

Draft URBAN FORESTRY MANAGEMENT PLAN

May 8, 2023 Workshop

Charles Ray
Urban Forester

Melissa Johnston
Urban Forestry Commission Chair

Chris Peiffer (remote), Project Manager
PlanIT Geo



Meeting Agenda

- ☐ **Project Background**
- ☐ **Findings & Highlights**
- ☐ **Outreach**
- ☐ **Draft Goals & Strategies**
- ☐ **Next Steps**



Alignment with City Council Priorities



Climate

- Addresses heat island effect, carbon sequestration and improves water and air quality



Equity

- Ensures that the benefits of trees are distributed equitably throughout the city



Safety

- Improves safety by reducing storm damage, traffic calming and crime reduction

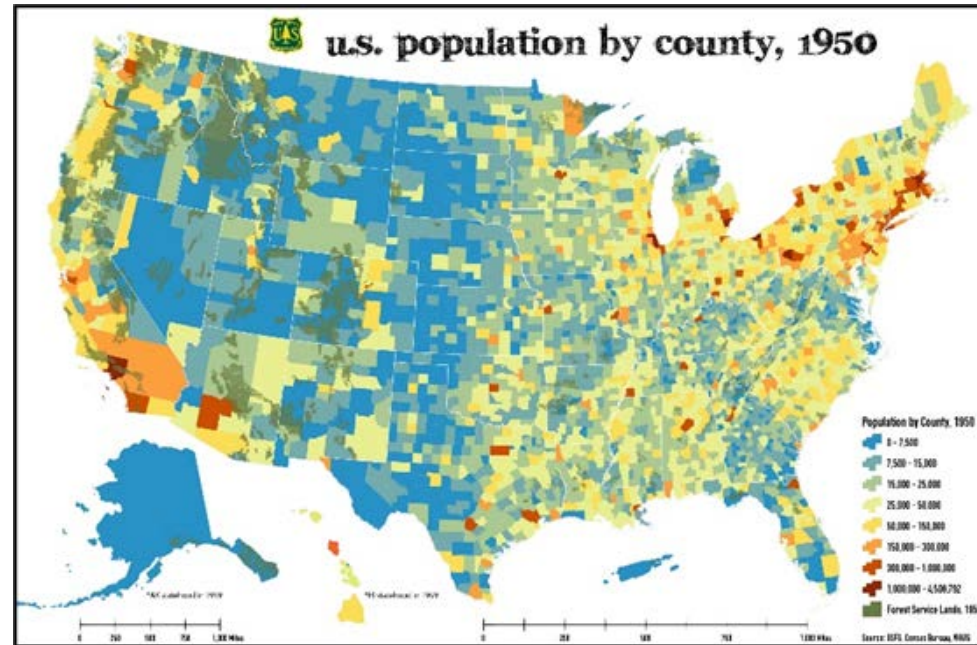
What are urban forests?

An aerial photograph of a city, likely Vancouver, showing a mix of urban development and greenery. In the foreground, there are several large, mature trees with vibrant autumn foliage in shades of yellow, orange, and red. A large, light-colored building with a prominent roof is visible in the center. The background shows a dense urban landscape with various buildings, including a tall, modern skyscraper, and more trees. The overall scene illustrates the integration of nature within an urban environment.

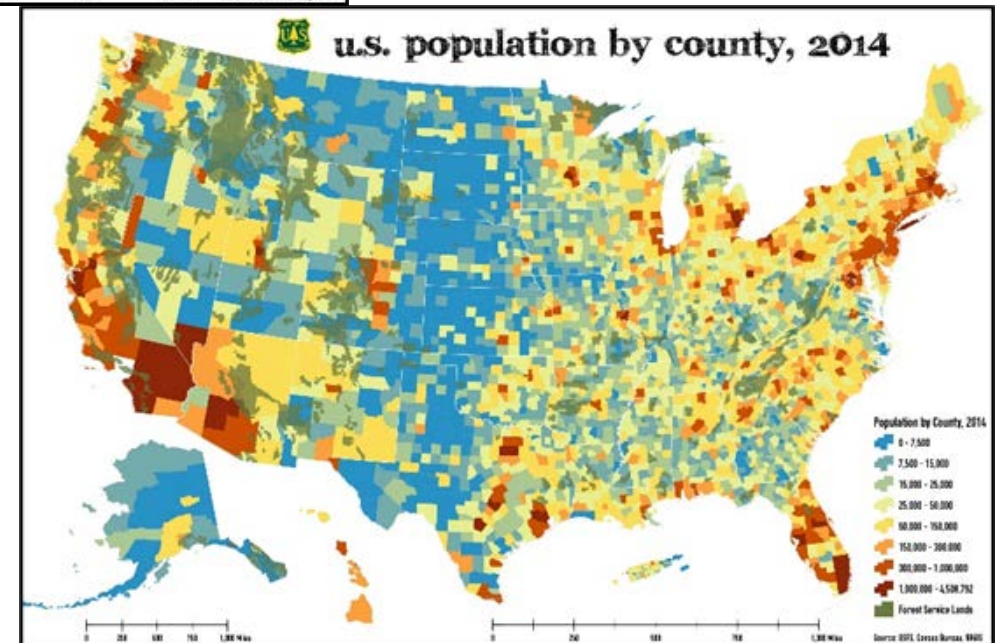
Urban forestry is the study and management of the city's urban forest, which is comprised of the **trees, shrubs and other vegetation in parks, along streets, in yards, on unbuilt properties, and in urban natural areas**

Over 141 million acres of America's forests are located right in our cities and towns.

Urban Forests



More than 80% of the U.S. population, and more than 50% of all people in the world live in urbanized areas.



Project Background

Extent



Project Background

Purpose

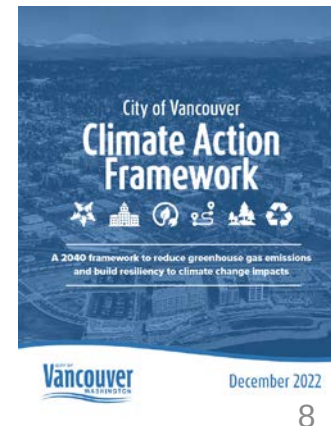
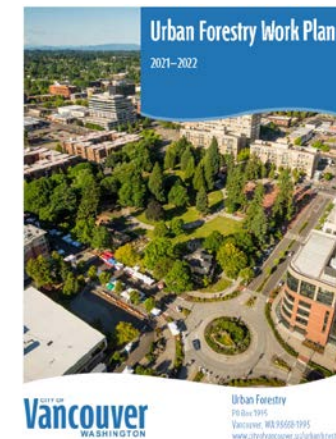
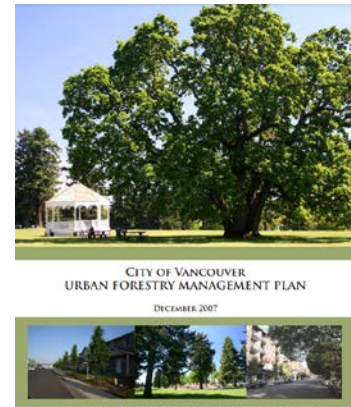
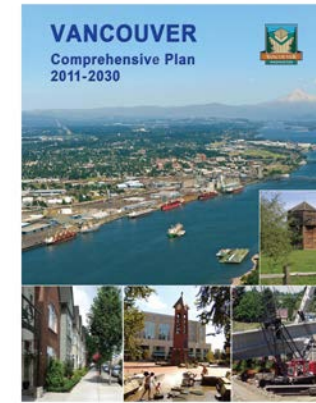
“Urban trees and forests are considered integral to the sustainability of cities as a whole. Yet, sustainable urban forests are not born, they are made. They do not arise at random, but result from a community-wide commitment to their creation and management.”

James Clark et al.: A Model of Urban Forest Sustainability



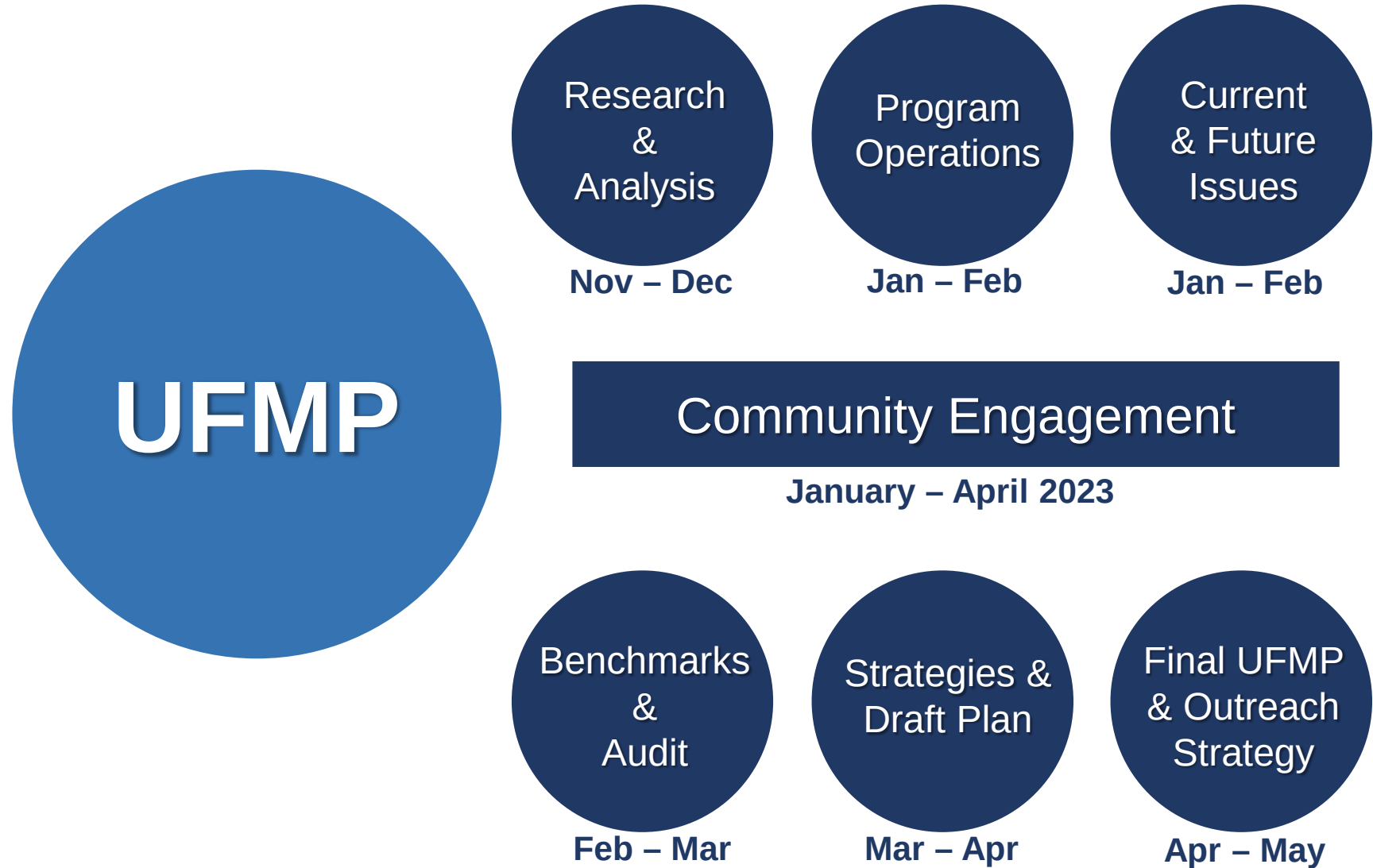
Project Background

Context



Project Background

Scope & Timeline

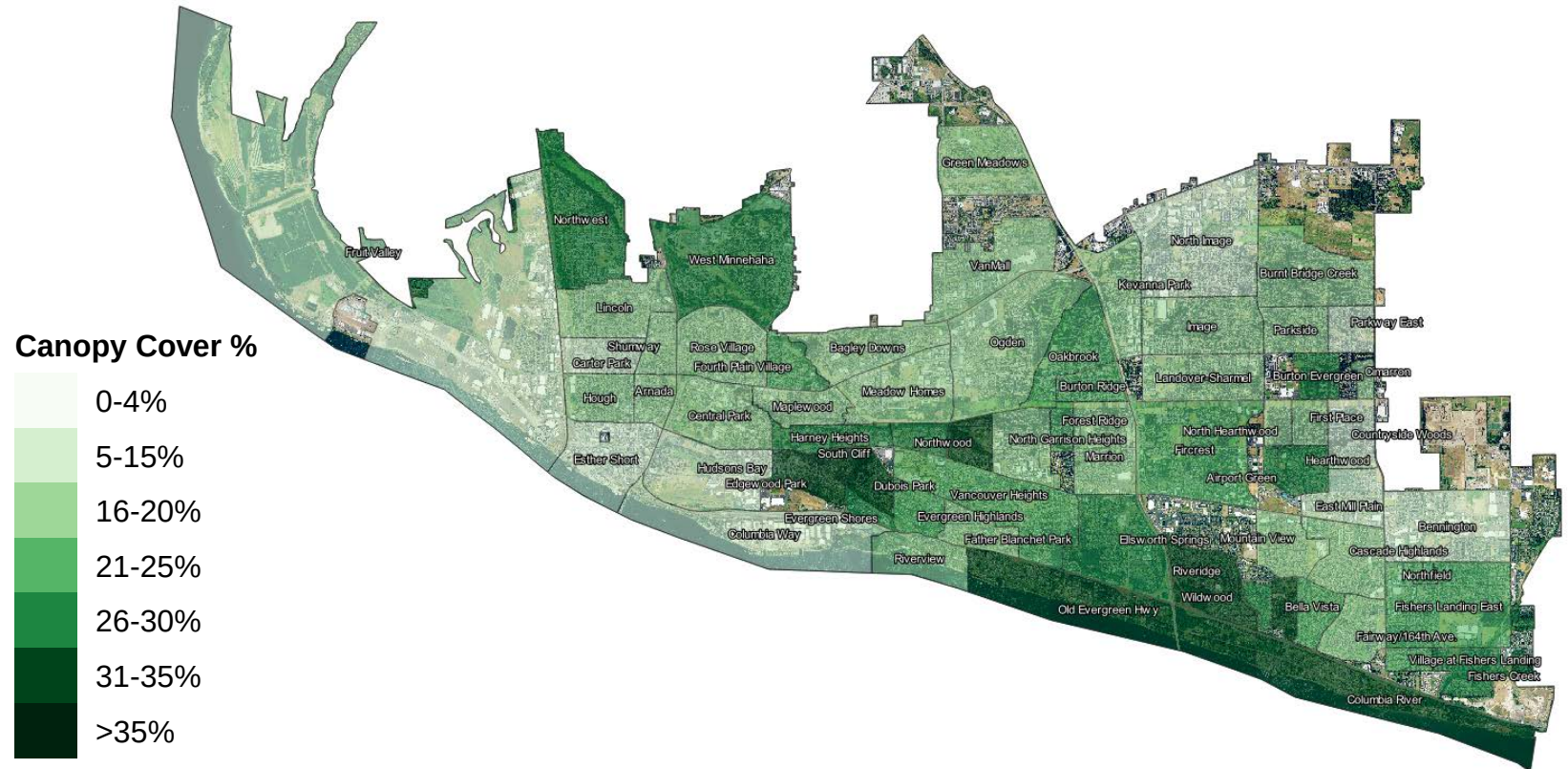
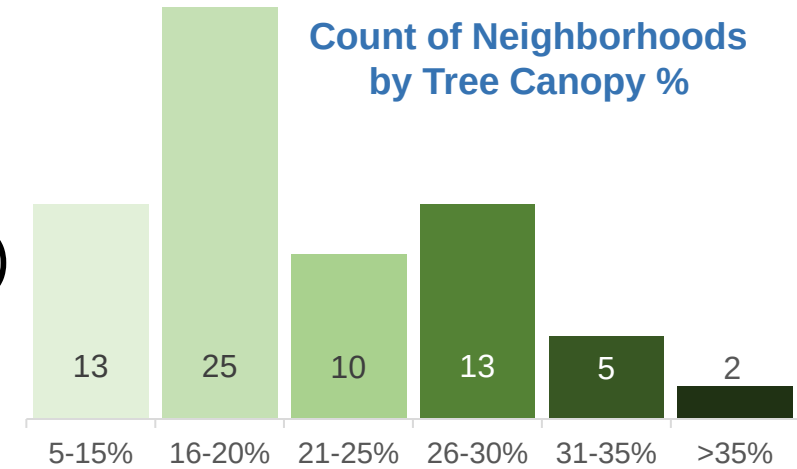


Key Findings

Urban Forest Status

Urban Tree Canopy

- 19% canopy (up 3% from 2011)
- 6,066 canopy acres
- 4,600 football fields of canopy



