

CITY OF CLARKSTON  
CITY COUNCIL AGENDA  
829 5<sup>th</sup> Street  
MONDAY, SEPTEMBER 28, 2020

1. CALL TO ORDER: 7:00 P.M.
2. PLEDGE OF ALLEGIANCE:
3. AGENDA CHANGES:
4. APPROVAL OF MINUTES: September 14, 2020 Regular Meeting & September 21, 2020 Special Meeting
5. COMMUNICATIONS:
  - A. From the Public: **Public Comment for this meeting must be submitted by email to: [saustin@clarkston-wa.com](mailto:saustin@clarkston-wa.com) or via website form at: [www.clarkston-wa.com](http://www.clarkston-wa.com) by 5pm on 9/28/20.**
  - B. From the Mayor:
  - C. From Staff or Employees: Officer Purcell Retirement, CDBG Grant Award Letter
6. COMMITTEE REPORTS:
  - A. Finance/Admin – Audit Report on Current Bills – No Meeting
  - B. Public Safety – September 21, 2020
  - C. Public Works – September 22, 2020
  - D. Outside Organizations – Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory
7. UNFINISHED BUSINESS:
  - A. Utility Late Fees Discussion
8. CONSENT AGENDA:
  - A. Resolution 2020-11, Greenhouse Gas Reduction (Public Works)
  - B. Resolution 2020-12, Protection of Nonviolent Civil Rights Demonstration (Public Works)
  - C. Residential Anti-Displacement and Relocation Assistance Plan (Public Works)
  - D. STOP Grant Amendment, 2021 Funding (Public Safety)
  - E. CARES Act Amendment, Funding Increase
9. NEW BUSINESS:
  - A. COVID-19 Non-Profit Grant Program: Discussion and Action
10. COUNCIL COMMENTS:
11. QUESTIONS FROM THE PRESS:
12. EXECUTIVE SESSION: None
13. ADJOURN:

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

**\*\*\*ATTENTION:** The Council meeting will be adhering to the Governor's Emergency Proclamations regarding meetings. This meeting will be held via telephone through Cisco WebEx. If you would like to join the meeting, please email your request to [saustin@clarkston-wa.com](mailto:saustin@clarkston-wa.com) or call 509-758-5541 by 5:00pm on Monday 9/28/20. \*\*\*

**CLARKSTON CITY COUNCIL MINUTES**  
**September 14, 2020**

ROLL CALL: Skate Pierce, John Murray, Belinda Larsen, Russ Evans, Melyssa Andrews and Steven Ebert. Pat Holman absent due to a technological issue.

STAFF: Chief Hastings, Chief White, PWD Poole, Clerk Austin.

**AGENDA CHANGES:** None

**APPROVAL OF MINUTES:** Minutes of the August 24, 2020 Regular Meeting were approved as distributed.

**COMMUNICATIONS:**

- A. **From the Public:** None
- B. **From the Mayor:** Mayor Lawrence updated Council on the formation of the Parks Advisory Commission. She also discussed the status of the 2020 Christmas Parade. She will continue the discussion with the Chamber to determine if the parade will be canceled.
- C. **From Staff or Employees:** Chief White recognized Fire Department employees Eldon Kelley for 2 years of service, Charles Trey Irwin for 1 year of service, and Reserve Nick Acevedo for 5 years.

**COMMITTEE REPORTS:**

**Finance/Admin:** Did not meet. Total expenditures for the August EOM period of \$118.14 and the September 14, 2020 period of \$649,250.70. Councilmember Murray asked about the over \$14,000 repair by Mike's Pole Barns at the WWTP. PWD Poole updated Council on the repairs. MOTION BY LARSEN/ANDREWS to approve the bills as read. Motion Carried

**Public Safety:** Mayor Lawrence advised that the Committee met on September 8, 2020. The minutes were included in the packet.

**Public Works:** Mayor Lawrence advised that the Committee met on September 1, 2020. The minutes were included in the packet.

**Outside Organizations:** Minutes were included in the packet for review.

**UNFINISHED BUSINESS:** None

**CONSENT AGENDA:** MOTION BY MURRAY/EVANS to approve the Consent Agenda.  
Motion Carried

- A. **Agreement for Professional Services – Keller Associates (Public Works)**
- B. **Supplemental Agreement 02 – Bridge/2nd/Diagonal – WSDOT/Keller Associates (Public Works)**

**NEW BUSINESS:** None

**COUNCIL COMMENTS:** Councilmember Murray commented on the shortness of the meeting. Councilmember Larsen commended the Police and Fire Departments for participating in the 9-11 Parade. Councilmember Pierce asked if the City had expended or had plans for expending funds received from the CARES Act. Mayor Lawrence advised that the City was looking at grants for

non-profit entities and would need Council support. Pierce advised he would support the grant program. Murray agreed, but asked if CARES funding was restricted to funding private entities. Mayor Lawrence advised that there was a similar project provided by the County partnering with SEWEDA. Murray asked if funding could be given for the Boys and Girls Club. The Mayor advised that the facility was located outside of City limits. Councilmember Larsen clarified the amount of the grants that would be provided. Councilmember Andrews asked if funding could also be given to volunteer groups. Mayor Lawrence advised that the City would start with non-profit entities before expanding.

