

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT 0450-14-01 LGL 2014-0015
TITLE: CDBG SIDEWALK ELIGIBILITY REVIEW PROCEDURES	
EFFECTIVE DATE: April 30, 2014 REVISION EFFECTIVE DATE: N/A	RECEIVED APR 30 2014 CITY CLERK'S OFFICE SPOKANE, WA

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish procedure for the eligibility review of the Community Development Block Grant (CDBG) neighborhood sidewalk program.

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 policy and procedure shall apply to the CHHS Department and Engineering Services Department.

3.0 REFERENCES

CDBG Regulations: 24 CFR 570

4.0 DEFINITIONS

4.1 "CHHS" is the City of Spokane's Community, Housing and Human Services Department.

4.2 "CDBG" is the Federal Government's Community Development Block Grant.

5.0 POLICY

5.1 It is the responsibility of the CHHS department to ensure that only eligible sidewalk work will be reimbursed with CDBG funds.

5.2 The program's Awards Manager will implement necessary steps to document that each sidewalk pour meets a CDBG national objective (based on service area and the most current census data.)

6.0 PROCEDURE

6.1 Staff from the CHHS Department will review the holdover list of sidewalk projects from the previous year's contract and determine the eligibility of construction areas based on defined service areas (deemed to be eligible) and census data published at:

<http://www.hud.gov/offices/cpd/systems/census/wa/index.cfm>

6.2 GIS maps will be created by CHHS staff that will document that each identified sidewalk pour meets a CDBG national objective (based on service area and the most current census data.) These maps will also include eligible service areas for additional work.

6.3 Neighborhood Councils will be asked to review the eligible project locations and select work to be completed, in priority order. If additional funding is available, Neighborhood Councils may select additional locations for review.

6.4 Once the Neighborhood Councils have provided their lists of eligible sidewalk projects, staff from CHHS will coordinate with Engineering Services to complete the final eligibility review and file documentation prior to executing a construction contract from census data published at:

<http://www.hud.gov/offices/cpd/systems/census/wa/index.cfm>

6.5 Curb cuts (wheelchair ramps) will be substituted by the Engineering Services Department for sidewalk pours for those Neighborhood Councils that do not provide a priority list of sidewalk locations prior to execution of the 2014 sidewalk contract, as funding allows.

6.6 Only eligible work will be reimbursed with CDBG funds.

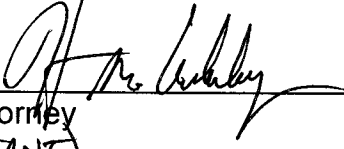
7.0 RESPONSIBILITIES

The grant's Award Manager shall administer this policy and procedure.

8.0 APPENDICES

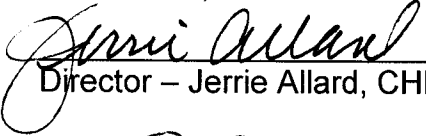
None

APPROVED BY:



City Attorney
(ASSISTANT)

04/30/14
Date



Director – Jerrie Allard, CHHS

4/30/14
Date



Director – Jonathan Mallahan, CNS

4/30/14
Date

APPROVED BY:

City Attorney

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Director – Jerrie Allard, CHHS

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Director – Jonathan Mallahan, CNS

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Director – Kyle Twohig, Engineering Services

4/30/14

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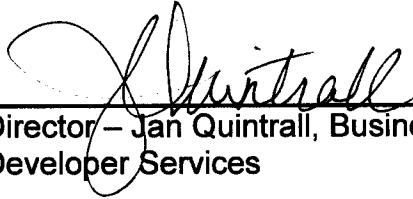
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Director – Jonathan Mallahan, CNS

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Director – Kyle Twohig, Engineering Services

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Director – Jan Quintrall, Business and
Developer Services

Date

4/30/14