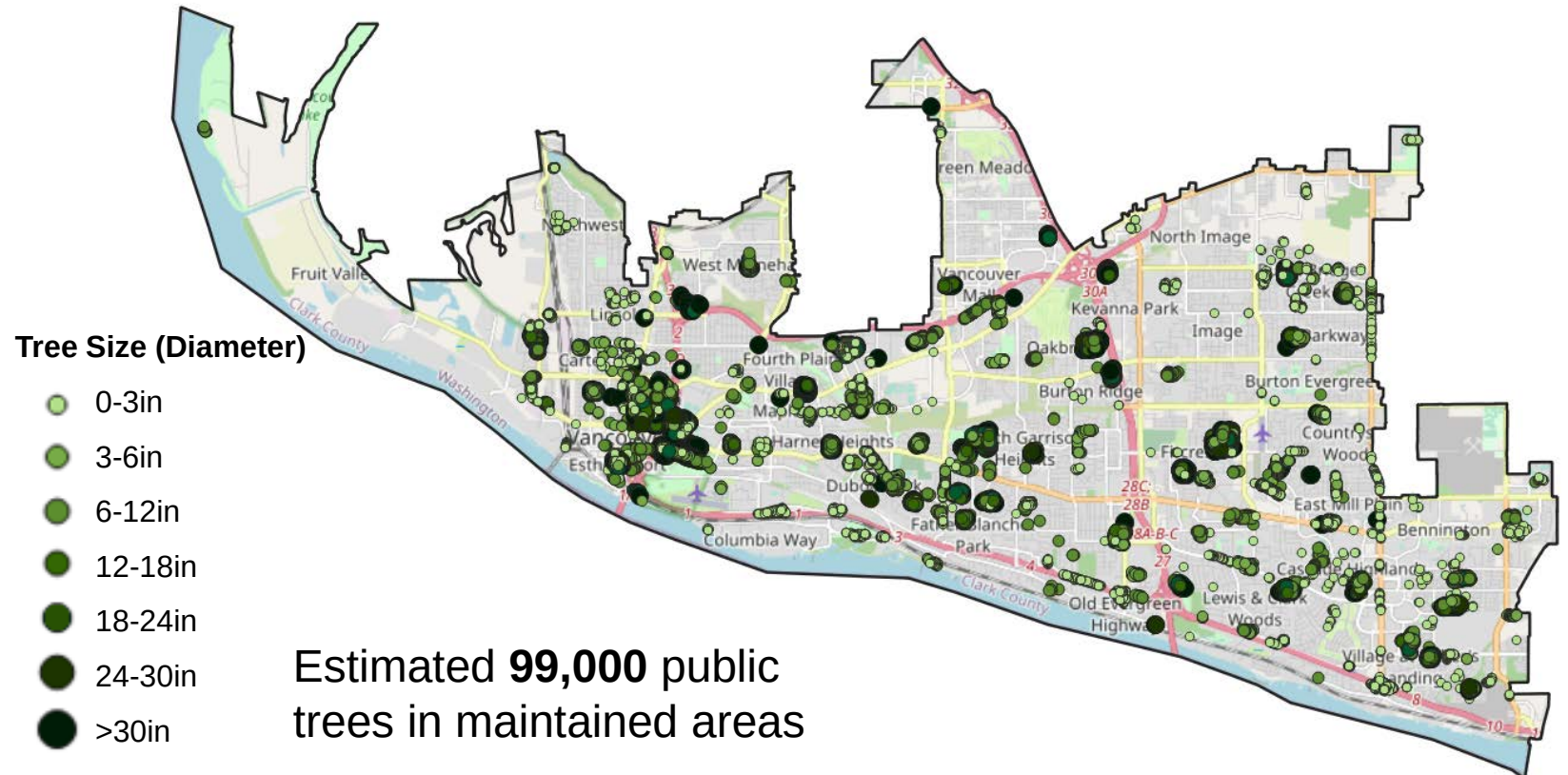
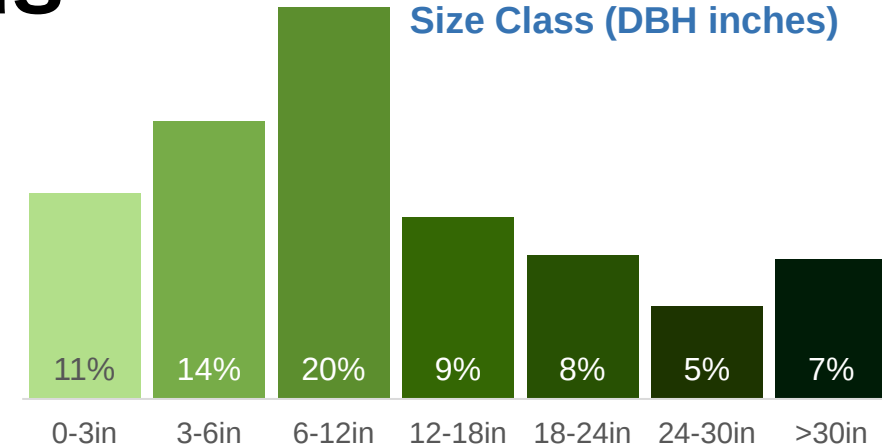
Key Findings

Urban Forest Status

Public Trees

- 12,000 trees added
- 870 trees > 30" diameter
- ~360 unique tree species
- 16% Douglas firs, 15% maples, 7% oaks, 4% western red cedars

Distribution of Trees by Size Class (DBH inches)



Key Findings

Ecosystem Benefits

Citywide Urban Forest (18.9% canopy)

- \$44 million in total benefits
- 224,000 tons of carbon stored
- 7,000 tons of carbon sequestered
- 149 tons of pollutants captured
- 243 million gallons of stormwater prevented

Public Trees (~99k trees)

- \$9.9 million in total benefits
- \$100 per tree
- \$51 per capita
- \$4.12 ROI

Other Benefits

- Property values
- Reduced health care costs
- Reduced crime
- Urban forest replacement value (\$500M)

CARBON STORAGE



In one year, an acre of mature trees absorbs the amount of CO₂ produced by a car driven 26,000 miles.

STRESS REDUCTION

Workers without views of nature from their desks claimed 23% more sick days than workers with views of nature.



CLEANER AIR

Roadside trees reduce nearby indoor air pollution by more than 50%.



WILDLIFE HABITAT



Planting and protecting trees provides habitat for hundreds of birds and small animals.

STORMWATER MANAGEMENT



Contiguous tree canopy is estimated to intercept 4" of rain over 1 acre in a typical year— about 108,000 gallons.

SHADE AND COOLING

Shaded surfaces may be 20–45°F cooler than unshaded areas.



SOIL STABILIZATION



Urban trees remove sediment and chemicals from waterways, stabilize shorelines, and minimize erosion.

LOWER ENERGY BILLS



Residents and businesses can save up to 50% on hot-day energy bills.



Key Findings

City Staff Engagement



Key Findings

External Stakeholder Engagement



Key Findings

Public Engagement

Jan – Feb 2023, 155 Responses

Location of Responses (Zip Codes)



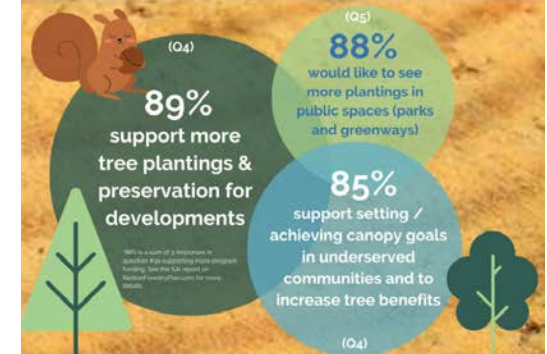
Note: Zip code boundaries were recreated and formatted to Vancouver. Map is not intended for additional use.

PUBLIC SURVEY RESULTS

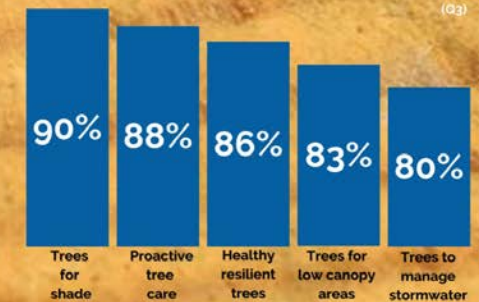
HEALTH AND QUALITY OF TREES IN THE LAST 10 YEARS?



WHERE SHOULD VANCOUVER FOCUS FUNDING?



MOST IMPORTANT CONSIDERATIONS FOR TREES



155 responses were received
Survey open from January 10 - February 28, 2023
For more details go to BeHeardVancouver.org/UFMP

Opportunities for Public Input



Engagement Sessions

Be Heard Vancouver Website

Urban Forestry Management Plan



Trees are a valuable community asset, enhancing our parks and open spaces, cooling our neighborhoods, capturing air pollution, intercepting stormwater runoff and improving safety in our community. Growing and caring for our city's urban tree canopy is no small task; a healthy tree canopy is the result of proper planning, management and community involvement.

To guide the future of trees in our community, the City is developing an **Urban Forestry Management Plan (UFMP)**. This plan will engage the community in creating a vision for the future, so that trees can continue to benefit everyone who lives, works and plays in Vancouver for generations to come.

We invite you to share your thoughts by [taking the survey](#) below. You can also join us for a virtual community meeting on January 25 and in person on March 18, RSVP below.



+ What is an Urban Forest?

+ How Does the Urban Forest Benefit our Community?

+ What is an Urban Forestry Management Plan?

+ Meet the Project Team

+ Ways to Get Involved

Public Survey

Vancouver, WA Urban Forestry Management Plan

A Public Survey to Support the Development of the City of Vancouver, WA's Urban Forestry Management Plan



D



E



F

Not Applicable

- 5) Where would you like to see the City prioritize future tree plantings? (Select all that apply)
- ☐ A) Street trees (planted in the median or adjacent to the street)
 - ☐ B) Parks, greenways, and other public spaces
 - ☐ C) Private residential property
 - ☐ D) Commercial or industrial areas
 - ☐ E) School campuses
 - ☐ F) I do not support adding more trees or canopy cover
 - ☐ Other: _____

Let's Talk Trees! Public Meeting



Vancouver, WA Urban Forestry Management Plan

Let's Talk Trees, Vancouver! – Noon Session

Key Dates



Let's Talk Trees: Online Project Kick-Off Meeting

January 25 2023

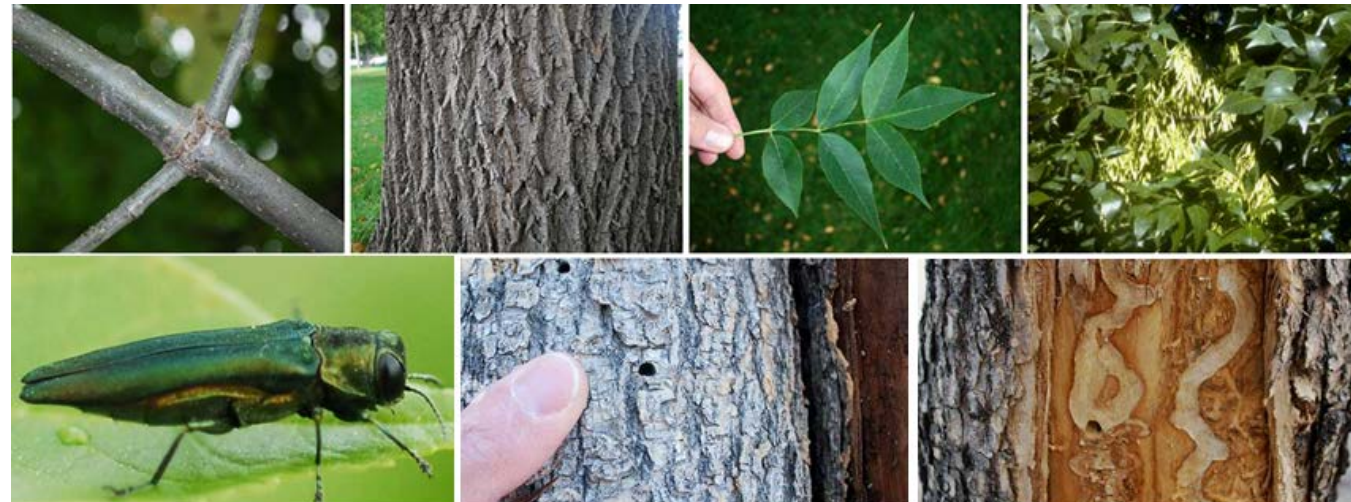
**March 18th 10-noon @ MLK Elementary
(4801 Idaho St, Vancouver, WA 98661)**

Key Findings

Key Strategies

Key Strategy	SUPPORT?		
	Staff	Stakeholders	Public
Tree Regulations	✓	✓	✓
Proactive Public Tree Maintenance	✓	✓	✓
Tree Planting Initiative	✓	✓	✓
Staffing Levels	✓	✓	✓
Data Management	✓		
Emerald Ash Borer (EAB) Management	✓	✓	

Ash Tree & EAB ID



Key Findings

Urban Forestry Audit

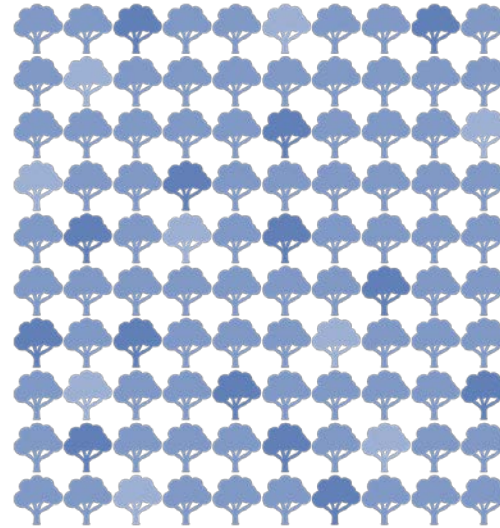


Score
78 out of 100

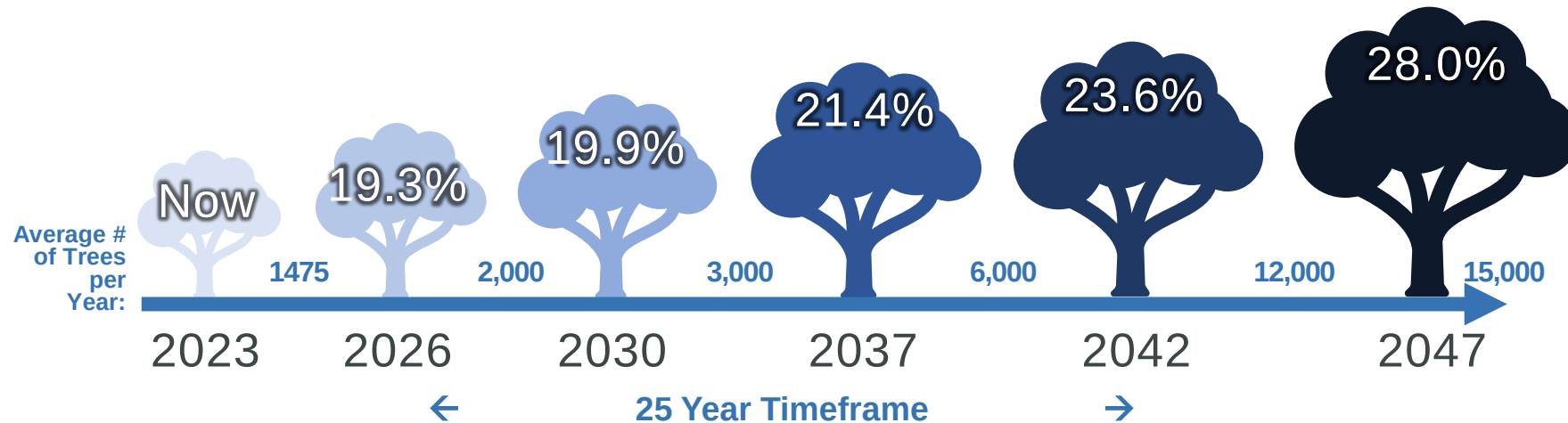
Canopy Goals & Planting Priorities

Canopy Goals

28% by 2047



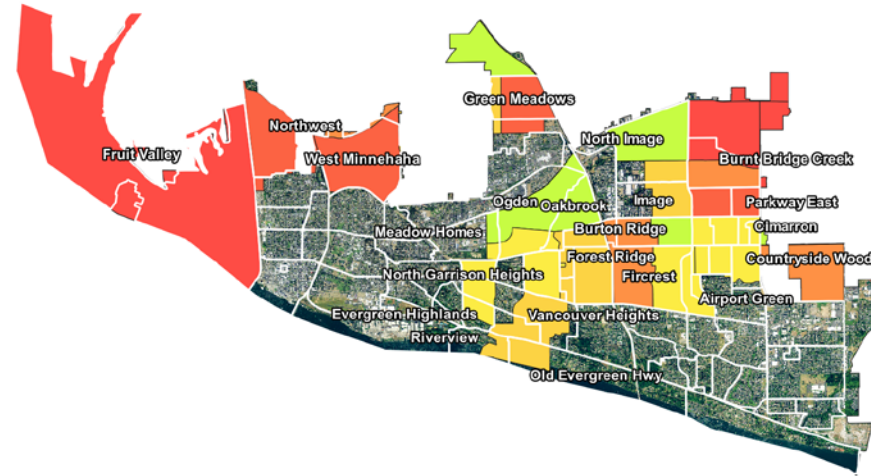
100 trees planted across the City that have large canopy cover at maturity equals 3 acres of new canopy cover. Approximately 3,000 acres of new canopy cover is needed to reach 28%



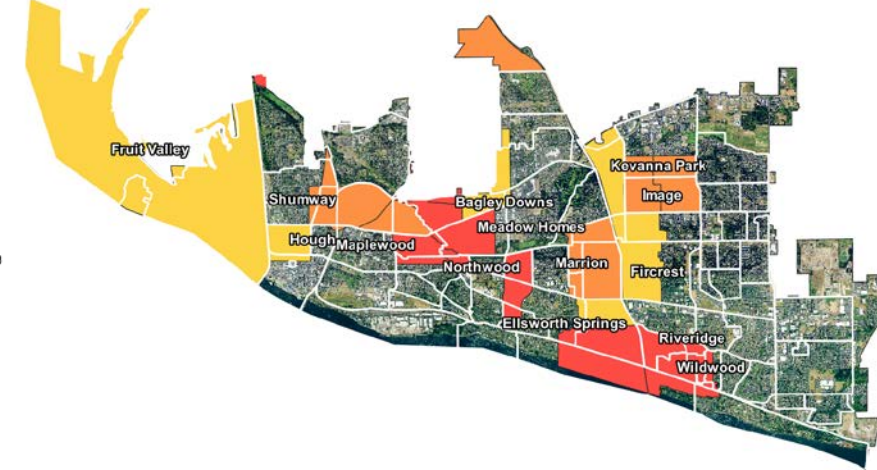
Canopy Goals & Planting Priorities

Priority Planting Areas

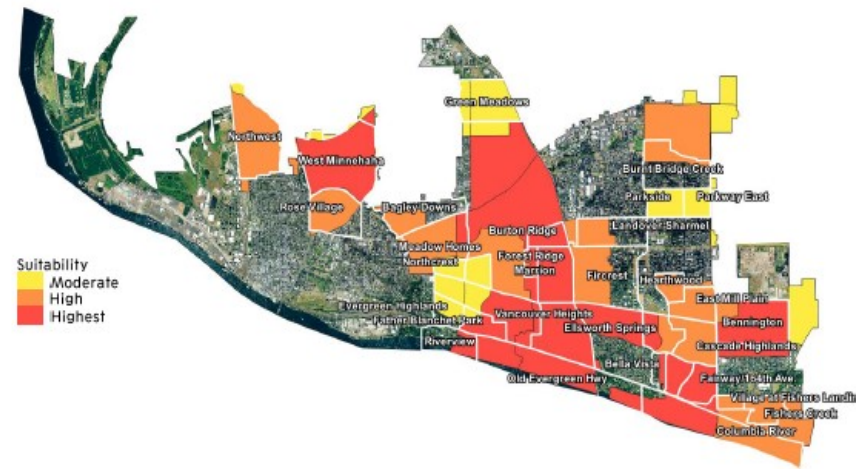
Greatest Available Space



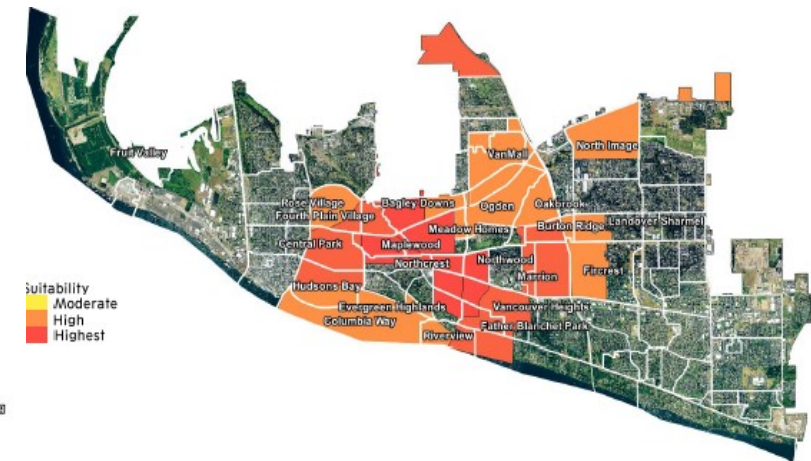
WA Environmental Health Disparities Priorities