**PRESS QUESTIONS:** None

**EXECUTIVE SESSION:** None

**ADJOURNMENT:**  
Meeting adjourned at 7:16pm

\_\_\_\_\_  
Steve Austin, City Clerk

\_\_\_\_\_  
Monika Lawrence, Mayor

Total Fund Expenditures 9/14/20	Ck # 71106-71200	\$345,361.50
Total Fund Expenditures August EOM		\$118.14
Payroll 9/4/20	Ck # 71078-71105	\$303,889.20

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**CLARKSTON CITY COUNCIL MINUTES  
SPECIAL MEETING – EXECUTIVE SESSION  
September 21, 2020**

ROLL CALL: Skate Pierce, John Murray, Russ Evans, Pat Holman, Melyssa Andrews and Steven Ebert. Belinda Larsen absent, excused.

STAFF: Chief Hastings, Attorney Richardson, Clerk Austin.

Mayor Lawrence called the meeting to order at 5:30pm

**EXECUTIVE SESSION:** Mayor Lawrence announced that the executive session would be regarding pending litigation. She advised that no action would be taken as a result of the Executive Session. Attorney Kirk Ehlis will attend telephonically. She advised that the session would last 30 minutes. The executive session began at 5:32pm. At 6:02pm the Mayor announced that there would be an additional 5 minutes. At 6:07pm the Mayor advised that there would be an additional 5 minutes. At 6:13pm the Mayor advised that the Executive Session was completed.

**ADJOURNMENT:**

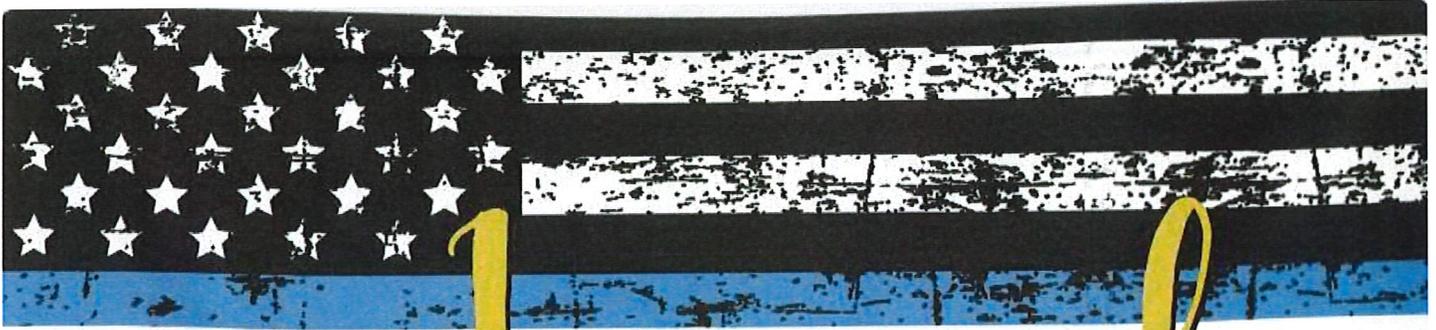
Meeting adjourned at 6:13pm

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Steve Austin, City Clerk

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Monika Lawrence, Mayor



The *Legend*  
is **RETI**RING

**OFFICER PAUL PURCELL**

**Clarkston Police Department**

**February 1, 1993 – September 30, 2020**

**Join us in celebrating Paul's Retirement  
Saturday October 10, 2020**

**RSVP to Chief Hastings  
Open House 3PM – 5PM**

**Presentation at 3:30PM  
There will be BBQ Potluck  
provided after the presentation.  
Bring a lawnchair.**



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

September 10, 2020

The Honorable Monika Lawrence  
Mayor, City of Clarkston  
829 5th Street  
Clarkston, WA 99403

Dear Mayor Lawrence:

I am pleased to inform you that the City of Clarkston has been selected by Commerce to receive up to \$475,000 in federal Community Development Block Grant (CDBG) funds. This award is based on the jurisdiction's CDBG General Purpose Grant application for Affordable Home Repair Program with L-C Valley Habitat for Humanity.

