fairly among the sources and the method provided.


Supplies and Materials (all Goods) – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. It's also helpful to keep information regarding where the supplies are stored and for what program or project are they being used in the organizations' internal file.

Equipment – proof of payment to vendor, purchase orders, requisition forms, receipts, and invoices from vendors. Packing slips are only proof of delivery and do not act as an invoice from the vendor. If the item received is an inventorial piece of equipment, the serial number, model, and inventory tag should be noted on the purchase order or invoice from the vendor.

Other – proof of payment, receipts, invoices from vendor. Please contact the City for specific questions on required documentation.

Admin/Indirect Costs – methodology of application applied in accordance with Federal Guidance on allocation of direct costs for non-profits using the base most appropriate (for federally funded agreements) or applied in accordance with a methodology that the City has approved the use of (for agreements funded with non-federal sources).

If you are allocating either direct expenses or indirect expenses using a rate other than a federally negotiated rate or the de minimis rate (10% MTDC) the use of your allocation plan must be approved by the City prior to you charging the grant program. The allocation should consist of your pooled costs or cost basis and the narrative for the methodology applied to determining the calculated rate or percentage. Direct expenses allocated usually include utilities, rent, agency liability insurance, and may include staff paid time allocated as well.

	City of Spokane Grantee Billing Form 2020-2021 Warming Center Program		City Clerk #	OPR 2020-0875		
			Vendor ID #	048600		
			FMS Acct #	Multiple Budget Codes (see FDS)		
SUBMIT BILLING TO:		Submit this form to claim payment for materials, merchandise, and/or services. Show complete detail for each item. <u>Vendor/Claimant Certificate:</u> I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise and/or services furnished, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veteran status. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812). Services performed under this Agreement do not duplicate any services to be charged against any other grant, subgrant or other funding source.				
City of Spokane Community, Housing, and Human Services Dept. 808 W. Spokane Falls Blvd, 6th Floor Spokane, WA 99201						
GRANTEE (Warrant is to be payable to:)						
The Guardians Foundation, Inc. 115 North Stone St. Spokane, WA 99202						
Grantee Certification						
Project/Program:	Cannon Warming Center Program				By:	
Award Number:	316-46108-30/B-20-MW-53-0006				(SIGN IN INK)	
National Objective:	Benefit low/mod income persons				(TITLE)	(DATE)
Eligibility Code:	LMC-03T					
IDIS Activity ID:	Commerce SAW/IDIS 4394				(EMAIL ADDRESS)	(TELEPHONE NUMBER)
Grant Term:	11/16/2020 - 09/30/2021	Billing date:				
Indirect Cost Rate:	10% MTDC	Expense Period:				
EXPENSE Categories:	A Grant Budget	B Current Expense Request	C Total Previously Requested	D Grant Balance (A-B-C)		
OPERATIONS						
Salaries & Benefits	\$ 862,997.00	\$ -	\$ 465,827.66	\$ 397,169.34		
Supplies	\$ 221,933.00	\$ -	\$ 144,870.91	\$ 77,062.09		
Office Space	\$ 5,883.00	\$ -	\$ -	\$ 5,883.00		
Utilities	\$ 27,360.00	\$ -	\$ 15,352.04	\$ 12,007.96		
Training	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00		
Travel	\$ 1,700.00	\$ -	\$ 381.23	\$ 1,318.77		
Insurance	\$ 2,267.00	\$ -	\$ -	\$ 2,267.00		
Direct Client Assist. - Essential Needs	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00		
Other - Laundry	\$ 148,000.00	\$ -	\$ 121,325.06	\$ 26,674.94		
Other - Security	\$ 15,000.00	\$ -	\$ -	\$ 15,000.00		
Operations Subtotal	\$ 1,289,440.00	\$ -	\$ 747,756.90	\$ 541,683.10		
FACILITY SUPPORT						
Maintenance - Pest Control	\$ 8,700.00	\$ -	\$ 5,358.23	\$ 3,341.77		
Maintenance - Plumber	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00		
Maintenance - Fence	\$ 750.00	\$ -	\$ -	\$ 750.00		
Facility Support Subtotal	\$ 10,700.00	\$ -	\$ 5,358.23	\$ 5,341.77		
ADMINISTRATION						
Administration	\$ 95,090.00	\$ -	\$ 49,165.72	\$ 45,924.28		
Indirect Costs (10% MTDC)	\$ 9,510.00	\$ -	\$ 4,685.75	\$ 4,824.25		
Administration Subtotal	\$ 104,600.00	\$ -	\$ 53,851.47	\$ 50,748.53		
GRAND TOTAL	\$ 1,404,740.00	\$ -	\$ 806,966.60	\$ 597,773.40		
Contract Amount (auto populated)		\$ 1,404,740.00	% Expended:	57.45%		
Total Expended to Date (auto populated)		\$ 806,966.60	% Remaining:	42.55%		
Contract Remaining Balance		\$ 597,773.40				
← Check box if final request.			CHHS Approval:			

Payee Expense Report					
Organization:	The Guardians Foundation, Inc.	Grant #:	316-46108-30/B-20-MW-53-0006	City Clerk #:	OPR 2020-0875
Prepared By:		Title:		Date:	
Please complete the table for ALL (non-Staff) expenses for the reported period. Copies of receipts and invoices MUST be attached.					
Payee/Vendor Name	Expense Category (Support Services, Operating Expenses, etc.)	Expenditure Type (Rent, Maintenance, Furnishings, Case Management etc.)	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total
EXAMPLE: Avista	Operating Expenses	Utilities	\$ 90.91	\$ 9.09	\$ 100.00
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -
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Staff Expense Report								
Organization:	The Guardians Foundation, Inc.	Grant #:	316-46108-30/B-20-MW-53-0006		City Clerk #:	OPR 2020-0875		
Prepared By:		Title:			Date:			
Please complete the table for all STAFF expenses for the reported period. Signed timesheets MUST be attached.								
Name	Activity Funded	Total Hours Worked (100% of time on ALL activities)	Hours Worked on Listed Activity	Total Salary and Fringe paid to Employee	Direct Amount Billed to Grant	Indirect Amount Billed to Grant	Total Billed to this Grant	Match Contribution this Period
Example: Doe, John	Case Management	80.00	60.00	\$ 1,200.00	\$ 818.00	\$ 82.00	\$ 900.00	\$ -
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Total Staff Expenses Requested this Period					\$ -	\$ -	\$ -	\$ -