Stormwater and Water Quality

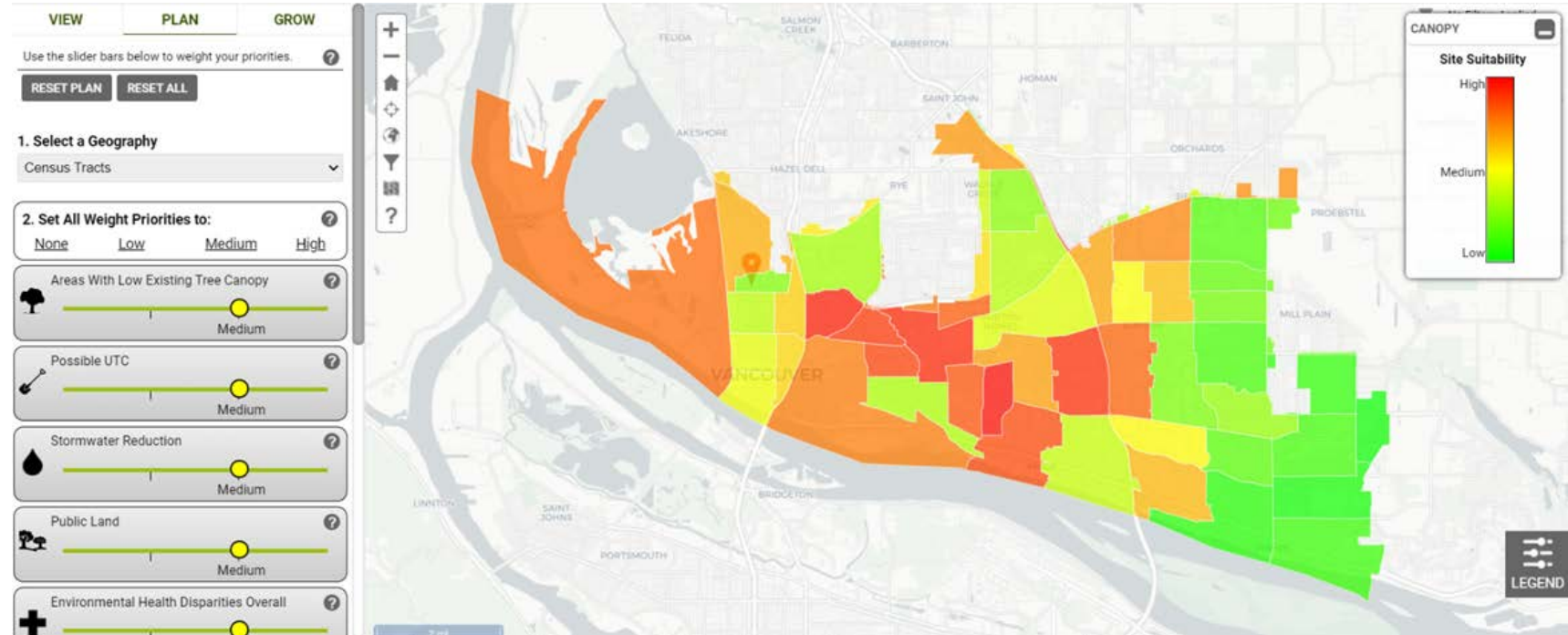


Composite Map of High Priority Areas



Tree Equity: View, Plan, Grow

Tree Equity

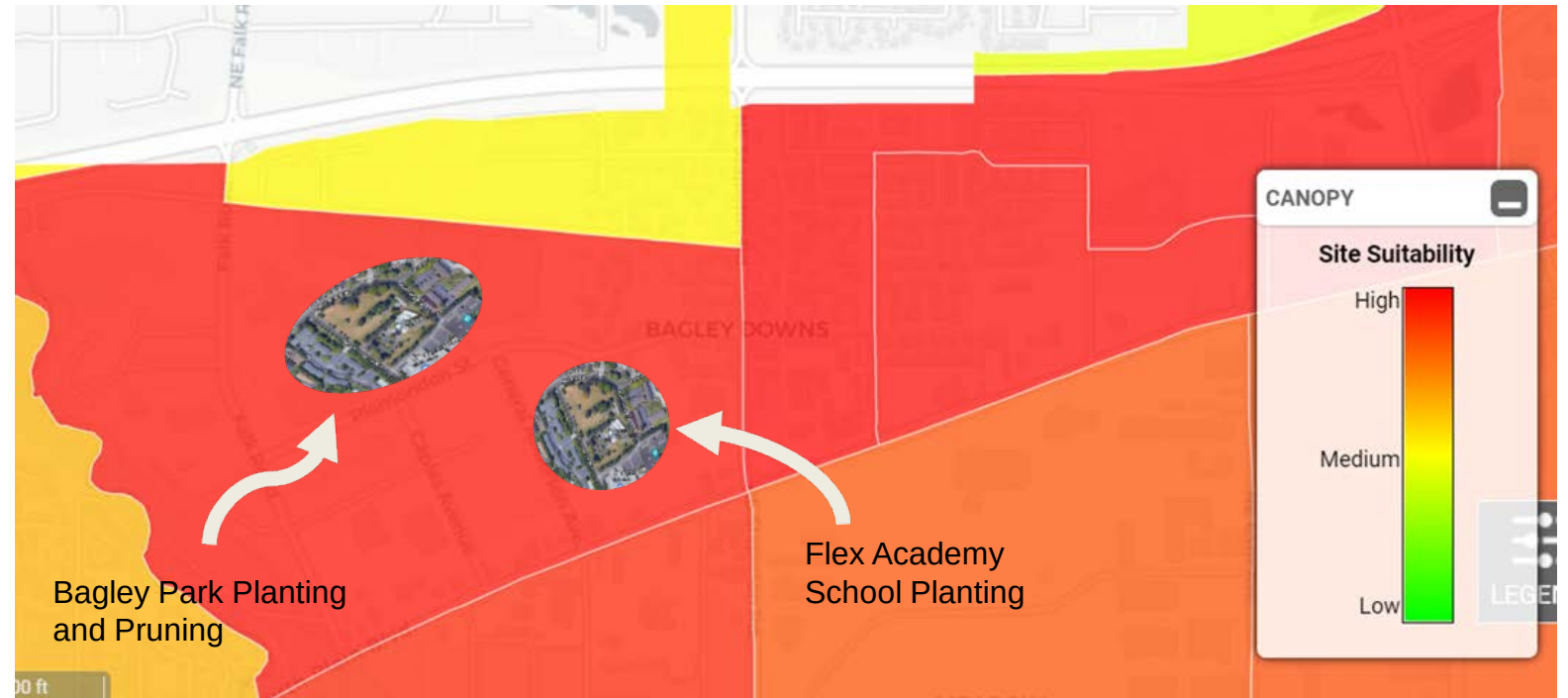


Interactive mapping tool that overlays tree canopy, census data, and health disparities to inform urban forestry management

<https://pg-cloud.com/VancouverWA/>

Tree Equity: View, Plan, Grow

Tree Equity across the community



Tree Equity considers tree canopy cover, climate, demographic, and socioeconomic data. These datasets include Average Temperature, Median Household Income, People of Color %, Vulnerable Population, Unemployment %, Health Index

UFMP Long-Term Framework

Long-Term Framework

- ❖ 3 Goals, 8 Objectives, 23 Strategies
and 50+ Actions
- ❖ Short, Mid, Long-Term and Ongoing Actions
- ❖ Implementation Strategy

Long-term Framework

Draft Goals & Strategies (paraphrased)

GOAL 1	GOAL 2	GOAL 3
Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.	Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.
Update and maintain the public tree inventory.	Maintain Tree City USA recognition.	Protect trees during construction projects.
Utilize current and future canopy assessments.	Maintain active communications with diverse audiences.	Apply a no-net-loss approach to tree canopy cover.
Stay current with industry research, tools, tech and innovation.	Provide education and training workshops.	Use tree canopy assessment data for tree management policies.
Implement a proactive pruning cycle and management program.	Implement program services through the lens of environmental justice.	Update and strengthen tree-related ordinances, design standards, and protocols.
Formally update the Tree Planting Initiative.	Expand partnerships and the Neighborhood Tree Stewards program.	Enforce tree regulations.
Increase citywide tree canopy cover.	Coordinate implementation and engagement with the UFC and local partners.	
Grow a sustainable and resilient urban forest.	Effectively manage volunteers and events.	
Develop a Risk Tree Management Plan.		
Institute a formal rotation for risk tree inspections.		

UFMP

Next Steps

Steps for Plan Adoption

- ❖ City Council May 8th (today)
 - ❖ Planning Commission May 9th
 - ❖ Department of Commerce/SEPA Review
- Process May-June
- ❖ Final UFMP Draft Summer 2023
 - ❖ Seek Adoption by City Council Fall 2023

Draft Urban Forestry Management Plan

THANK YOU!

www.beheardvancouver.org/UFMP
www.cityofvancouver.us/urbanforestry



Funding to support this project was provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.

Long-term Framework

Draft Short-term Actions (paraphrased)

Short-term (0-5 years)

Action 1.1A.1 Utilize an asset management program to collect and manage public tree inventory data and regularly update the inventory. Begin by completing the parks inventory and start a street tree inventory.

Action 1.1B.1 Update policies and design guidelines to preserve existing tree canopy cover (see Goal 3).

Action 1.2A.1 Identify and finalize members for an interdepartmental green team or similar and establish meeting intervals and team objectives.

Action 1.2B.3 Continue the 7-year pruning cycle for Park sites and include all public facilities such as cemeteries, stormwater facilities, community centers, and police and fire stations to address equity and climate resilience.

Action 1.2b.4 Build off successes of the City's Park Pruning cycle to develop a proactive street tree maintenance program on a 7-10-year cycle like other communities to address equity and climate resilience by working with adjacent property owners.

Action 1.2C.1 Establish maintenance plans for new plantings.

Action 1.2C.4 Acquire commitments from the local community and property owners to water new trees.

Action 1.3A.1 Finalize tree canopy goals (short- and long-term) and priority planting areas and themes such as areas that score 8 or above on the WA Health Disparities Map and/or areas experiencing severe urban heat island effects.

Action 1.3A.2 Establish a citywide tree planting plan with strategies.

Action 1.3C.7 Plan for and manage Emerald Ash Borer which was identified in Oregon in June 2022.

Action 1.3C.8 Strengthen storm and disaster preparations, communications, mitigation, and recovery strategies, protocols, and mechanisms.

Action 1.3C.9 Complete the WA Urban Forest Pest Readiness Playbook Assessment to identify current and future management strategies.

Action 1.3C.10 Develop and implement a tree assistance program to address hazardous and invasive trees on public and private property.

Action 1.3C.11 Develop a working group to address English ivy on public and private property, develop a plan, and begin implementation.

Action 1.4A.1 Develop a scope and secure funding to complete a Risk Tree Management Plan for public trees.

Action 2.1B.1 Finalize a robust Community Outreach Strategy and a communications plan to garner support, spur behavior change, and increase participation from the community. Increase outreach and marketing for improving and expanding tree canopy for the public good by utilizing a designed marketing campaign by professional firms to seek public behavior change.

Action 2.1B.2 Aligned with the Community Outreach Strategy, conduct outreach in multiple languages with a variety of audiences and stakeholders (e.g., property owners, developers, HOAs, youth, tree care companies).

Action 2.1C.1 Use the Outreach Strategy (Action 2.1B.1) to finalize topics, audiences, approach.

Long-term Framework

Draft Short-term Actions (paraphrased)

Action 2.1C.2 Identify existing resources and tools for workshops.

Action 2.1C.3 Identify and collaborate with community partners.

Action 2.1D.1 Use the Outreach Strategy (Action 2.1B.1) to identify local community groups and partners that represent all neighborhoods.

Action 2.1D.2 Identify low canopy neighborhoods for targeted engagement.

Action 2.2B.1 Identify actions in the Plan where the Urban Forestry Commission can lead or support implementation.

Action 2.2C.1 Identify needs and interests from multiple departments.

Action 2.2C.2 Work with community partners and City volunteer coordinators to strengthen the Outreach Strategy (Action 2.1B.1).

Action 2.2C.3 Identify roles for past Urban Forestry Commissioners and Neighborhood Tree Stewards to keep them engaged.

Action 3.1B.1 Explore a fee-in-lieu of payment for the value of any trees removed from the development site and not planted back into the landscape. Consider fee schedules based on the type of project, the number of trees, the size of trees, Heritage Trees, among other considerations.

Action 3.1C.2 Update policies, regulations, standards, and plans to include the long-term and intermediate citywide and local canopy goals.

Action 3.1D.1 Evaluate city codes in an effort to increase tree preservation and create space for existing trees during the development process as well as space for new larger stature trees to be planted both on private property and within the public right-of-way.

Action 3.1D.2 Establish requirements for minimum soil volumes for new tree planting that align with industry standards and best practices.

Action 3.1D.3 Explore opportunities to update City standards such as the Transportation Standards to increase growing space that supports large-canopied trees.

Action 3.1D.6 Codify TreeCAP Program as part of new development instead of a voluntary program to ensure all new development is fulfilling their role in urban forest management.

Action 3.1D.7 Require Silver Leaf achievement in the City's TreeCAP program, which sets a goal of 15% tree canopy cover for commercial development and 33% tree canopy cover for single-family residential development.

Action 3.1D.11 Identify public areas and plant climate resilient trees where they can be integrated into stormwater management systems.

Action 3.2A.2 Explore requiring a landscape bond or escrow for new tree planting as part of development or inspecting all new development prior to occupancy and 3 years later to ensure new trees survived the establishment period and require replanting as needed.

Long-term Framework

Draft Mid-term Actions (paraphrased)

Mid-term (6-10 years)

Action 1.1A.2 Complete the comprehensive street tree inventory and actively manage the data as changes occur.

Action 1.1B.2 Secure funding, prepare a scope of work, and complete an updated tree canopy assessment.

Action 1.1B.3 Refine canopy goals and planting priorities as necessary.

Action 1.2A.4 Evaluate staffing needs and submit budget requests for additional staff when service demands and the needs of the urban forest exceed capacity.

Action 1.2B.1 Optimize management of the city's street (right-of-way) trees to increase carbon sequestration, resilience to extreme events, support overburden communities and consistent with anti-displacement best practices and ensuring equitable distribution of benefits, risk and resilience.

Action 1.2B.2 Optimize management of the city's natural lands to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.

Action 1.2B.5 Evaluate proactive maintenance programs for public facilities and street trees.

Action 1.2B.6 Evaluate the effectiveness of contract crews and explore the feasibility of developing an in-house tree crew rather than relying heavily on contract crews. Consider the insurance implications and identify the threshold when it would be more economical to have an in-house tree crew.

Action 1.3A.3 Identify additional local community partners for planting, maintenance, and funding support.

Action 1.3B.4 Identify additional opportunities beyond services city is currently providing for preserving and expanding tree canopy on private and city property to ensure equitable distribution of urban forest benefits to all Vancouver residents.

Action 1.3C.1 Monitor and analyze the inventory to inform tree species selection for new plantings and update the Approved Tree List as needed.

Action 1.3C.12 Continue implementing English ivy management with community support on public and private property.

Action 1.4B.1 Update public tree inventory and monitoring protocols based on the Risk Tree Management Plan.

Long-term Framework

Draft Mid-term Actions (paraphrased)

Action 2.1A.2 Retain the consecutive recognition as a Tree City USA city and strive for continual receipt of the Growth Award and Sterling Tree City USA from the Arbor Day Foundation.

Action 2.1A.3 Seek additional accreditation beyond Tree City USA such as Evergreen Community and American Public Works accreditation.

Action 2.2A.1 Expand the partnership with the local non-profit organization, Friends of Trees, to plant more trees on private property especially once barriers for overburdened communities have been removed such as a program for removing hazard and/or invasive trees.

Action 3.1C.1 Evaluate causes for canopy loss and gain from the 2021 assessment and future assessments to inform updates to policies and regulations.

Action 3.1D.4 Revisit Open Space District design standards to reduce and/or limit high maintenance turf area to increase possible planting area within the Open Space District and to maximize ecosystem services while still providing active play areas.

Action 3.1D.5 Identify street corridors where roadway widths can be reduced and remove pavement and plant trees and landscape that reduce reflected heat, remove impervious area, reduce future repaving needs, and provide traffic calming elements.

Action 3.1D.8 Explore the feasibility of incentivizing Gold Leaf achievement in the City's TreeCAP program, which sets a goal of at least 17% tree canopy cover for commercial development and at least 35% tree canopy cover for single-family residential development.

Action 3.1D.9 In support of the City's goal to reach 28% canopy cover by 2047, incentivize long-lived, large form, drought-tolerant, climate-resilient native plantings and retention of the mature canopy in existing and new developments.

Action 3.2A.4 Increase costs for street tree permits to align with the costs for administration and the needs of the urban forest.

Action 3.2A.6 Update the Street Tree Manual based on changes to City tree regulations, standards, and protocols.

Long-term Framework

Draft Long-term Actions (paraphrased)

Long-term (11-25 years)

Action 1.2A.5 Explore the development of an Urban Wood Reuse Program.

Action 1.2B.7 Focus on streamlining proactive tree maintenance and strive for a 7-year cycle for public facilities and street trees. Explore the feasibility of updating codes to transition from the adjacent property owner being responsible for street tree maintenance.

Action 1.2B.8 Develop in-house tree crews and rely on contractors for special projects and to supplement staff if or when the City identifies a practical need.