Prior to grant contract execution, this letter allows you to begin incurring costs not to exceed ten percent of your award as of the date of this letter, for only the following activities:

- Administration including staffing, travel and training
- Review of environmental laws and authorities, including Section 106 of the National Historic preservation Act of 1996
- Preliminary engineering design work and consultations needed for completion of the environmental review
- Subrecipient agreements or professional service contracts for any of the above activities

CDBG procurement requirements must be followed before hiring professional services or contractors to be funded by this CDBG award. These requirements are described in Sections 5 and 7 of the CDBG Management Handbook, which is available electronically at [www.commerce.wa.gov/cdbg](http://www.commerce.wa.gov/cdbg). Until the 2020 CDBG Management Handbook becomes available in the fall of 2020, you may use the 2019 version.

CDBG-specific compliance with National Environmental Policy Act (NEPA) must be completed before any construction bid advertising or property acquisition activity can occur. These procedures are described in Section 6 of the CDBG Management Handbook.

Eligible costs will be reimbursed by Commerce after a grant contract between the jurisdiction and Commerce is executed and the environmental review is complete (see enclosure for further explanation). All costs to be reimbursed must comply with applicable state and federal requirements.

The Honorable Monika Lawrence  
September 10, 2020  
Page 2

A CDBG contract management webinar will be scheduled for the fall of 2020. The jurisdiction's project manager and consultant directly engaged in the project are to participate in the webinar. Registration materials for this free webinar will be forthcoming.

Before Commerce signs the grant contract, the City must:

- Update and adopt a policy prohibiting the excessive use of force or submit an existing policy developed since 2000 (Attachment 1-C, CDBG Management Handbook).
- Develop and adopt a Residential Anti-Displacement and Relocation Assistance Plan or submit an existing plan adopted since 2000 (Attachment 11-A, CDBG Management Handbook).
- Develop and adopt a policy to reduce greenhouse gas emissions.

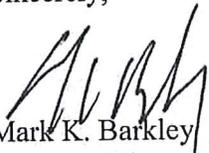
The jurisdiction must have an active and unexpired Dun and Bradstreet Numbering System (DUNS) in the System for Award Management (SAM) to avoid delays in the disbursement of funds. Grantees are required to maintain an active SAM registration for the duration of their contract by re-activating their DUNS number annually at the following website:  
<https://www.sam.gov/SAM/>.

If your project is not ready to proceed, resulting in the contract's execution being delayed over 90 days from the date of this letter, the CDBG award may be rescinded with an invitation to reapply.

Your contract manager will be contacting you to develop the contract. If you have any questions, please contact Jacquie at (360) 725-3017 or [jacquie.andresen@commerce.wa.gov](mailto:jacquie.andresen@commerce.wa.gov).

I congratulate you and others for your efforts thus far. We look forward to working with you on this worthwhile project.

Sincerely,



Mark K. Barkley  
Assistant Director

Enclosure

cc: Kevin Poole, Public Works Director

**TIMING of CDBG FUNDING and NEPA RESTRICTIONS**

Costs incurred prior to the CDBG award letter cannot be reimbursed by CDBG. Eligible costs will be reimbursed by Commerce after a grant contract has been formally executed and the CDBG-specific procedures under NEPA and SEPA are completed. Executing the grant contract and completing the environmental review can occur concurrently.

Unless the activity is exempt or categorically excluded and not subject to 24 CFR 58.5 under NEPA, the local government grantee, subrecipients, contractors and all other participants may not commit CDBG or non-CDBG funds if the activity would have an adverse environmental impact or limit the choice of reasonable alternatives. This restriction applies to activities as of the date the CDBG program receives the grant application. Portions of preliminary design work needed for completion of the environmental review are allowable.

Title 1 of the Housing and Community Development Act of 1974 as amended and the environmental review procedures found in 24 CFR 58.22 apply to any activities as part of a CDBG project. The environmental review activities completed for other federal or state funding can contribute towards but not entirely meet the CDBG-specific procedure for NEPA and SEPA. Section 6 of the CDBG Management Handbook provides further detail and the necessary CDBG forms.

Project Phase	Restrictions on Eligible Activities
<p><b>Before CDBG contract is executed and environmental review is complete</b></p>	<p>With the award letter, the grantee can begin to incur costs up to 10% of award for the following activities which don't require an environmental review IF the grant application requested CDBG funding of these costs:</p> <p><b>Administration:</b> Executing the CDBG contract. Establishing administrative, financial, reporting, and record keeping systems, including staffing, travel and training.</p> <p><b>Environmental Review:</b> Review of environmental laws and authorities, including 24 CFR 58.5 and Section 106 of the National Historic Preservation Act of 1996, such as:</p> <ul style="list-style-type: none"> <li>• Consultation letters to affected tribes</li> <li>• Cultural resource survey</li> <li>• Floodplain/wetland determination</li> </ul> <p>Preliminary engineering feasibility studies for the environmental assessment, such as surveying and geotechnical or geophysical analysis (excluding ground-disturbing activity of over one cubic sq. ft.).</p> <p><b>Subcontracting:</b> Subrecipient agreements or professional service contracts for any of the above activities.</p>

<p><b>After CDBG contract execution</b></p>	<p>All eligible costs will be reimbursed after:</p> <ol style="list-style-type: none"> <li>1. The applicable level of environmental review is documented and complete, and funds have been released (see environmental review guidance below);</li> <li>2. The subrecipient agreement is executed, if applicable;</li> <li>3. Procurement requirements are met; and</li> <li>4. Adequate back-up documentation is submitted with the payment request.</li> </ol> <p>To be eligible for CDBG funding, all costs must be allowable under federal cost principles and CDBG regulations, and identified in grant application's project budget as to be funded by CDBG.</p>
<p><b>While completing the environmental review</b></p>	<p>The local government grantee must complete the applicable environmental review procedures depending on the type of project:</p> <ol style="list-style-type: none"> <li>1. Activities <u>documented</u> by the grantee, and confirmed by Commerce, as exempt or Categorical Excluded and <u>without impact</u> to 24 CFR 58.5 laws, historical structures or culturally sensitive land may proceed with commitment of CDBG and non-CDBG funds.</li> <li>2. Activities that are Categorical Excluded and impact 24 CFR 58.5 laws, or activities requiring an environmental assessment and a Finding of Non-Significance (FONSI), must be <u>documented</u> appropriately with a request for release of CDBG funds submitted to Commerce.</li> </ol> <p><b>Only after the Commerce comment period is ended and <u>funds are released</u></b>, may CDBG and non-CDBG funds be committed for activities such as:</p> <ul style="list-style-type: none"> <li>• Finalizing design and bid specifications</li> <li>• Advertising for construction bids</li> <li>• Property acquisition, including sales and purchase agreements</li> <li>• Site Preparation</li> <li>• Demolition</li> </ul> <p><b><u>Section 6 of the CDBG Management Handbook</u> provides further detail and the necessary CDBG forms to complete the environmental review.</b></p>

## Steve Austin

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**From:** Russ Evans  
**Sent:** Tuesday, September 22, 2020 9:06 AM  
**To:** Steve Austin  
**Subject:** Public Safety Meeting

September 21st a Public Safety meeting was held . Chief Hastings informed us that the STOP Violence Against Women Formula Grant Program needs to be renewed . The grant amount is the same as last year \$15,150.00 . It would be good through December 31, 2021 . Instead of filling out 30 or 40 pages for this grant , it has been simplified down to a one page because of COVID 19 . This amendment to extend the STOP Grant needs to be put on the agenda .

Walmart has awarded us with \$3,700 for this year's Shop with A Cop program . This program is based on needy families , youngsters are chosen to shop with a police officer in which they Christmas shop for the child's family .It starts off with breakfast provided by Mcdonalds and then a shopping spree at Walmart .

A new USE OF FORCE form is in effect now , in which data is collected when a police officer must use force for certain individuals .Information such as the reason for force , the type of force used , and the infraction .

Public Works Committee 9-22-2020

Attending: Russ Evans, Kevin Poole and Skate Pierce

- 1) On the Bridge/Diagonal/2nd St Project is going to require Environmental Cultural and Ethnographic surveys. We have no estimate on the amount of time that these surveys will require.
- 2) 8th/Elm/Diagonal project is 90% through design. Director Poole is reviewing the design now. And will review the 100% design plan when it is ready.
- 3) WWTP Master Plan: The city has a meeting with Keller to discuss the future ability of the city to make sure that the WWTP is viable for as long as possible. We've done a good job in setting up our WWTP, but are a little lacking in backup spare parts for when repairs are needed.
- 4) Sidewalk repair project is about 30% done. Target finishing date is the end of October.
- 5) We need to look at getting a new front end loader for the Street Department. Our current equipment is 46 years old and in need of repairs that will cost tens of thousands of dollars. It will be less than a new loader, but we'll still have a nearly 50 year-old piece of equipment. This is a needed, daily used piece of equipment. We're asking for a sole-source resolution for a new Caterpillar 910M from Western States through their government contract. The money is in the Street Reserves Fund.
- 6) We reviewed the 2021 Sewer Rate draft budget, and potential rate increase for sewer. The cost of everything has gone up. The request is a 5% increase. This is holding our reserves where they're at. This is the minimal increase to maintain those reserves. A similar increase is expected for Sanitation.
- 7) We're going to repair the city basketball courts. Crack filling and seal coats. Hoopfest is going to paint the basketball court and provide backboards.
- 8) The Public Works Dept is working on changes to ordinances and language in the 2018 International Codes.
- 9) CDBG Grant Policy Adoption:  
The grant requires us to have language in our ordinances addressing
  - Excessive Force
  - Greenhouse Gas Reduction
  - Residential Anti-Displacement and Relocation Assistance Plan