Action 1.3C.4 The City should retain remnant parcels as carbon sinks by planting with native conifers or climate adaptive conifers.

Action 1.3C.5 Purchase parcels citywide to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.

Action 1.3C.6 The City should acquire more parcels as part of the Open Space District for public use and to be used as carbon sinks to address climate, health, and equity.

Action 1.3C.13 Continue to work towards eradication of English ivy from tree canopies and from the landscape on both public and private property.

Action 1.3C.14 Collaborate with local tree nurseries to explore opportunities for expanding tree species options.

Action 3.1D.10 Strengthen and enforce code to protect critical areas such as contiguous forest areas, fish and wildlife habitats, frequently flooded areas, geologically hazardous areas, and special ecosystems.

Draft Ongoing Actions (paraphrased)

Ongoing

Action 1.1A.3 Analyze the public tree inventory data regularly to report on ecosystem services and benefits and to identify inequitable areas.

Action 1.1A.4 Monitor and assess the public tree population for risk and tree pests/diseases.

Action 1.1C.1 Attend training events, maintain understanding of industry research and innovation, and effectively implement data management solutions to their full potential.

Action 1.2A.2 The interdepartmental green team should meet regularly to address workflows, communications, and information sharing.

Action 1.2A.3 Tree managing staff should engage in City department planning such as updates to the Comprehensive Plan and Climate Action Framework.

Action 1.2C.2 Plant trees using the right tree, right place approach.

Action 1.2C.3 Educate the public and gather local community input on public tree plantings.

Action 1.2C.5 Utilize local partners and existing programs for the care of young public trees.

Action 1.3A.4 Continue to partner with Parks and Schools to replant trees and reduce unnecessary turf areas.

Action 1.3B.1 Plant trees to support an equitable expansion of the canopy with a focus on areas with low urban tree canopy, high susceptibility to urban heat island effects, areas of poor air quality, and areas with higher percentages of low-income people and communities of color.

Draft Ongoing Actions (continued) (paraphrased)

Action 1.3B.2 Replant climate-resilient trees where public trees were removed as appropriate.

Action 1.3B.3 Retain and preserve existing tree canopy through education, outreach, design review, and inspections to ensure low-income populations and overburdened communities understand and receive the benefits trees provide.

Action 1.3C.2 In support of the City's goal to reach 28% canopy cover by 2047, require long-lived, large form, drought-tolerant, climate-resilient native plantings (as feasible) in parks and other public properties to maximize carbon sequestration.

Action 1.3C.3 Mimic natural design or sustainable landscape design in new public development projects.

Action 1.3C.15 Continue to support and budget for professional training and certifications.

Action 1.4B.2 Apply industry standards and best practices and implement the Risk Tree Management Plan.

Action 2.1A.1 Maintain accurate records and conduct Arbor Day Celebrations to continue to receive the Tree City USA status from the Arbor Day Foundation.

Action 2.1B.3 Aligned with the Community Outreach Strategy, update the City's website with information in the Plan and share information regularly with the public through other mediums.

Action 2.1B.4 Aligned with the Community Outreach Strategy, gather public input and feedback regularly to inform future messaging, programs, and events.

Action 2.1C.4 Support youth education of environmental topics, engage schools with Arbor Day events.

Action 2.1C.5 Lead or support at least one training or education material annually.

Action 2.1D.3 Develop strategies to remove barriers to participation for all community members. Examples of barriers include ADA communications compliance, internet access, childcare, languages, and transportation needs.

Action 2.2B.2 Continue to coordinate with the Urban Forestry Commission on the development of annual reports and work plans aligned with the Plan's long-term framework and monitoring protocols.

Action 2.2C.4 Continue to support and expand programs such as the Heritage Tree and Witness Tree programs to sustain the urban forest and recognize exemplary urban forest stewards and volunteers.

Action 3.1A.1 Continue to review tree and hardscape conflicts and integrate alternative solutions that preserve trees where feasible.

Action 3.1A.3 Continue to perform construction project inspections to ensure proper tree protection requirements are implemented and maintained.

Action 3.2A.1 Inspect final landscape installation to ensure development projects are implemented as designed to meet code and contribute to environment.

Action 3.2A.3 Capture trees that are not planted as part of the VMC 20.925 and VMC 12.04 due to site constraints.

Action 3.2A.5 Continue to require the use of industry standards and best practices for the maintenance of public trees and encourage / educate the public to conduct similar practices on private trees.

Action 3.2A.7 Continue to administer and review tree permits.

DATE: May 8, 2023

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

CC: Lon Pluckhahn, Interim Public Works Director, Julie Gilbertson, Interim Environmental Resource Manager, Charles Ray, Urban Forester

RE: **Draft Urban Forestry Management Plan**

Background

In 2022, Vancouver's Urban Forestry Program secured a \$20,000 grant from WA Dept. of Natural Resources to fund the update of the adopted 2007 Urban Forestry Management Plan (UFMP).

The adopted 2007 Urban Forestry Management Plan helped guide Vancouver to make strategic improvements over the last 15 years with support from both internal City stakeholders as well as the greater community. The updated UFMP will help Vancouver identify what is next with strategic actions to work towards in the next 5 years, 10 years and beyond with community input and support, including:

- Identify and create plans to address inequities in our tree canopy
- Review our tree data, plans, policies and other available data
- Plan for an equitable, climate resilient tree canopy in the future
- A roadmap to achieve a shared vision for the future of Vancouver's trees

The purpose of the updated UFMP is to recommend direction and actions for Vancouver to optimize the benefits of trees by envisioning an equitable, climate adaptive, integrated, and sustainable approach to managing the city's urban forest resources over the next twenty-five years. The draft UFMP includes: a comprehensive analysis of the current state of Vancouver's urban forest; a discussion of existing management structures and policies; community outreach; a vision for the future; and goals and action items to support the realization of the vision. The draft UFMP also includes a monitoring plan and implementation schedule.

Development of the draft UFMP involved extensive research of other communities; review of existing plans, policy and workflows; community outreach, and discussions with stakeholders and City staff. Community outreach efforts included two online meetings, one open house, an online community

survey, and internal/external stakeholder outreach. The draft Long-Term Framework in the UFMP identifies 3 Goals:

GOAL 1	GOAL 2	GOAL 3
Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.	Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.
Update and maintain the public tree inventory.	Maintain Tree City USA recognition.	Protect trees during construction projects.
Utilize current and future canopy assessments.	Maintain active communications with diverse audiences.	Apply a no-net-loss approach to tree canopy cover.
Stay current with industry research, tools, tech and innovation.	Provide education and training workshops.	Use tree canopy assessment data for tree management policies.
Implement a proactive pruning cycle and management program.	Implement program services through the lens of environmental justice.	Update and strengthen tree-related ordinances, design standards, and protocols.
Formally update the Tree Planting Initiative.	Expand partnerships and the Neighborhood Tree Stewards program.	Enforce tree regulations.
Increase citywide tree canopy cover.	Coordinate implementation and engagement with the UFC and local partners.	
Grow a sustainable and resilient urban forest.	Effectively manage volunteers and events.	
Develop a Risk Tree Management Plan.		

The first draft of the UFMP was released for public comment on March 8, 2023. Additionally, the first draft was reviewed by the Urban Forestry Commission on March 15th and the Park and Recreation Advisory Commission on April 9th. The second draft, released April 27, 2023, is currently posted on [Project's Be Heard website](#). The second draft will also be presented to Vancouver Planning Commission during a workshop on May 9, 2023 and is undergoing State review through the Department of Commerce and the State Environmental Policy Act (SEPA) process in May and June.

The project team will refine and finalize the draft UFMP based on additional feedback received from the community, City Council, Vancouver Planning Commission, State agencies and others with a goal to have the final UFMP submitted to City Council for consideration to be adopted as a policy and planning document, and by reference, as a component of the Vancouver Comprehensive Plan fall 2023.

Action Requested

Requesting feedback from City Council on the 2nd Draft UFMP.

Next Steps

Staff will be presenting to the Planning Commission on May 9, 2023.

Pending Council workshop review and feedback on May 8th, Planning Commission workshop review and feedback on May 9th, and State review, staff anticipate bringing the final UFMP forward for future Planning Commission and City Council hearings in fall 2023 for consideration to be adopted as a policy and planning document, and by reference, as a component of the Vancouver Comprehensive Plan.

Staff Contact Information

- Charles Ray, Urban Forester, charles.ray@cityofvancouver.us, 360-487-8328
- Jessica George, Urban Forestry Outreach Coordinator, jessica.george@cityofvancouver.us, 360-487-8308

Attachments

- A. Council Presentation
- B. Draft UFMP

URBAN FORESTRY MANAGEMENT PLAN DRAFT

City of Vancouver, WA
May 2023



VANCOUVER URBAN FORESTRY MANAGEMENT PLAN

DRAFT May 2023

ACKNOWLEDGEMENTS

We would like to acknowledge that Vancouver occupies the traditional land of the Cowlitz and Chinook tribes. The 2023 Urban Forestry Management Plan (UFMP) update was produced by the City of Vancouver Urban Forestry Program, with support from the City's Urban Forestry Commission and City departments with tree management or regulatory responsibilities. Since the creation of the original 2007 UFMP, these departments have collaborated to assess current conditions, establish goals, and chart a path to long-term management of Vancouver's urban forest. Extensive engagement with the community and stakeholders offered valuable input and feedback for the 2023 update of the plan. The updated plan provides a framework for the actions that will help us preserve, maintain, and enhance the condition of Vancouver's urban forest.

Vancouver City Council

Anne McEnery-Ogle, Mayor
Ty Stober, Mayor Pro Tem
Bart Hansen
Erik Paulsen

Sarah J. Fox
Diana H. Perez
Kim D. Harless

Vancouver Urban Forestry Commission

Melissa Johnston, Chair
Clif Barnes, Vice-Chair
Susan Law
Jeff Kessenich

Khanh Tran
Jamie Beyer
Chuleana Wheeler
Charles Ray, Commission Liaison

City of Vancouver

Eric Holmes, City Manager
Lon Pluckhahn, Public Works Director
(interim acting director)
Dave Perlick, Parks, Recreation & Cultural
Services Department Director (interim)
Charles Ray, Urban Forester
Jessica George, Education and Outreach
Coordinator

Nick Redmond, Urban Forestry Specialist
Jesse Batty, Urban Forestry Specialist
Dorian Curtin, AmeriCorps Neighborhood
Trees Coordinator
Bella Padgett, AmeriCorps Public Spaces
Specialist



Funding to support this project was provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program.

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A VISION FOR THE FUTURE

"Vancouver's urban forest is a healthy, dynamic, diverse, and cohesive ecosystem that is valued and cared for through community stewardship because it balances economic vitality with the conservation of natural resources now and for future generations."

This vision reflects the community's deep-rooted desire to live in a green and vibrant community. It reinforces our responsibility to manage our urban forest in order to preserve and enhance this valuable community resource for the good of the environment, the economy, and the health and well-being of current residents and future generations.

Vancouver is well-positioned to fully realize this vision...

...The city is uniquely situated in a landscape of uncommon beauty – the Columbia River, Vancouver Lake, Burnt Bridge Creek Greenway, Mt. Hood and Mt. St. Helens, and the surrounding National Forests create its landscape context within the coastal temperate rainforest. Mild climate, abundant water and fertile soil all contribute to a lush and verdant environment.

...The Pacific Northwest on the whole is a progressive, cutting-edge place to live, with a high level of environmental awareness. Vancouver residents recognize the value of nature and are becoming more and more focused on sustainability.

This vision will be achieved not just by public agencies, but by homeowners, neighborhoods and businesses, all looking not just near term, but 10, 20, 50 and even 100 years into the future and working together on multiple levels to improve the quality of life by starting, literally, from the ground up – by planting and taking care of their trees.

The urban forest: It's the nature of Vancouver



EXECUTIVE SUMMARY



WHAT IS THE URBAN FOREST?

Vancouver's urban forest consists of trees, lower vegetation, open green spaces, and associated natural resources located throughout the city. They include street trees, city parks, natural areas and open space, trails and greenways, gardens, landscaping, retention areas, green infrastructure, and much more.



Each tree within the urban forest provides valuable ecosystem services and benefits to the community. The overarching goal of urban forestry management plans is to maximize the long-term benefits of trees while addressing tree issues and risks both sustainably and equitably. A sustainable urban forest can be defined as "the naturally occurring and planted trees in cities which are managed to provide the inhabitants with a continuing level of economic, social, environmental and ecological benefits today and into the future" (Clark and Matheny et al. 1997).

PURPOSE OF THE PLAN

An Urban Forest or Urban Forestry Management Plan (“UFMP”) is a long-range action plan that coordinates the management and administration of the urban forest. A UFMP is a roadmap that creates a shared vision for the future of the urban forest. It is a detailed plan that coordinates the roles and responsibilities to proactively and effectively manage the urban forest and provide for maximum, long-term equitable benefits to the community. The main tenets of this Plan focus on ensuring public safety, increasing operational efficiencies, facilitating short- and long-term sustainable urban forest planning, validating budgets and programs, ensuring equitable distribution of green resources and services, and standardizing methodology for asset management of the urban forest.



Vancouver is a community that recognizes its trees as one of its most valuable resources and with this Plan, has dedicated itself to the preservation, proper maintenance, and continued enhancement of the urban forest to support sustainability and equity. The trees throughout Vancouver are an asset that bring value and benefits to the community.

Unfortunately, the trees comprising the urban forest suffer from the rigors of urban life, including pests and diseases, the current and changing climate, air pollution, compacted soils, limited growing spaces, and limited resources. To overcome such rigorous conditions for the city’s trees and reap the benefits of these, our most valuable assets, the care of the urban forest must be strategically and efficiently planned and cared for.

This Urban Forestry Management Plan aligns with the City’s Comprehensive Plan and Climate Action Framework. It builds upon the policies and goals in these plans and seeks to secure adequate tree management levels and garner the enabling support through staffing, funding, the community, and policy. Adequate tree management includes efficient and effective tree care, bolstered tree plantings to maintain age and species diversity in the public tree population, the equitable preservation and enhancement of canopy coverage citywide to enhance the character and aesthetics of neighborhoods, and exemplary stewardship of the forest from all who live and work in Vancouver. The Plan must be regarded as both a long-range policy guide and a living document that will respond to changing conditions over its life. It requires a close partnership between policy makers, staff, and the community. Adoption of this Plan enables the city to accomplish these objectives.



THE VALUE AND BENEFITS OF URBAN TREES

While the urban forest is a vital component of a city's infrastructure, it also plays an important role in supporting and improving the quality of life in communities. A tree's shade and beauty contribute to a community's quality of life and soften the often hard appearance of urban landscapes and streetscapes. When properly maintained, trees provide communities with abundant environmental, economic, and social benefits that far exceed the time and money invested in planting, pruning, protection, and removal. Vancouver's trees provide numerous tangible and intangible benefits such as pollution control, energy reduction, stormwater management, property value increases, wildlife habitat, education opportunities, human health and well-being, and aesthetics.

CARBON STORAGE



In one year, an acre of mature trees absorbs the amount of CO₂ produced by a car driven 26,000 miles.

STRESS REDUCTION

Workers without views of nature from their desks claimed 23% more sick days than workers with views of nature.



CLEANER AIR

Roadside trees reduce nearby indoor air pollution by more than 50%.



WILDLIFE HABITAT



Planting and protecting trees provides habitat for hundreds of birds and small animals.

STORMWATER MANAGEMENT



Contiguous tree canopy is estimated to intercept 4" of rain over 1 acre in a typical year—about 108,000 gallons.

SHADE AND COOLING

Shaded surfaces may be 20–45°F cooler than unshaded areas.



LOWER ENERGY BILLS



Residents and businesses can save up to 50% on hot-day energy bills.

SOIL STABILIZATION



Urban trees remove sediment and chemicals from waterways, stabilize shorelines, and minimize erosion.

Data sources and links: [US Forest Service](#), [the Arbor Day Foundation](#), and [the EPA](#).



HISTORY OF VANCOUVER'S NATURAL ENVIRONMENT

The natural environment consists of the non-human-made surroundings and conditions in which living and non-living things exist. It consists of the water, air, earth, and the wildlife and organisms that inhabit the area. Trees are a vital component of the natural environment. They provide habitat and the air we breathe. Trees stabilize soils, cool streams, capture pollutants, and improve water quality. Trees provide food and nutrients for pollinators, birds, mammals, insects, fungi, and microorganisms. Trees are essential to life and have existed long before humans. Over time, the indigenous people of the area utilized these trees for all of the functions and services described above. As development took place over the last century, the expansive forest transitioned to an urban forest where settlements emerged, and human populations grew.

Prior to the introduction of white settlers to the area currently known as Clark County, this land was cared for by indigenous peoples for thousands of years. At the time that colonization began, this area of Southwest Washington was occupied primarily by the Chinook and Cowlitz tribes. Additionally, countless tribes from across the Pacific Northwest came to this area to trade with one another by using the Columbia River and its adjoining waterways as an intricate network of trade routes. For millennia, their communities thrived while maintaining a balanced, sustainable relationship with the natural world. These values were passed down from generation to generation and are still practiced by indigenous groups today (Source: City of Vancouver, WA).

The health of Vancouver's environment impacts the local economy and quality of life. Vancouver's natural environment is typical of an urban area west of the Cascade mountains. Much of the area has been altered by development, but valuable streams, lakes, shorelines, wetlands, and forested areas remain. Major surface waters include the Columbia River, Vancouver Lake, and Burnt Bridge Creek. Significant wetlands include the Water Resources Education Center Wetlands along the Columbia River, the restored wetlands in the Burnt Bridge Creek Greenway and Columbia Springs, and those near Vancouver Lake.

Urban development inevitably involves replacement of some forests, grasslands, or wetlands with impervious surfaces such as buildings, roads, and parking lots which do not allow rainwater to pass directly through to the ground. Increasing impervious surface areas increases flooding and decreases replenishment of groundwater.

Trees help beautify Vancouver in addition to improving air and water quality, conserving energy by providing shade, and providing habitat for many species. Vancouver's landscape is a reflection of the effort to preserve existing trees and other vegetation and to add new vegetation. Historic trees in the city help preserve its character. Vancouver was named "Tree City USA" since 1989 and routinely receives the prestigious Growth Award from the Arbor Day Foundation. Tree canopy currently covers 19 percent of Vancouver's citywide land area.

THE PLAN PROCESS

Framework for Adaptive Management

What do we have?

The urban forest is discovered through citywide tree canopy assessments, public tree inventories, and reviews of City programs, tree regulations, best practices, and community partnerships.

What do we want?