**RESOLUTION NO. 2020-11**  
**A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, APPROVING A**  
**GREENHOUSE GAS REDUCTION POLICY**

**WHEREAS**, the City Council finds many local governments are reducing the production of pollutants through programs that provide economic and quality of life benefits intended to reduce energy bills, preserve green space, improve air quality, promote transportation choices, and sponsor economic development through energy conservation and creation of new energy sources; and

**WHEREAS**, the City Council finds the people of the City of Clarkston will gain from policies and procedures that benefit its natural resources and reduce greenhouse gas emissions; and

**WHEREAS**, the various funding authorities have made adoption of a greenhouse reduction policy a prerequisite to application submittal;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Clarkston, Washington, that the following policies and procedures are adopted:

All new publicly funded buildings should include cost-effective, energy-efficient design;

All existing public buildings should be retrofitted with energy efficient applications as opportunity and funding allow;

City employees are encouraged to employ conservation measures;

The City lighting system should be upgraded with energy efficient technology;

The City should pursue recycling as part of its solid waste strategy;

The City should maintain a water conservation program.

DATED this 24<sup>th</sup> day of August 2020.

\_\_\_\_\_  
Monika Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Steve Austin, City Clerk

Approved as to Form: \_\_\_\_\_

**RESOLUTION NO. 2020-12**

**A RESOLUTION OF THE CITY OF CLARKSTON, WASHINGTON, ADOPTING POLICY PROTECTING INDIVIDUALS ENGAGED IN NONVIOLENT CIVIL RIGHTS DEMONSTRATION.**

**WHEREAS**, the Congress of the United States has passed Section 104(1) to the Title I of the Housing and Community Development Act stating that no CDBG funds may be obligated or expended by any unit of general local government that fails to adopt and enforce a policy of prohibiting the use of excessive force by local law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; or fails to adopt and enforce a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction; and

**WHEREAS**, the City of Clarkston has received a Community Development Block Grant and is required to comply with the Title I of the Housing and Community Development Act; and

**WHEREAS**, the failure to enforce such policies may cause the City of Clarkston to lose its grant or eligibility for future federal grants;

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the City Council of the City of Clarkston, Washington:

- SECTION 1**            It is the policy of the City that excessive force by local law enforcement agencies shall not be used against individuals engaged in lawful and nonviolent civil rights demonstrations within the City boundaries.
- SECTION 2**            It is the policy of the City to enforce applicable state and local laws against the physical barring of an entrance to or exit from a facility or location which is the subject of nonviolent civil rights demonstrations within its jurisdiction.
- SECTION 3**            The City Council directs the Police Chief to implement this Resolution by amending applicable police department procedures.

DATED this 28th day of September, 2020.

\_\_\_\_\_  
Monika Lawrence, Mayor

ATTEST:

\_\_\_\_\_  
Steve Austin, City Clerk

Approved as to form: \_\_\_\_\_

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN  
UNDER SECTION 104(D) OF THE  
HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

The City of Clarkston will replace all occupied and vacant occupiable low-income dwelling units demolished or converted to a use other than as low-income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.488.

All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Clarkston will make public and submit to the state CDBG program staff the following information in writing:

1. A description of the proposed assisted activity.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low-income dwelling units as a direct result of the assisted activity.
3. A time schedule for the commencement and completion of the demolition or conversion.
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units.
5. The source of funding and a time schedule for the provision of replacement dwelling units.
6. The basis for concluding that each replacement dwelling unit will remain a low-income dwelling unit for at least ten (10) years from the date of initial occupancy.
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a two-bedroom unit with two one-bedroom units) is consistent with the housing needs of low-income households in the City of Clarkston.

The City of Clarkston will provide relocation assistance, as described in 570.488, to each low-income household displaced by the demolition of housing or by the conversion of a low-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the act, the City of Clarkston will take the following steps to minimize the displacement of persons from their homes.

The steps the City of Clarkston will take include the following:

**ADDITIONAL STEPS TO MINIMIZE OR PREVENT DISPLACEMENT:**

1. Use CDBG funds to provide seed money grants or loans, long-term mortgage loans at favorable rates, or capital grants to tenant groups of multi-family buildings to help them convert to cooperatives.
2. Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first so they can be rehabilitated first and tenants moved in before rehabilitation on occupied units or buildings is begun.
3. Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.

4. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent their placing undue financial burden on long-established owners or on tenants of multi-family buildings.
5. Establish counseling centers operated by the city or non-profit organizations to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area in the face of revitalization pressures.
6. Establish a program of grants or deferred loans for rehabilitation or repairs to property owners who agree to limit rent increases for five to ten years.
7. Develop displacement watch system in cooperation with neighborhood organization to continuously review neighborhood development trends, identify displacement problems, and identify individuals facing displacement who need assistance.
8. Adopt policies that help to ensure certain rights for tenants faced with condominium or cooperative conversions.
9. Consider the adoption of tax assessment policies to reduce the impact of rapidly increasing assessments on lower-income owner-occupants or tenants in revitalizing areas, such as (a) deferred neighborhood-wide reassessments if area has not yet been extensively upgraded; or (b) deferred tax payment plans or exemptions.
10. Shift the concentrated demand generated by intense investment in one or two neighborhoods to other neighborhoods by (a) cessation of any publicly-supported rehabilitation except for low-income housing; (b) targeting public improvements into several other neighborhoods with potential for revitalization; and (c) conduction of advertising campaigns to attract interest in other neighborhoods.

Adopted this 28th day of September, 2020

\_\_\_\_\_  
Mayor Monika Lawrence

Attest:

\_\_\_\_\_  
City Clerk Steve Austin

Washington State Department of Commerce  
Community Services and Housing Division  
Office of Crime Victims Advocacy  
FFY 2019 STOP Violence Against Women Formula Grant Program

<b>1. Grantee</b> City of Clarkston 829 5 <sup>th</sup> Street Clarkston, WA 99403-2633		<b>2. Grantee Doing Business As (optional)</b> Clarkston Police Department	
<b>3. Grantee Representative (only if updated)</b>		<b>4. COMMERCE Representative (only if updated)</b>	
<b>5. Original Grant Amount</b> \$15,150.00	<b>6. Amendment Amount</b> \$0.00	<b>7. New Grant Amount</b> \$15,150.00	
<b>8. Amendment Funding Source</b> Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>9. Amendment Effective Date</b> 11/1/2020	<b>10. End Date</b> 12/31/2021
<b>11. Federal Funds (as applicable)</b>		<u>Awarding Official</u> Department of Justice, OVW	<u>CFDA Number</u> 16.588
<b>12. Amendment Purpose:</b> The purpose of this amendment is to extend the grant end date through December 31, 2021.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant As Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant As Amended are governed by this Grant Amendment and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment A – Certification of Compliance with Federal Regulations; Attachment B – U.S. Department of Justice Certified Standard Assurances; Attachment C – Certification Form - Compliance with the Equal Employment Opportunity Plan (EEO) Requirements; Attachment D – Certification on Employment Eligibility; Unreasonable Restrictions; and Suitability to Interact with Minors; Attachment E – Restrictions and Certifications Regarding Non-Disclosure Agreements and Related Matters; Attachment F – Scope of Work; Attachment G – Budget; and Grantee's Application for Funding as submitted and approved by COMMERCE.			
<b>FOR THE GRANTEE</b>		<b>FOR THE DEPARTMENT</b>	
Signature _____		Diane Klontz, Assistant Director	
Name _____		Date _____	
Title _____		APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	
Date _____			

**Amendment**

Contract Number: 20-6541C-140  
Amendment Number: A

**Washington State Department of Commerce  
Local Government Division  
Community Capital Facilities Unit  
Coronavirus Relief Fund for Local Governments**

<b>1. Contractor</b> City of Clarkston 829 5th St CLARKSTON, Washington 99403-2633		<b>2. Contractor Doing Business As (optional)</b>	
<b>3. Contractor Representative (only if updated)</b> Steve Austin Clerk/Treasurer (509) 758-5541 saustin@clarkston-wa.com		<b>4. COMMERCE Representative (only if updated)</b> Janet Eaton Project Manager (360) 725-3166 Fax 360-586-5880 janet.eaton@commerce.wa.gov PO Box 42525 1011 Plum St SE Olympia, WA 98504-2525	
<b>5. Original Contract Amount (and any previous amendments)</b> \$216,150.00	<b>6. Amendment Amount</b> \$108,075.00	<b>7. New Contract Amount</b> \$324,225.00	
<b>8. Amendment Funding Source</b> Federal: X State:      Other:      N/A:		<b>9. Amendment Start Date</b> Date of Execution	<b>10. Amendment End Date</b> November 30, 2020
<b>11. Federal Funds (as applicable):</b> \$324,225.00	<b>Federal Agency:</b> US Dept. of the Treasury	<b>CFDA Number:</b> 21.019	
<b>12. Amendment Purpose:</b> To provide additional funding for costs incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) during the period of March 1, 2020 thru November 30, 2020. Final invoices must be received by December 15, 2020.			

COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work, Attachment "B" – Budget & Invoicing, Attachment "C" – A-19 Certification, Attachment "D" – A-19 Activity Report. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".

<p><b>FOR CONTRACTOR</b></p> <p>_____</p> <p>Monika Lawrence, Mayor</p> <p>_____</p> <p>Date</p>	<p><b>FOR COMMERCE</b></p> <p>_____</p> <p>Mark K. Barkley, Assistant Director, Local Government Div</p> <p>_____</p> <p>Date</p> <p><b>APPROVED AS TO FORM ONLY</b></p> <p>Sandra Adix _____</p> <p>Assistant Attorney General</p> <p>3/20/2014 _____</p> <p>Date</p>
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## Amendment

This Contract is amended as follows:

**Contract amount has been increased by \$108,075.00.**

**Contract end date has been extended from October 31, 2020 to November 30, 2020.**

**Final reimbursement request must be received by December 15, 2020.**

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



# City of Clarkston

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## COVID-19 Non-Profit Grant Program

**TO:** All 501(c)3, 4, 6 Non-Profit Entities Serving within the City Limits of Clarkston, WA

**FROM:** Monika Lawrence, Mayor

**DATE:** September 30, 2020

**DUE DATE:** October 9, 2020

### BACKGROUND:

On September 28, 2020, at the Mayor's request, the Clarkston City Council approved allocation and distribution of up to \$50,000 for the purposes of assisting members of our community in need through Non-Profit organizations that serve our community.

The application period will be open, beginning September 30, 2020 with a closing date of October 9, 2020. Distribution of funds will occur upon approval of the Mayor and contract execution.

### PROGRAM OVERVIEW:

Special COVID-19 Non-Profit Grant Program has been authorized by the Clarkston City Council to address community impacts caused by the coronavirus pandemic for the following services:

Assistance with basic needs such as food, supplies, medical access and assistance services.

Non-Profits will need to verify services funded are used to serve residents within Clarkston City Limits and provide a written report to the City within **30 days** of expending funds received under this Grant Program.

### TOTAL FUNDING AVAILABLE:

The Clarkston City Council authorized up to \$50,000 for this grant funding, \$5,000 per grant.

### PROCEDURES:

The following procedures shall apply to the Special COVID-19 Human Services Grant Program:

Internal Revenue Service registered **501(c)3, 4, 6** non-profit agencies or entities registered with the State of Washington as a non-profit organization for Washington business license purposes, provide the services listed with the attached application, demonstrate how funds will be used and the mechanism used to ensure Clarkston residents are the recipients of said services.

Proof of non-profit status, either IRS letter of determination or State of Washington Registration are required.

After reviewing the applications, an interview of applicants may be needed. Upon selection, successful agencies must enter into contracts with the City prior to the distribution of funds. Any agency which receives funding under this program shall provide a **mandatory** report to the City containing information on the manner the funds were spent and the number of City of Clarkston residents served by **category**. Such report shall be provided to the City within **thirty (30) days** of expending the funds.



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**INTRODUCTION**

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The City of Clarkston in order to mitigate the impact of COVID-19 to individuals living within the City limits has initially identified and committed **\$50,000** to provide support to Non-Profit organizations providing services to those impacted by COVID-19.

The objective of this program is to offer immediate financial assistance to Non-Profit organizations who provide basic needs such as food, supplies, medical access, and other services.

**OVERVIEW**

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- To support non-profit agencies in their outreach efforts to cover expenditures incurred due to the public health emergency with respect to COVID-19 that were not previously budgeted, and were, or will be, incurred between **March 1, 2020** and **November 30, 2020**.
- To provide necessary emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency.
- Grants of **\$5,000** for approved programs through a competitive grant review process managed by the City of Clarkston

**ELIGIBILITY CHECKLIST**

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**Carefully review the eligibility requirements below before submitting this application. You are agreeing to meet ALL the eligibility requirements below.**

- The organization is a 501(c)3, 501(c)4, or 501(c)6 organization in good standing with Washington State.
- The proposed program will benefit individuals living within the borders of the City of Clarkston.
- The organization is physically able to provide services to City of Clarkston residents.
- The organization is engaged in activities that are legal under the law.
- The organization can meet the program's technical requirements including the ability to provide financial records to support the grant request and program validation.