Gathered an understanding of the vulnerabilities and opportunities for the trees in Vancouver and listened and learned from internal and external stakeholders about their preferences, priorities, and ideas for innovation.

How to get what we want?

Developed a long-term framework for sustainable and equitable management of the urban forest guided by the Plan's vision, goals, objectives, strategies, and actions.

How are we doing?

The urban forest, resources for management, and community priorities are everchanging. For this Plan to be a living and impactful document, performance indicators will be measured and strategies will be adapted over time to meet the needs of the trees and the residents among the urban forest.

This Urban Forestry Management Plan ("Plan" or "UFMP") is an update to the 2007 Urban Forestry Management Plan. This update will set the stage for future actions and efforts that will ensure the long-term health, management, equitable distribution of benefits, and resilience of the trees that comprise the urban forest. Vancouver's Urban Forestry Management Plan provides the framework for making incremental improvements with the current resources available that will lay the groundwork for the City to accomplish the ambitious goals over the life of this Plan.

The purpose of the 25-year Urban Forestry Management Plan is to answer the fundamental components of adaptive management: what do we have, what do we want, how do we get what we want, and how are we doing. Developing the Plan required input from City staff, stakeholders, residents, data sources, thoughtful analysis, a coordinated vision, and time.

GUIDING PRINCIPLES

Green Asset Management Trees are vital components of the community to be thoughtfully managed.

Health and Sustainability The urban forest grows sustainably through Best Management Practices and commitments.

Program Efficiencies and Policies Long-lasting improvements to the urban forest are achieved with improved levels of service and sound policies, protocols, and standards.

Preservation and Resiliency Continuous process of long-range planning and management enhances and protects the urban forest for future generations.

Community Engagement The growth and management of the urban forest is informed by education and engagement that is equitable, inclusive, diverse, and transparent.

ENGAGEMENT TO DEVELOP THE PLAN

Connecting with the Community



Prior to the development of Vancouver's Urban Forestry Management Plan, the City's Urban Forestry Program in the Public Works Department along with supporting staff worked with departments, partners, and the community to identify the needs of the urban forest. Based on the discussions, an internal Community Engagement Strategy was created to guide public outreach and education over the course of the Plan's development.

The public engagement sessions consisted of an online survey, news articles, social media posts, City website content, email listservs, informational online videos, presentations with the Urban Forestry Commission, and a dedicated project website hosted on the Be Heard Vancouver platform.

Feedback received through these efforts was used to produce a draft Plan with a shared vision for the urban forest. The team then shared draft goals, strategies, and actions with City staff, key stakeholders, and the residents of Vancouver to ensure initial input was accurately captured. Public comment and an open house provided opportunities for the public to weigh in on the draft Plan.

Within the final draft Plan, action priorities were developed to provide technical guidance for City departments that are relevant, accessible, and tangible to the community.

Staff and Stakeholder Engagement



To inform the Plan, a series of meetings and interviews were conducted with City staff (44 staff representing 4 departments) and traditional and non-conventional stakeholder engagement occurred throughout the planning process. In the process, a total of 44 external stakeholders were engaged representing 25 unique agencies, organizations, or companies in the Vancouver region.

When stakeholder engagement is done effectively, it improves communication channels between parties, creates and maintains support for the Plan, gathers information for the Urban Forestry Program, reduces the potential for conflict or other issues, and enhances the reputation of the program and ultimately, the Plan.

Effective communication with stakeholders not only ensures they are aware of the objectives and finer points of a plan, it also serves to help the program understand those who will be affected by the Plan, how they will access and interpret information from the program, allows the program to anticipate how stakeholders will respond, and builds a support system within City departments to collectively implement the plan.

SUMMARY OF THE LONG-TERM FRAMEWORK

The City's Urban Forestry Program with support from the Urban Forestry Commission, City departments, and stakeholders developed a set of diverse, comprehensive goals to guide urban efforts towards a sustainable, equitable, and resilient urban forest. These goals were informed by an inclusive engagement process undertaken in preparation for this plan update.

GOAL 1	GOAL 2	GOAL 3
Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.	Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.
1.1A Update and maintain the public tree inventory.	2.1A Maintain Tree City USA recognition.	3.1A Protect trees during construction projects.
1.1B Utilize current and future canopy assessments.	2.1B Maintain active communications with diverse audiences.	3.1B Apply a no-net-loss approach to tree canopy cover.
1.2A Align staffing levels with the needs of the urban forest and the community.	2.1C Provide education and training workshops.	3.1C Use tree canopy assessment data for tree management policies.
1.2B Establish and implement a proactive pruning cycle and management program for City-maintained trees.	2.1D Implement program services through the lens of environmental justice.	3.1D Update and strengthen tree-related ordinances, design standards, and protocols.
1.2C Ensure newly planted trees receive post-planting care and young tree training.	2.2A Expand partnerships and the Neighborhood Tree Stewards program.	3.2A Enforce tree regulations.
1.3A Formally update the Tree Planting Initiative .	2.2B Coordinate Plan implementation and community engagement with the Urban Forestry Commission and local partners.	
1.3B Increase citywide tree canopy cover.	2.2C Effectively manage volunteers and events.	
1.3C Grow a sustainable and resilient urban forest.		

A CALL TO ACTION

The urban forest is an important green infrastructure asset for neighborhoods across Vancouver. However, the capacity of urban forests to support healthy and resilient communities is constrained and challenged by stressors such as climate change impacts, urban development pressures, altered soils, invasive species, pests and diseases such as emerald ash borer, and resource shortages. Now more than ever there is a critical need to sustain large, healthy, genetically appropriate trees on public and private land through long-term planning and budgeting, inclusive decision-making, and strategic policy development that supports adaptive management. Thus, comprehensive urban forest support must extend well beyond tree planting initiatives.

Management of Vancouver's urban forest should be a shared priority among its citizens, community groups, institutions, and City departments. All of these groups have important roles to play. Successful management frameworks must recognize that the urban forest is part of a complex system that includes the built environment and is influenced by human activities and policies and practices that shape Vancouver. Furthermore, decision-making must be made in the context of future uncertainty associated with climate change. With this understanding, along with the input from staff and residents of Vancouver, the Urban Forestry Management Plan was developed with these guiding principles that should be applied to the implementation of the Plan.

- ❖ Recognize that the trees of the urban forest are more than aesthetic enhancements.
- ❖ Recognize trees as the backbone of the urban ecosystem and an essential part of the community's green infrastructure.
- ❖ Promote the health and growth of the urban forest by following scientifically established best management practices for tree selection, planting, watering, and pruning.
- ❖ Promote a robust urban forest through policies and practices that reduce its vulnerability to known diseases or pest infestations, and future threats, including the anticipated effects of climate change.
- ❖ Engage in a continuous process of long-range planning for the growth and maintenance of the urban forest.
- ❖ Promote public appreciation of the urban forest through educational outreach programs.
- ❖ Support local businesses, institutions, organizations, and individuals in their efforts to grow and maintain the urban forest through community education.
- ❖ Proceed in a manner that is inclusive and transparent.



VANCOUVER'S URBAN FOREST TODAY



ANALYSIS OF VANCOUVER'S URBAN FOREST

OVERVIEW

The City of Vancouver is approximately 53 square miles in size, of which approximately four square miles are water surfaces. Across the city, trees are critical elements of the region's green infrastructure, contributing to environmental quality, public health, water supply, local economies, and aesthetics.

Methods for Urban Forest Analyses

A comprehensive resource analysis was completed to inform the Plan's vision, guiding principles, and goals. This included citywide inventories and evaluations of public trees, a top-down look at urban tree canopy cover, analyses of urban forest threats and vulnerabilities, and an equity assessment on the extent of canopy cover. The datasets included an inventory of over 12,000 public trees and 2,000 potential tree planting sites in public areas across the city, a high-resolution urban tree canopy (UTC) assessment completed in 2021, historical planting and maintenance records, and tree equity as defined by American Forests' Tree Equity Score Tool (TreeEquityScore.org).

Defining the Urban Forest

The urban forest is comprised of trees across all city landscapes. While the Plan primarily addresses public trees, all trees across

ownership types and the care of these trees contribute to overall urban forest health, sustainability, and associated benefits. To present an analysis of the urban forest, tree populations in these landscapes are characterized into the type of setting and land ownership type (public or private) and the responsibility for maintenance (City, property owner, or other).

Public trees are comprised of trees along streetscapes, in medians, backup lots, alleys, parks, open space, and natural areas on City-owned land. While the City is primarily responsible for the maintenance of trees in parks, natural areas, and medians, the responsibility to maintain street trees is shared between the City and the adjacent property owner. The City's Urban Forestry Program actively supports neighborhoods to organize neighborhood tree plantings and tree care events to reverse the canopy decline experienced over the last few decades.

Framework of this Section

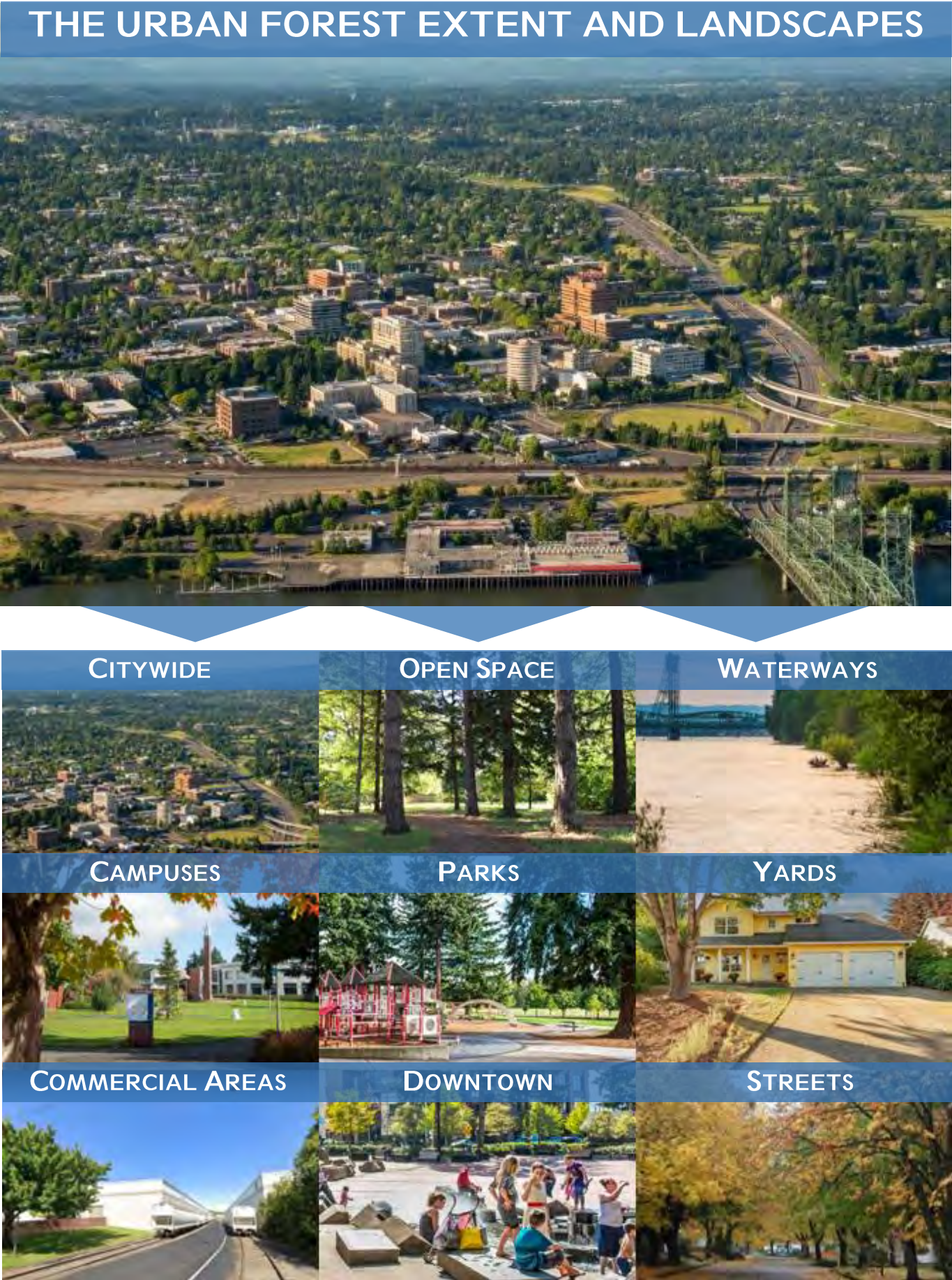
The following sections provide an assessment of the urban forest beginning with a top-down look at tree canopy cover across public and private boundaries followed by a ground-up assessment of public trees and the opportunities and challenges facing all trees in urban areas of the city.

Tree Types and Ownership within Vancouver's Urban Forest

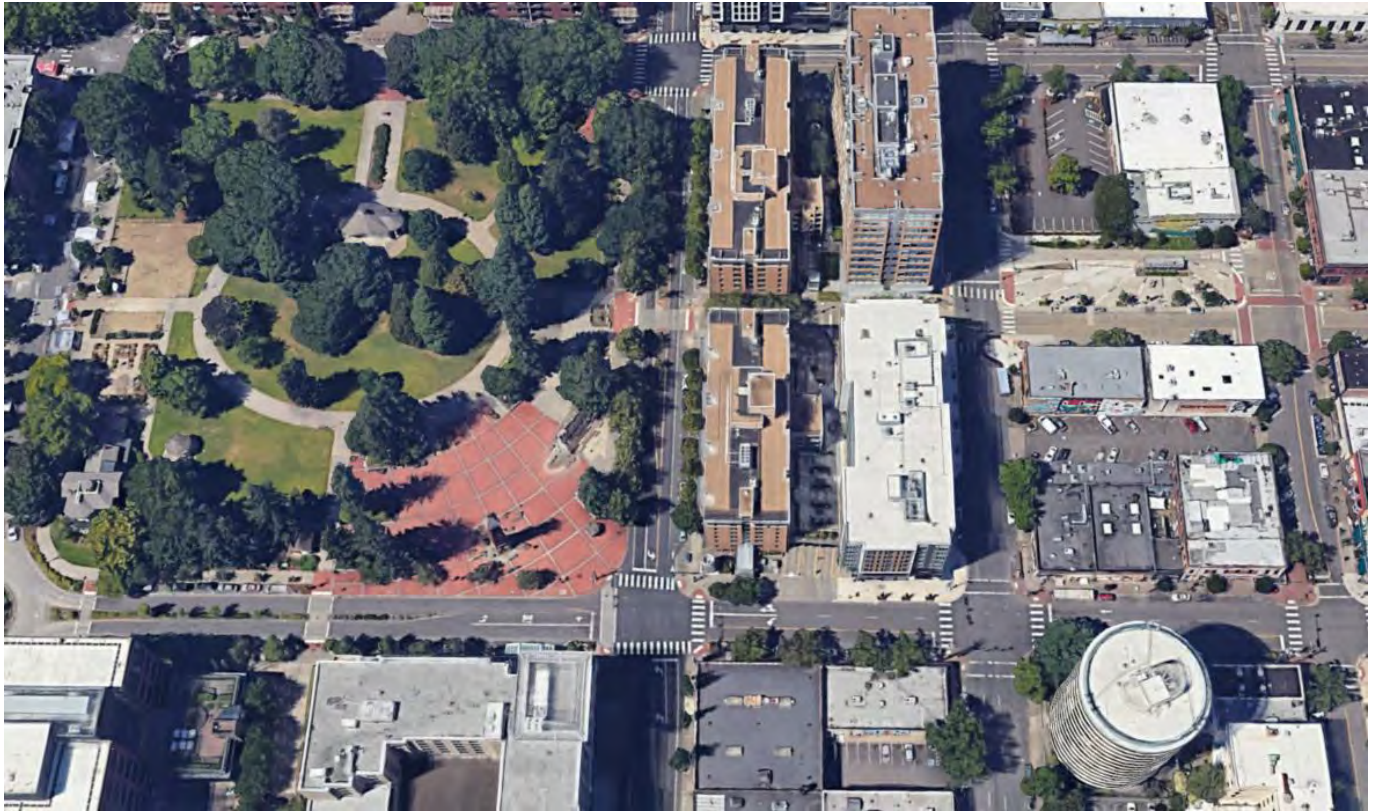


Figure 1. Illustration of the types of trees and ownership

Figure 2. The extent and various landscapes comprising Vancouver's urban forest



VANCOUVER'S URBAN TREE CANOPY COVER



URBAN FOREST STATUS: URBAN TREE CANOPY

The citywide urban forest is measured with high-resolution urban tree canopy (UTC) assessments using various imagery and geographic information system (GIS) processes. The primary goal of this type of assessment is to identify a baseline and benchmark of the city's tree canopy and analyze the land cover class across a range of geographic boundaries. This analysis identifies areas for tree canopy preservation as well as the opportunities for new urban tree canopy cover.

Vancouver's 2021 Tree Canopy Assessment (TCA) utilized 2019 and 2020 high-resolution imagery to evaluate the extent and opportunities for tree canopy cover. Currently, 18.9 percent of the city's land area is covered by the canopy of trees across public and private properties. Another way to look at the extent of this resource— of the 41,040 total land acres¹ in Vancouver, 6,066 acres are covered by tree canopy— equivalent to the area of nearly 4,600 NFL-sized football fields. The unsuitable areas covering 49.4 percent of the city refers to vegetated areas where it would be biophysically feasible for tree plantings but undesirable based on their current usage. Examples include recreational sport fields, golf courses, and other open space.

Tree Canopy

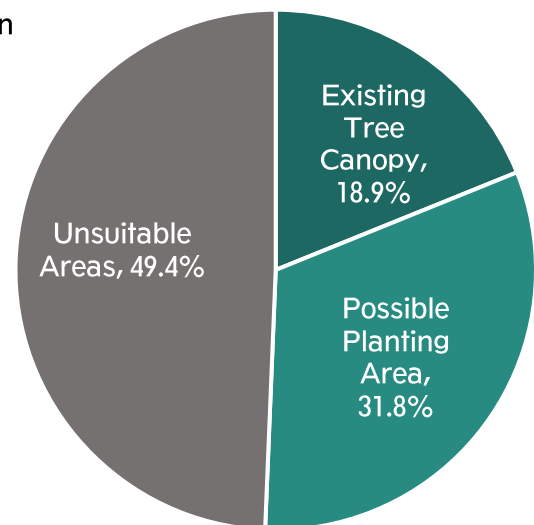


Figure 3. Vancouver's Tree Canopy Assessment results

¹ Vancouver has a total of 33,568 acres of which 31,194 acres comprise land area and 2,368 acres comprise water

NEIGHBORHOOD TREE CANOPY COVER

To support local planning efforts, the tree canopy assessment was also summarized by various planning geographies such as city neighborhoods. The map below shows how the 18.9 percent tree canopy is distributed across neighborhoods. Most neighborhoods have between 16 and 20 percent canopy, two neighborhoods have over 35 percent canopy, but 13 neighborhoods have between 5 and 15 percent canopy.