*City of Clarkston*

**CITY OF CLARKSTON  
NON-PROFIT ORGANIZATION  
GRANT APPLICATION**

**TO BE COMPLETED BY APPLICANT**

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Name of Organization: \_\_\_\_\_

Business address: \_\_\_\_\_

Tax ID: \_\_\_\_\_

Contact Person Name and Title: \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

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

In a few sentences, please describe your organization:

Organization Type:     501(c)3     501(c)4     501(c)6

Please mark which type of program you are proposing:

Food insecurities     Public Health Measures     Medical Access     Services     Other



*City of Clarkston*

**CITY OF CLARKSTON  
NON-PROFIT ORGANIZATION  
GRANT APPLICATION**

**PROGRAM OVERVIEW - DESCRIPTION OF HOW GRANT FUNDS WILL BE USED**

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Please provide a full description of the services for which you are seeking funding and how you will implement the services (up to 1 page).

Proposed number of individuals to be served: \_\_\_\_\_

Proposed service area: \_\_\_\_\_

Please provide the eligibility criteria used to assist clients:

What specific outcomes will be achieved by the Grant:



*City of Clarkston*

**CITY OF CLARKSTON  
NON-PROFIT ORGANIZATION  
GRANT APPLICATION**

**GRANT APPLICATION TERMS**

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**By my signature below, I have read and understand the City of Clarkston CARES Non-Profit Organization Grant Application. I make the following representations and acknowledge agreement to the following terms and conditions:**

- Upon approval of this application, as evidenced by the signature of the Mayor below, this application becomes a binding contract between the entity named above and the City of Clarkston (Agreement).
- I am the duly authorized representative of the entity named above and can bind the entity to the terms of this Agreement.
- If funds are provided by the City of Clarkston, the funds will be used for the purposes set forth above.
- In no event shall the City of Clarkston financial responsibility exceed the approved amount, set forth below.
- I bear full responsibility for any and all tax consequences of receiving grant funds including.
- There is no agency, employment, joint venture or other such relationship created by virtue of award of the grant. The City of Clarkston does not endorse the specific organization.
- Applicant shall defend and indemnify the City of Clarkston and its employees from and against any claim, injury, liability, loss cost, arising from or alleged to arise from the activity or event.
- The representations made by applicant in the Application are material terms of the Agreement, as is compliance with the Grant Program. The City of Clarkston may cancel this Agreement at any time upon discovery that any of the information set forth above is inaccurate, that these terms have been violated, or any provision of the Grant Program has been violated.
- The City of Clarkston is authorized to make all the inquiries you deem necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event money is provided pursuant to this application, the City of Clarkston or its agents shall be entitled to access and audit such records as may be necessary to prevent fraud in this process or ensure compliance with Federal requirements.

**Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. I understand that knowingly making false written declaration may be charged as a felony of the third degree.**

**Applicant Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Print name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## CITY OF CLARKSTON AGREEMENT TO ADMINISTER NON-PROFIT ORGANIZATIONS ASSISTANCE GRANT PROGRAM

### SECTION 1 - RECITALS

This Agreement is between City of Clarkston and \_\_\_\_\_ is entered into on the date signed by both parties.

### SECTION 2 - SCOPE OF WORK

Grant Funds are provided to support emergency funds for Non-Profit \_\_\_\_\_ in response to the COVID-19 pandemic.

### SECTION 3 - FUNDING

Funds are provided to the City of Clarkston by the Department of Commerce and shall not exceed **\$5,000**. The parties acknowledge that funding for this Agreement comes solely as pass-through of funds. City of Clarkston has no obligation to provide Non-Profits with funds from any other source, will not provide amounts in excess of funds received from the **Washington State Department of Commerce**.

### SECTION 4 - EXPENDITURES ELIGIBLE FOR REIMBURSEMENT

The approved Non-Profits will be reimbursed for expenditures. Eligible expenditures made after March 1 and before the date of this agreement may be reimbursed. Expenditures will be documented by submittal to the **City of Clarkston** of vendor/supplier invoices and expense receipts, or services provided.

### SECTION 5 - APPLICABLE LAWS AND REGULATIONS

Non-Profits shall comply with all existing applicable laws, ordinances, codes, regulations and policies of local, state, and federal governments, as now or hereafter amended.

### SECTION 6 - HOLD HARMLESS

\_\_\_\_\_ agrees to defend, hold harmless, and indemnify **City of Clarkston** and its officers, agents, employees, and assigns from and against any and all claims for injuries or death arising out of or resulting from the performance of the Agreement.



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## SECTION 7 - GOVERNING LAW AND VENUE

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington.

## SECTION 8 - ENTIRE AGREEMENT

This Agreement, including referenced exhibits and above-referenced GRANT, represent all the terms and conditions agreed upon by the parties. No other understandings or representations, oral or otherwise, regarding the subject matter of this contract shall be deemed to exist or to bind any of the parties hereto.

City of Clarkston

Non-Profit Organization

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

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

Mayor

Title:

Date: \_\_\_\_\_

Date: \_\_\_\_\_



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