Tree Canopy Cover by Vancouver Neighborhood*

**Not all neighborhoods are labeled. Detailed maps are provided in the 2021 UTC Assessment Report*

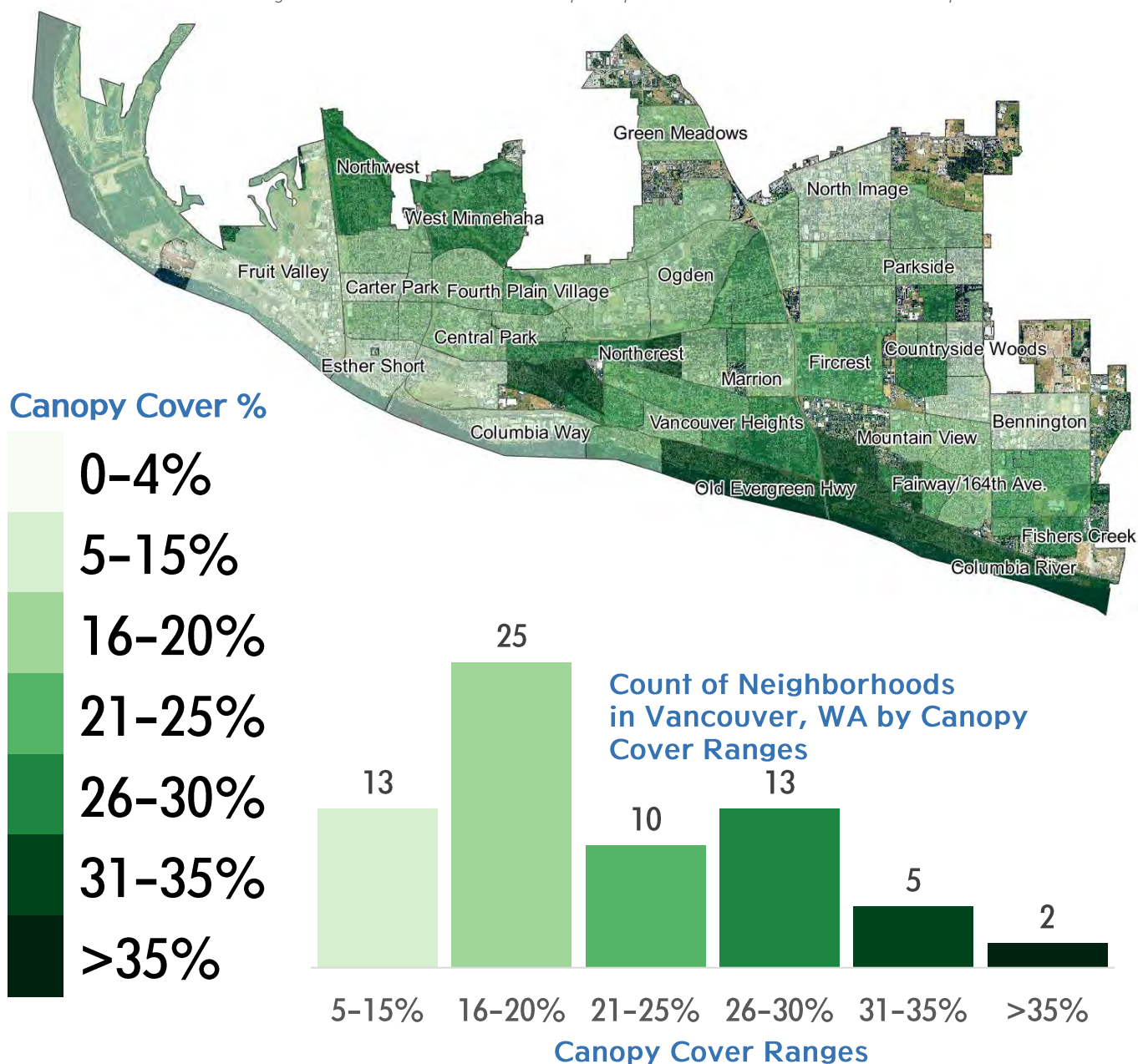


Figure 4. Distribution of tree canopy cover by city neighborhood (2021)

TREE CANOPY COVER CHANGE

Assessments of canopy cover change over a time period such as 10 years can provide a measure of the performance for various urban forest management activities such as tree preservation, maintenance, planting, and community education. By looking at various geographies and the canopy change within, the possible causes of canopy gains and losses can be explored and possibly addressed through strategies in this Plan or by adjusting regulations and best practices.

For Vancouver, tree canopy cover was assessed based on 2019/2020 and 2011 imagery. Based on the analysis, there was an

increase in Vancouver's tree canopy over the eight to nine-year study period. Throughout the city, the average canopy cover increased from 16 percent in 2011 to 19 percent in 2019/2020. Tree canopy increased by approximately 1,027 acres citywide, yielding a 3 percent raw increase (20 percent relative to 2011 acreage) since 2011. Although there was an overall increase in canopy, further analysis revealed that there were also some losses in the city due to development expansion and tree removals. The following provides a summary of canopy cover change though more information is provided in the 2021 Urban Tree Canopy Assessment Report.

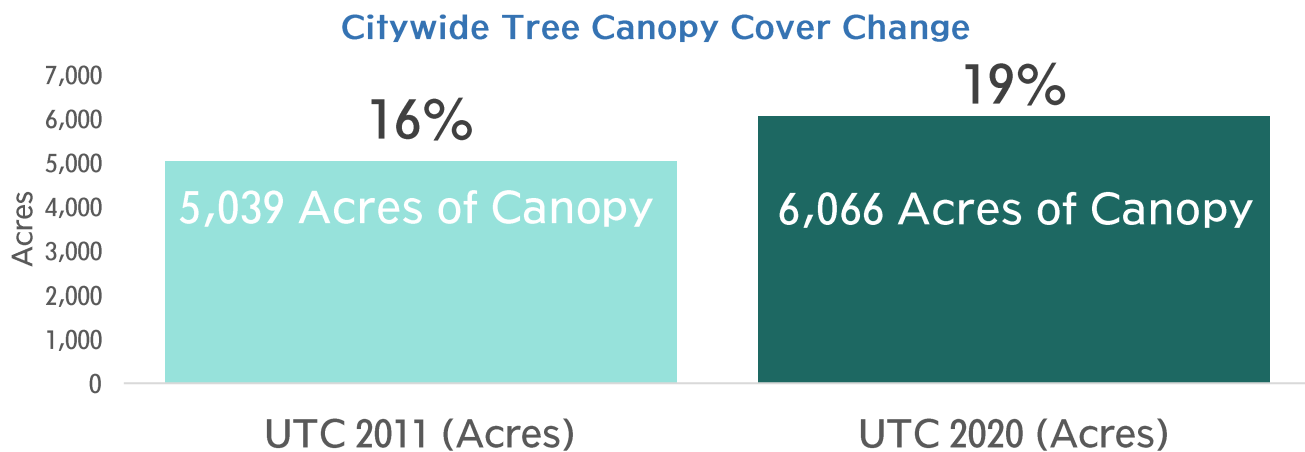
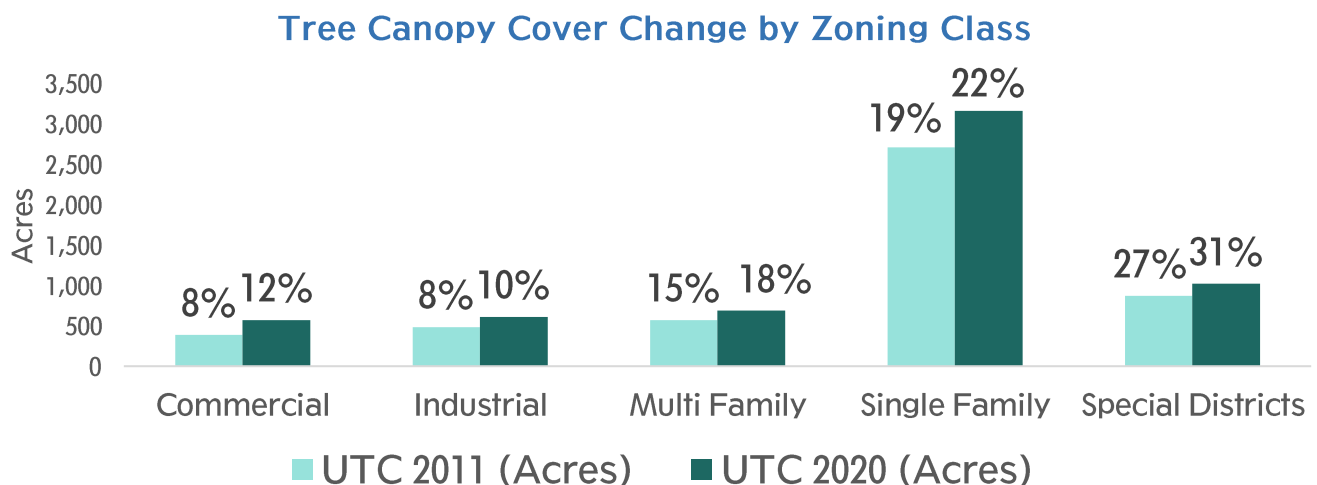


Figure 5. Citywide tree canopy cover change from 2011 to 2020



UTC = Urban Tree Canopy

Figure 6. Tree canopy cover change from 2011 to 2020 for zoning classes

TREE CANOPY EQUITY

Tree canopy cover is often not distributed equitably across city landscapes and ownership types. The American Forests organization created the Tree Equity Score (TES, www.treeequityscore.org) tool to measure tree equity across 150,000 U.S. neighborhoods and 486 municipalities in urban areas. Each community’s TES indicates whether there are enough trees for everyone to experience the health, economic, and climate benefits that trees provide. The scores are based on how much tree canopy and surface temperature align with income, employment, race, age, and health factors. A 0- to-100-point system makes it easy to understand how a community is doing. With the knowledge the score provides, Vancouver’s community leaders, tree advocates, and residents alike can address climate change and public health through the lens of social equity, attract new resources, factor the scores into technical decisions, guide implementation of the 2023 Urban Forestry Management Plan, and track progress toward achieving tree equity. A score of 100 represents tree equity. Based on a 2023 analysis, Vancouver’s tree equity score is 78 out of 100.

Tree Equity Scores by Census Block Groups (TreeEquityScore.org)

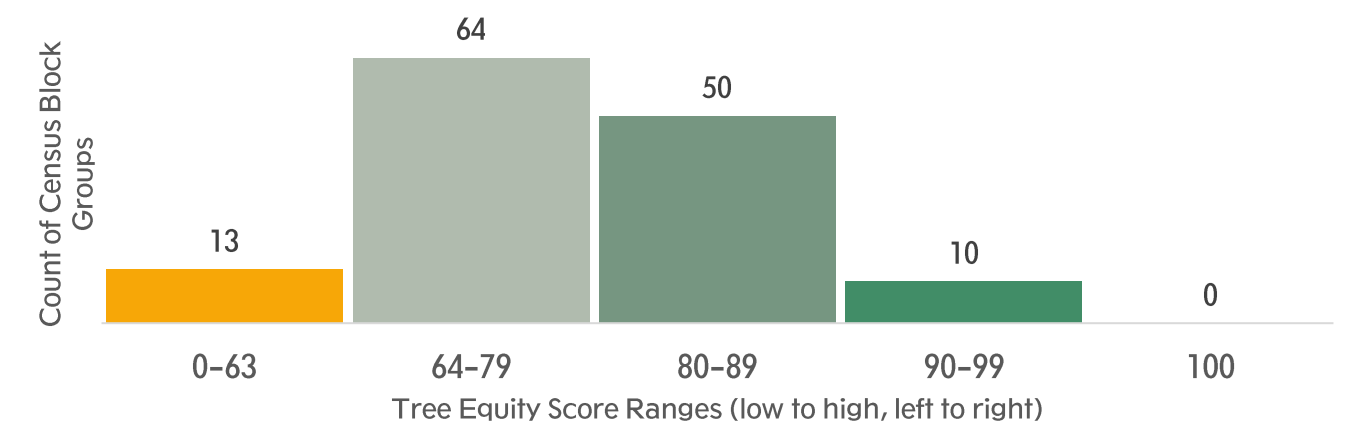


Figure 7. Count of Census Block Groups by Tree Equity Score ranges



Comparison of Tree Equity Scores (TreeEquityScore.org)

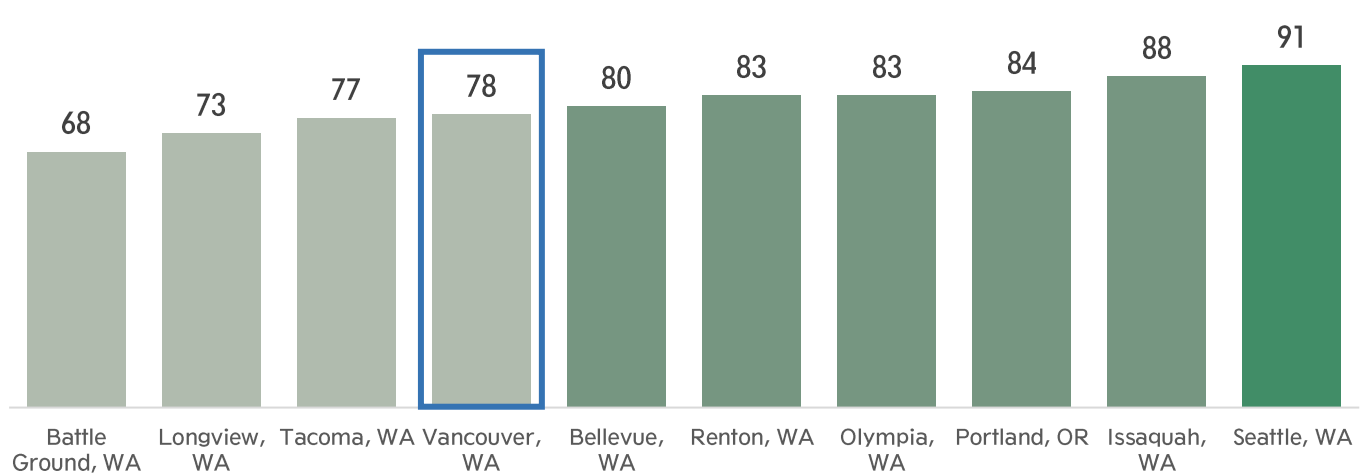


Figure 8. Comparison of tree equity scores (100 = the highest possible score)

Most of the 137 Census Block Groups (CBG) in Vancouver have a Tree Equity Score between 64 and 79 (64 CBGs) or 80 and 89 (50 CBGs), though 13 CBGs have a score between 0 and 63. Compared to other cities in the region with a Tree Equity Score value, Vancouver ranks seventh out of ten with a score of 78 and the average of 81. Seattle has the highest TES with 91 and Battle Ground has the lowest TES score with 68.

THE EFFECTS OF CLIMATE CHANGE

Climate change is having a direct effect on the city's urban forest. Increased temperatures and prolonged heat in Vancouver and the Pacific Northwest have a dramatic impact on not only the human population but also the ecology of the area—specifically, trees in urban areas. Urban areas are especially prone to higher temperatures due to the abundance of hard or bare surfaces – such as parking lots, rooftops, and roads – that absorb heat (Figure 9). Limited vegetation and industrial activity can also contribute to what is known as the urban heat island effect. The resulting higher temperatures increase the risk of illness and death from heat stroke and cardiovascular disease and the issues are exacerbated in areas with existing inequities in housing, access to healthcare, and health outcomes.

Urban trees already have an uphill struggle to reach their maximum size and function due to the competition for space, elements of an urban environment, vandalism, pests and diseases, among other factors and stressors. Abnormally high temperatures and prolonged heat can have a negative impact on established trees especially those not acclimated or unable to adjust to these changes. According to the USDA Plant Hardiness Zones, Vancouver is in zone 8b with an average annual extreme minimum temperature of 15 to 20 degrees Fahrenheit. Planting the right trees for the current and changing climate along with the adequate care they require will play a vital role in Vancouver's sustainability and human health.

Changes in local climates are also impacting the wildfire seasons and intensity. Portions of Vancouver's land area are within what is referred to as the wildland urban interface or WUI and as such, vegetation management is essential to wildfire management on both public and private land. Changing climates also influence the abundance and introduction of tree pests and diseases. The urban forest in Vancouver requires constant attention and climate-specific planting and management strategies to ensure the resource is safe, expanding, sustainable, and beneficial to city residents, the environment, and the local economy. Maintaining existing trees and increasing tree canopy coverage are key strategies in the City's adopted Climate Action Framework.

Climate Change and Urban Heat

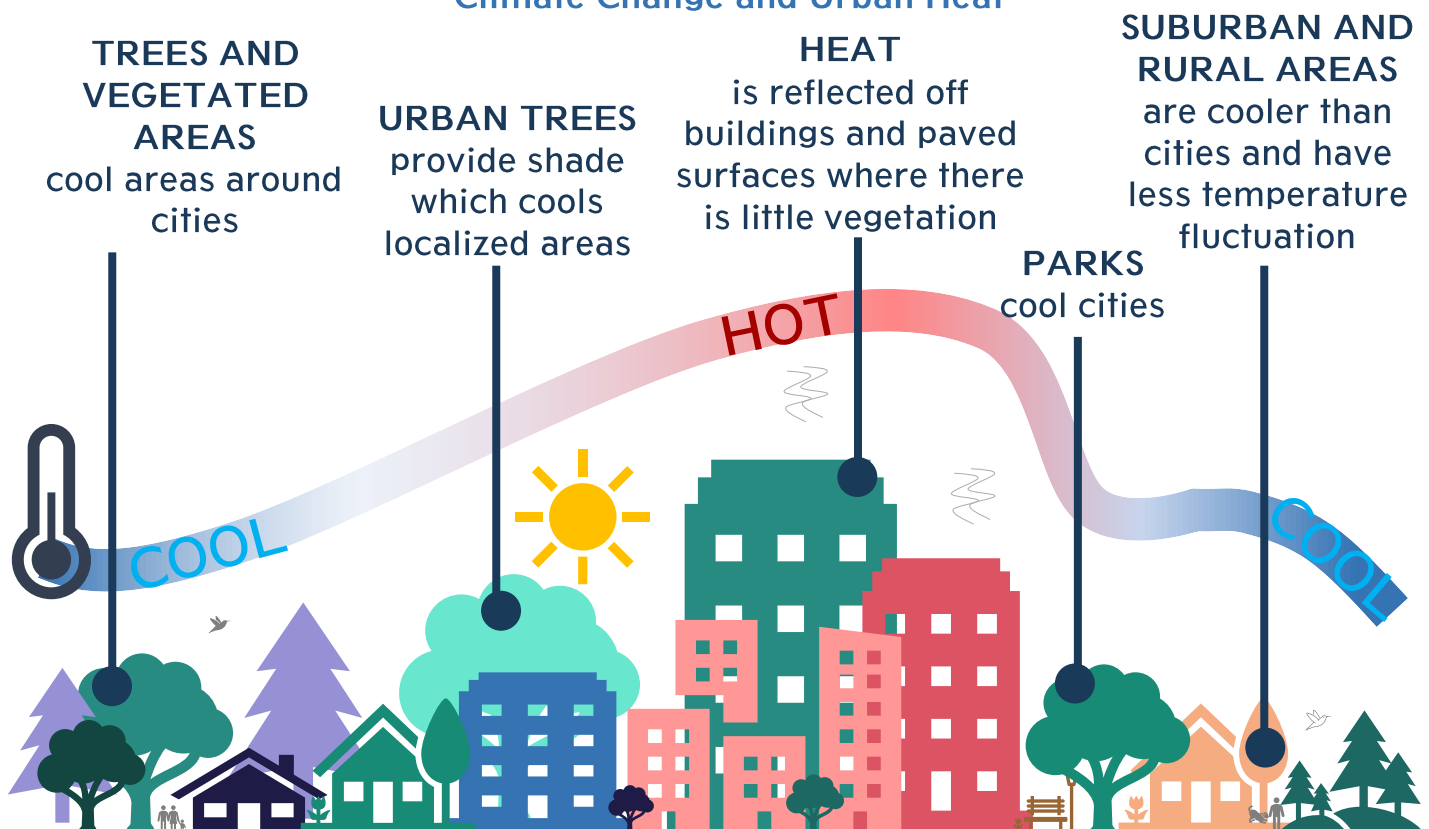


Figure 9. The effects of vegetation and trees on urban heat islands in cities

VANCOUVER'S PUBLIC TREES



12,263

PUBLIC TREES
INVENTORIED

15%
are City
maintained

85%
are privately
maintained

99,000

ESTIMATED TOTAL
NUMBER OF PUBLIC TREES

50k Street Trees
30k Park Trees
19k Other Public Trees

Overview

Analyses of public tree populations throughout a city can provide insights into the sustainability, resiliency, and vulnerability of the portion of the urban forest that is typically monitored, regulated, and managed on a routine basis. In the City of Vancouver, it is primarily the adjacent property owner's responsibility to maintain public street trees whereas, the City manages public trees in parks, natural areas, and medians. While the City does not have a comprehensive inventory of all public trees, the Urban Forestry Program and its partners are actively adding and updating an online database as new trees are planted or established trees are maintained. As of February 2023, the City has inventoried a total of 12,263 public trees of which 15 percent are City-maintained and 85 percent are privately-maintained.

The following summaries are based on the public trees inventoried in the online database. In 2021, urban forestry consultants conducted an inventory of a portion of the public tree population—approximately 2,600 trees on developed park lands. Between the 2016 park tree inventory and the 2021 update, approximately 75 percent of developed parks have a tree inventory. A comprehensive public tree inventory (i.e., street tree

inventory) was outside of the scope of work for the Plan but the sample data can provide insights and talking points for the Urban Forestry Program and its partners to communicate industry standards, best practices, and City regulations surrounding public tree management. In some cases, the sample inventory analysis may be extrapolated to represent the citywide public tree population. Based on benchmarking, regional research, and aerial imagery interpretation, it is estimated Vancouver has nearly 100,000 public trees along streetscapes, in medians, and in maintained areas of public parks (Hauer, et al. 2014).

Note, the data collected and analyzed in the following summaries were derived from analyses conducted in January and February 2023. Public trees are dynamic assets that grow and change. Tree conditions, observations, defects, maintenance needs, and other factors are constantly changing due to the nature of the trees, the growing environment, and the maintenance history. The summaries and associated recommendations are based on the inventory data at the time of analysis. Additional summaries of the partial inventory are provided in a separate document to this Plan.

PUBLIC TREES: SIZE AND AGE DISTRIBUTION

Public Trees Inventoried in Vancouver (12,263 Trees)

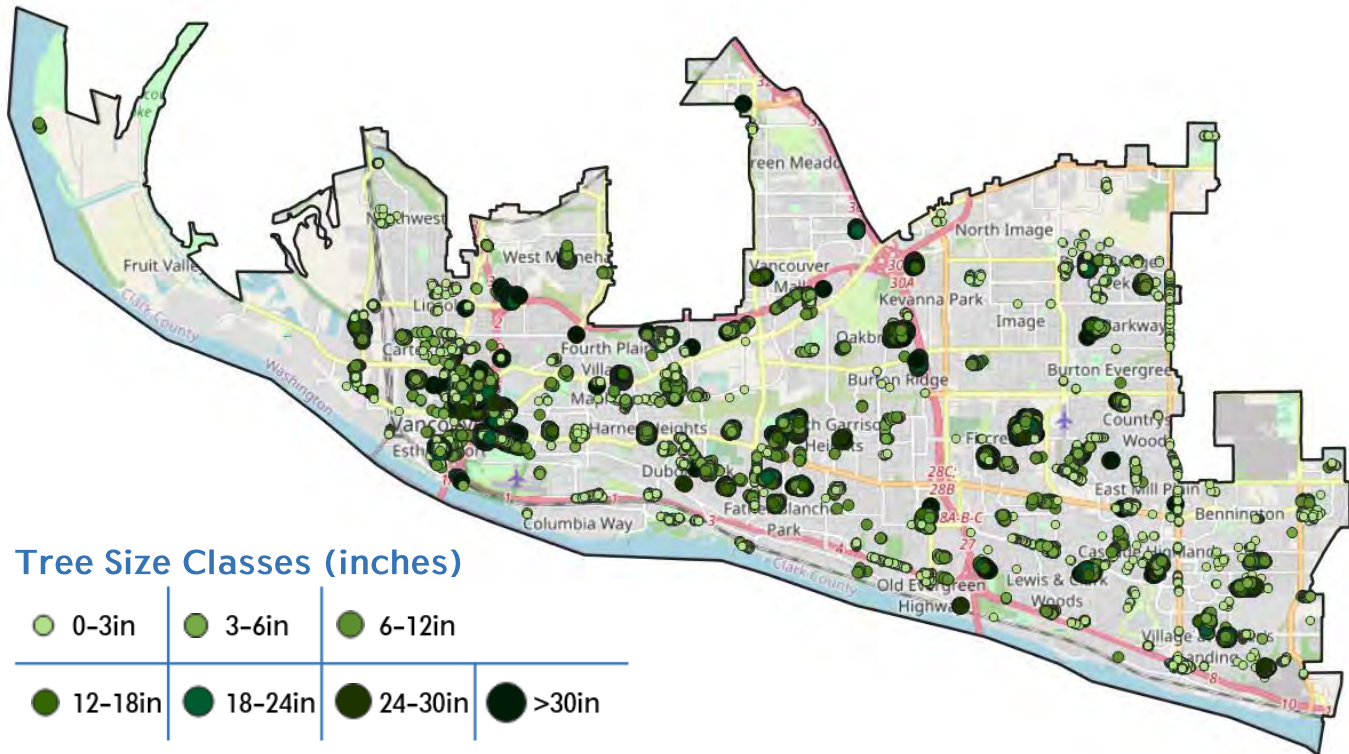


Figure 10. Map of the location and size classes for over 12,000 public trees in the City's online database

The distribution of tree ages influences the structure of the urban forest as well as the present and future costs. An unevenly aged urban forest offers continued flow of benefits and a more uniform workflow allowing managers to accurately allocate annual maintenance schedules and budgets.

Public Tree Size and Relative Age Classes

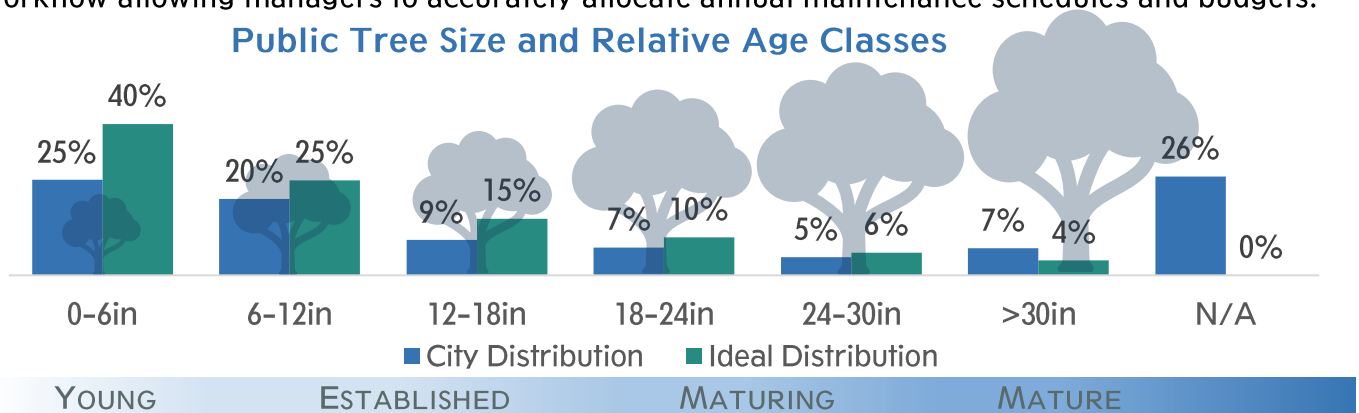


Figure 11. Comparison of the diameter at breast height (DBH) size distribution of Vancouver's public trees to an ideal distribution

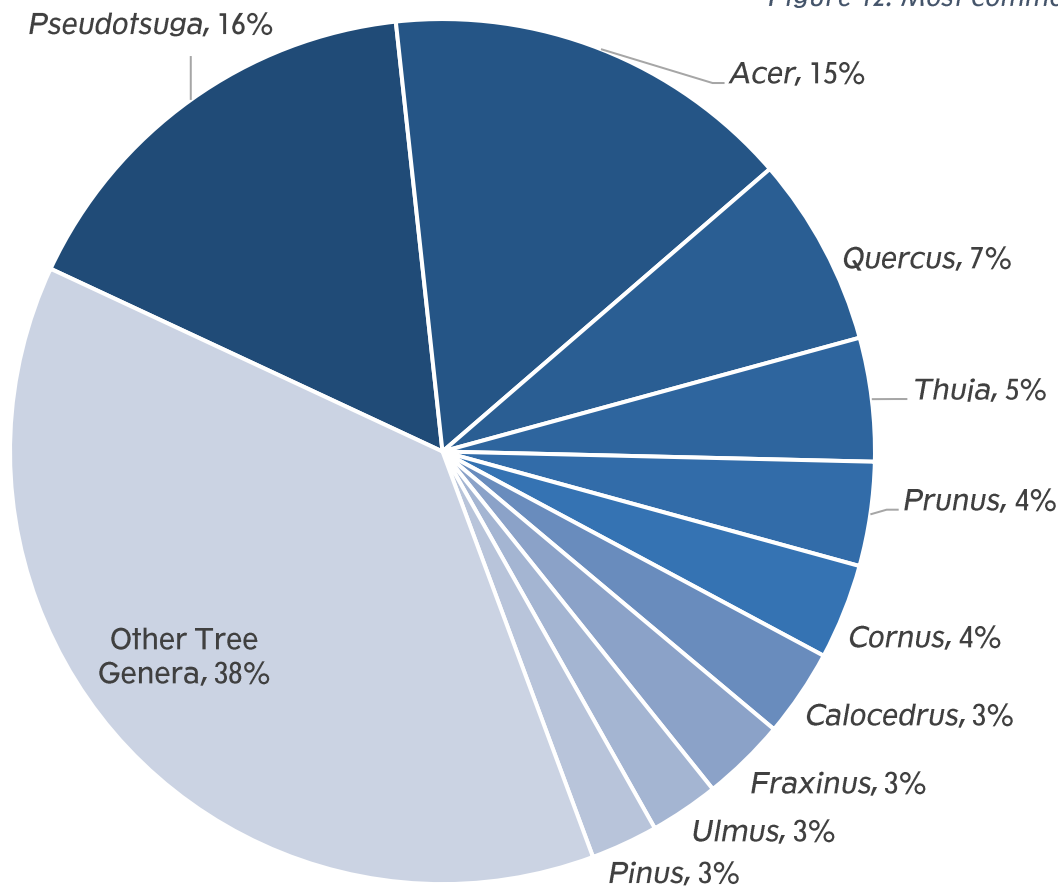
Overall, the size and relative age distribution of Vancouver's public tree population are similar to the ideal age distribution. The ideal distribution is based on a street tree study conducted to determine the appropriate proportions of tree sizes for maximizing benefits while keeping maintenance and management costs at a manageable level (Richards, 1983 and 1993). As the figure above shows, 25 percent of the public tree population (3,089 trees) is composed of trees with a DBH (or "diameter at breast height," measured at 4.5 feet above grade) ranging from 0 to 6 inches. This indicates that many trees are young or small-statured. Vancouver should ensure the planting sites allow for larger species where possible. The City's approved street tree and yard tree lists support this future collaboration to plant the appropriate trees for species and age diversity goals.

PUBLIC TREES: GENUS DIVERSITY

Understanding the frequency and distribution of tree genera enables tree managers to get a pulse on the urban forest's resiliency to climate change, pests and diseases, among other challenges facing trees in urban areas. A commonly accepted diversity goal is for no species to account for more than 10 percent of the population, no genus more than 20 percent, and no family more than 30 percent (Santamour, 1990). This rule can be applied at the city, neighborhood, and street level. Based on these principles, no tree genera in the inventoried public tree population is exceeding the thresholds. *Pseudotsuga* (16 percent), *Acer* (15 percent), and *Quercus* (7 percent) are the most common tree genera. The top ten most common genera comprise 62 percent of the public trees.

Diversity and Distribution of Public Tree Genera

Figure 12. Most common public tree genera



Pseudotsuga
(Douglas fir)



16%

Acer
(Maples)



15%

Quercus
(Oaks)



7%

Thuja
(Red cedar)



5%

Prunus
(Cherry, plum)



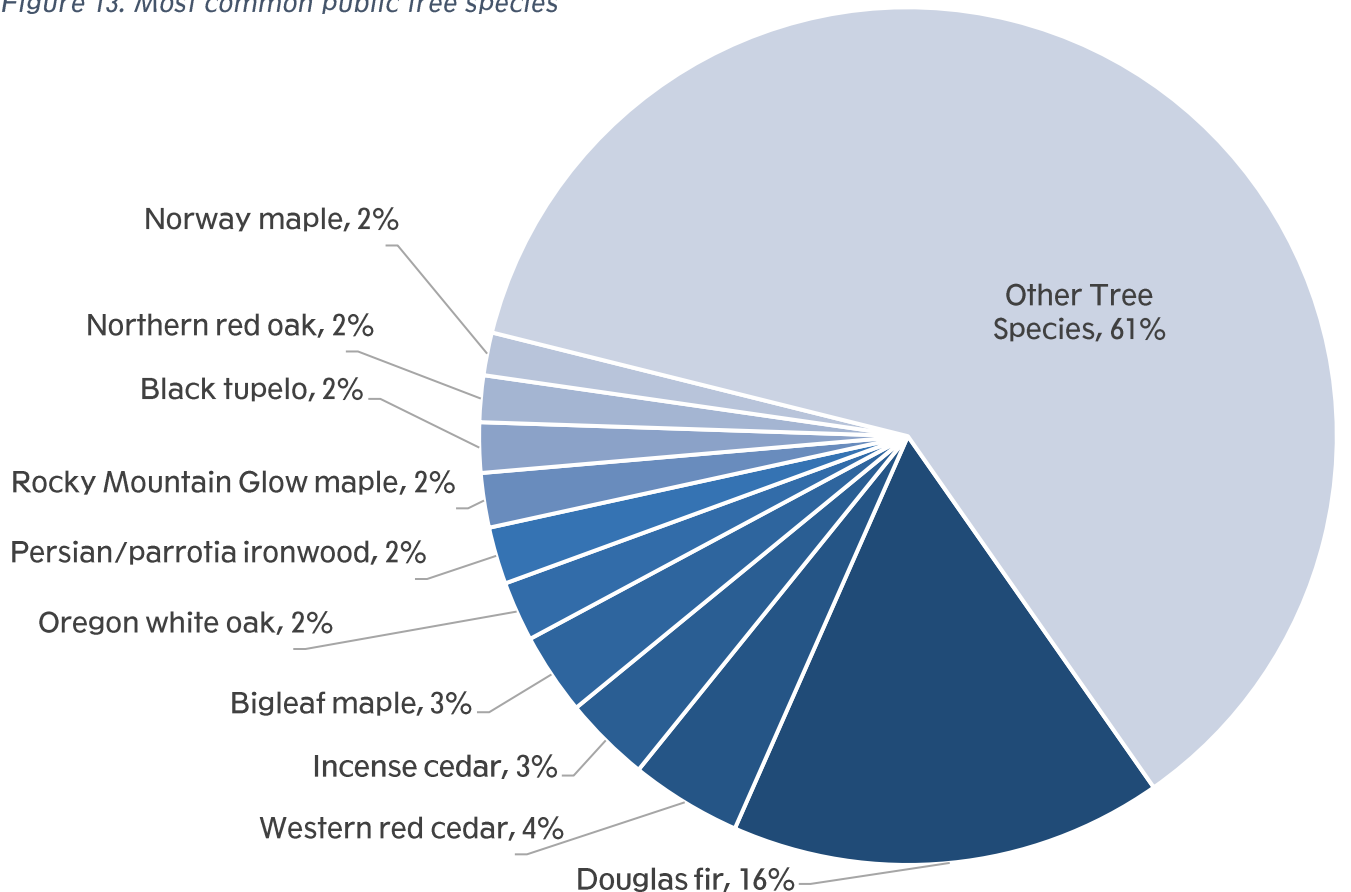
4%

PUBLIC TREES: SPECIES DIVERSITY

Tree species composition data are essential since the types of trees present throughout the city dictate the amount and type of benefits produced, tree maintenance activities required, and budget considerations. The 12,263 public trees inventoried consist of 345 unique species. Douglas fir comprise the highest percentage with 16 percent (2,003 trees), followed by western red cedar at 4 percent (515 trees), and incense cedar with 3 percent (401 trees). The top ten most common tree species comprise 39 percent of the inventoried public tree population.

Diversity and Distribution of Public Tree Species

Figure 13. Most common public tree species



Douglas fir



16%

Western red cedar



4%

Incense cedar



3%

Bigleaf maple



3%

Oregon white oak



2%

PUBLIC TREES: CONDITION

Figure 14 summarizes the trees that were assigned a condition rating and shows an example of the canopy health for each respective classification. The data show that nearly half of the trees inventoried are classified as being in "Good" condition, comprising 44 percent or 5,370 trees and 397 trees (3 percent) in "Excellent" condition. A total of 2,557 trees (21 percent) are in "Fair" condition, 3 percent (402 trees) in "Poor" or "Very Poor" condition, and 89 trees (1 percent) are "Dead". A total of 3,448 trees (28 percent) inventoried do not have a condition rating.

The condition of public trees is influenced by a number of factors such as the tree's age, the location, the history of maintenance and plant health care, and possible stressors that are caused by biotic and abiotic elements. In many cases where a tree's health is rated less than good, defects and observations recorded show mechanical damage (caused by mowers or weed trimmers), trunk decay or cavities, poor structure, dieback, or a combination of these.

Many of these defects causing declining tree health could possibly be prevented or remediated with a proactive pruning program, proper tree and site selection during planting, plant health care (e.g., pest and disease management, watering, mulching), tree protection from construction or mower damage, public education and training, and/or young tree pruning.

The City should continue to educate the public and encourage the use of industry standards and best practices since the majority of public street trees are the responsibility of adjacent property owners to maintain.

Public Tree Condition

Condition	Count	%
Excellent	397	3%
Good	5,370	44%
Fair	2,557	21%
Poor	354	3%
Very Poor	48	0%
Dead	89	1%
N/A	3,448	28%
TOTAL	12,263	100%

Table 1. Summary of public tree condition

Excellent or Good



Fair



Poor or Very Poor



Dead



Figure 14. Public tree condition
Public Trees: Condition Page | 12

URBAN FOREST BENEFITS AND SERVICES

THE URBAN FOREST SYSTEM AND ASSOCIATED BENEFITS

Trees and the urban forest are vital components of a city's public infrastructure. They create quantifiable cost savings for both the City and private property owners alike and create economic benefits for the entire community. The quality of life of the residents in any community also depends on the urban forest, as trees make a vital and affordable contribution to the sense of community, pedestrian-friendly neighborhoods, energy savings, and air quality. Trees are one of the few infrastructure investments that grow in value over time. The following data was derived from Alliance for Community Trees. The following benefits and services were gathered and adapted from the Alliance for Community Trees (ACTrees, 2011).



Reduce Stress and Improve the Quality of Life

Neighborhoods with generous canopies of trees are good for public health. Greater contact with natural environments correlates with lower levels of stress, improving performance. Students' concentration levels go up when they are able to look out onto a green landscape. Studies show that children with attention deficit disorder function better after activities in green settings. A green environment impacts worker productivity. Workers without views of nature from their desks claimed 23 percent more sick days than workers with views of nature. Residents of areas with the highest levels of greenery were three times as likely to be physically active and 40 percent less likely to be overweight than residents living in the least green settings.



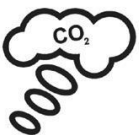
Clean the Air and Breathe Easier

Shade trees reduce pollution and return oxygen to the atmosphere. In addition to carbon dioxide, trees' leaves or needles absorb pollutants, such as ozone, nitrogen dioxide, sulfur dioxide, and some particulate matter. Roadside trees can reduce nearby indoor air pollution by more than 50 percent.



Save Energy and Lower Energy Costs for Buildings

Trees can insulate homes and businesses from extreme temperatures, keep properties cool, and reduce air conditioning utility bills. A 20 percent canopy of deciduous trees over a house results in annual cooling savings of 8 to 18 percent and annual heating savings of 2 to 8 percent. By planting shade trees on sunny exposures, property owners can save up to 50 percent on hot-day energy bills.



Positively Influence Climate to Ensure Sustainability

Trees absorb carbon dioxide and store carbon in wood, which helps to reduce greenhouse gases. Carbon emissions from vehicles, industries, and power plants are a primary contributor to increased air temperatures in metropolitan areas. Trees store 700 million tons of carbon valued at \$14 billion with an annual carbon sequestration rate of 22.8 million tons per year valued at \$460 million annually. In one year, an acre of mature trees can absorb CO₂ equivalent to a car driving 26,000 miles.



Reduce the Need for Street Maintenance

Shaded streets last longer and require far less pavement maintenance, reducing long-term costs. Canopies diminish pavement fatigue, cracking, rutting, and other damage. A study from University of California at Davis found that 20 percent shade cover on a street improves its pavement condition by 11 percent, which is a 60 percent savings for resurfacing over 30 years. Also, the selection of appropriate tree species guided by a management plan would reduce maintenance by reducing damage associated with tree roots (on curbs, gutters, driveways, and pavement).



Raise Property Values

Trees are sound investments, for businesses and residents alike, and their value increases as they grow. Sustainable landscapes can increase property values up to 37 percent. The value of trees appreciates over time because the benefits grow as they do. For businesses, trees have added value, including higher revenues. Shoppers seek out leafy promenades that frame storefronts. Research shows that shoppers spend more—between 9 and 12 percent more—on products in tree-lined business districts. A study by Donovan & Butry in 2008 shows trees increase value to the home where they reside but also contribute to increased property values of adjacent homes and properties. As an additional benefit, increased property values resulting from trees lead to quicker home sales (Wolf 2007).



Conserve Water and Soil

A tree's fibrous roots, extending into the soil, are premier pollution filtration and soil erosion prevention systems. Intensely urbanized areas are covered with a large number of impermeable surfaces. In contrast to an impervious hardscape, a healthy urban forest can reduce annual stormwater runoff up to 7 percent. Highly efficient trees also utilize or absorb toxic substances such as lead, zinc, copper, and biological contaminants. One study estimated that eliminating the need for additional local stormwater filtration systems would result in savings exceeding \$2 billion.



Cooler Pavement Diminishes Urban Heat Islands

Broad canopy trees lower temperatures by shading buildings, asphalt, and concrete. They deflect radiation from the sun and release moisture into the air. The urban heat island effect is the resulting higher temperature of areas dominated by buildings, roads, and sidewalks. Cities are often 5 to 10 degrees (Fahrenheit) hotter than undeveloped areas, because hot pavement and buildings have replaced cool vegetated land. In addition, high temperatures increase the volatility of automobile oil and oil within the asphalt itself, releasing the fumes into the atmosphere. Trees can reduce asphalt temperatures by 36 degrees, which diminishes the fumes and improves air quality.



Protect Wildlife and Restore Ecosystems

Planting and protecting trees can provide habitat for wildlife. Urbanization and the destruction of valuable ecosystems have led to the decline of many of species. Adding trees, particularly native trees, provides valuable habitat for wildlife.



Build Safe Communities and Decrease Crime

Police and crime prevention experts agree that trees and landscaping cut the incidence of theft, vandalism, and violence by enhancing neighborhoods. Thriving trees on well-maintained streets indicate pride of ownership. Public housing residents with nearby trees and natural landscapes reported 25 percent fewer acts of domestic aggression and violence. Apartment buildings with high levels of greenery had 52 percent fewer crimes than those without any trees. Buildings with medium amounts of greenery had 42 percent fewer crimes. Many cities have implemented CPTED (Crime Prevention through Environmental Design) strategies.



Calm Traffic and Make Neighborhoods Safer and Quieter

People drive more slowly and carefully through tree-lined streets because trees create the illusion of narrower streets. One study found a 46 percent decrease in crash rates across urban roadways after landscape improvements were installed. The presence of trees in a suburban landscape reduced the cruising speed of drivers by an average of three miles per hour. Faster drivers and slower drivers both drove at decreased speeds in the presence of trees. Trees reduce noise pollution, buffering as much as half of urban noise. By absorbing sounds, a belt of trees 100 feet wide and 50 feet tall can reduce highway noise by 6 to 10 decibels.

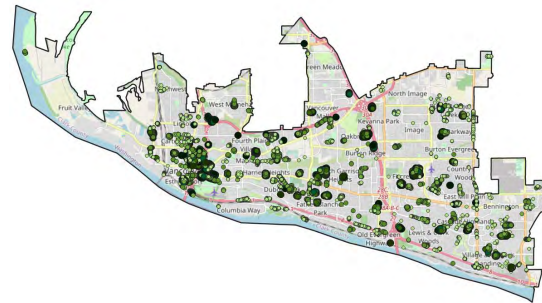
CITYWIDE URBAN FOREST BENEFITS AND SERVICES

SUMMARIES OF TREE BENEFITS PROVIDED

Citywide Urban Forest



Public Street & Park Trees



The **citywide urban forest** comprised of all trees across the various types of landscapes provide environmental, economic, and social benefits and services. This expansive resource, stretching across public and private boundaries, enhances the quality of life, improves ecosystems, and offers financial savings to the community. The citywide urban forest is measured by assessing the amount of tree canopy cover (i.e., surface area) when viewed from above. Using the 2021 Urban Tree Canopy Assessment, these benefits and services were derived. The urban forest holds millions of dollars of savings in avoided infrastructure costs, pollution reduction, and stored carbon.

Summary of the Citywide Urban Forest Benefits and Services

Table 2. Summary of the annual benefits provided by the citywide urban forest

Benefit or Service	Description	Quantity	Value or Savings
Air Quality	Trees produce oxygen, indirectly reduce pollution by lowering air temperatures, and improve public health by reducing air pollutants which cause death and illness.	149 tons	\$2M
Stormwater and Water Quality	Trees and forests mitigate stormwater runoff which minimizes flood risk, stabilizes soil, reduces sedimentation in streams and riparian land, and absorbs pollutants, thus improving water quality and habitats.	40,000 gallons per canopy acre 243M gallons total	\$2M
Carbon Storage and Sequestration	Trees accumulate carbon in their biomass; with most species in temperate forests, the rate and amount increase with age.	224k tons C stored 7k tons C sequestered	\$38M \$1M
TOTAL BENEFITS			\$44M

The citywide urban forest provides over \$44 million total in terms of benefits, value, and/or savings. Annually, Vancouver's green asset contributes over \$6 million (excludes carbon storage values) in value or savings. It should be noted, this study does not account for property value increases, energy savings, increased consumerism, reduced pavement wear, improved human health, structural or replacement value, among many others that would likely increase the value of the urban forest to nearly \$500 million (McPherson, et al. 2017).

Specific to the City's public trees, a total of 8,950 public trees out of the 12,263 trees in the inventory database contain values for ecosystem benefits and services. The following provides a summary of the benefits and services calculated to represent the total public tree population.

Estimated Benefits and Services of All Public Trees (~99,000 trees)

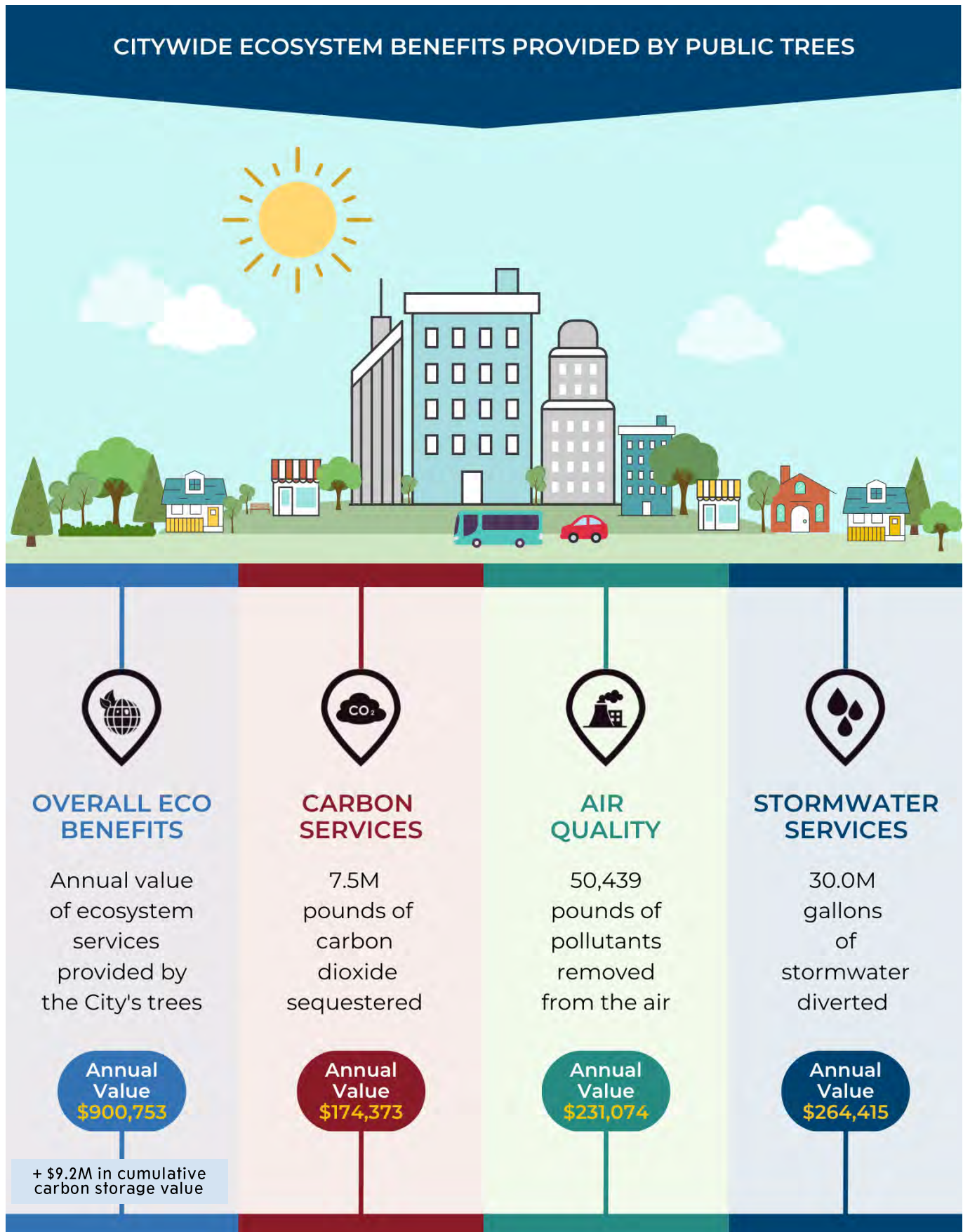


Figure 15. Summary of the ecosystem services and benefits of all public trees

URBAN FOREST MANAGEMENT



MANAGEMENT OF VANCOUVER'S URBAN FOREST

THE MISSION OF VANCOUVER'S URBAN FORESTRY PROGRAM

"Maximize the aesthetic, environmental and economic benefits that trees provide to city residents and visitors by preserving, managing and enhancing existing trees and other vegetation and promoting the reforestation of the urban area, through an active integrated program with community support and participation."

OVERVIEW

The City of Vancouver has a unique urban form and character. Its size, layout, and development density influence the landscape and has created a charming and livable city. Vancouver's residents show pride in their city, and their neighborhoods are well cared for. The city's climate is ideal for a wide range of plants and street trees and many of the city's streets and landscapes exhibit a unique and rich planting character. Some of the city's historic neighborhoods and its newest developments have a rich urban forest that illustrates Vancouver's potential to be an even greater tree-filled city guided by a strategic plan—a city that can be truly 'ahead of the curve'.

Urban trees can play a significant role in making cities resilient to weather and climate extremes, and in protecting human and ecosystem health and safety. To do so, trees must be consciously selected, planted, and managed as the central component of an urban forest where individual trees are maintained as part of a greater system with the purpose of improving the urban environment and enhancing the benefits of that ecosystem.

The ability of Vancouver's trees to achieve the desired maximum return of benefits is greatly dependent upon proper maintenance and management supported by sufficient funding and staffing. Vancouver's Urban Forestry Program ("Urban Forestry") ensures the urban forest management system is fully developed and integrated among the City's departments, programs, and policies.

The Urban Forestry Program supports the City of Vancouver in meeting federal National Pollutant Discharge Elimination System (NPDES) permit requirements and provides three important services to the community:

planning, education, and management related to maintenance and growth of the urban tree canopy to improve watershed health.

Planning includes reviewing site development applications for conformance to existing tree ordinances, working with various partners on strategies to grow the citywide tree canopy, and assessing, inventorying, and monitoring the health of the city's urban forest resources. Education promotes the benefits of trees, educates the public about trees and how to properly care for them, manages the Tree Stewards program to train community volunteers to become neighborhood tree stewards, administers the Heritage Tree and Witness Tree programs, and collaborates with neighborhood associations and community members to assist in the stewardship of the city's urban forest. Urban Forestry also coordinates with City departments and outside agencies regarding policy and program development, enforces policies and regulations, and provides quality customer service to community members and businesses through its management services.

The citizen Urban Forestry Commission, appointed by City Council, provides an opportunity for community members to take active implementation and advisory roles in all three of these service areas. Together, the Urban Forestry Program and Commission have collaborated to ensure the city continues to be recognized as a "Tree City USA" from the Arbor Day Foundation—a title the City of Vancouver has held since 1989.

The direction of Urban Forestry was set in the Urban Forestry Management Plan adopted in 2007 and this 2023 update to the Urban Forestry Management Plan provides program direction for the next 25 years.

CHALLENGES FACING THE URBAN FOREST AND PUBLIC TREES

The Effects of Climate Change in Vancouver and the Region



DROUGHT



FLOODING



HEAT WAVES



INTENSE STORMS

Climate Change Impacts to Vancouver's Urban Forest



**LACK OF
WATER**



**PESTS &
DISEASES**



**LIMB & TREE
FAILURE**



**TREE DECLINE &
MORTALITY**

Challenges Facing Vancouver's Public Tree Population



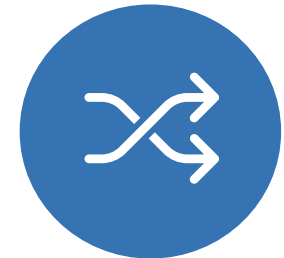
**MANAGING
RISK**
(removals & pruning)



**PROACTIVE
MAINTENANCE**
(routine pruning)



**IMPROVING TREE
CONDITION**
(best practices)



**GROWING
RESILIENT TREES**
(diversity, proper care)

SUMMARY OF CHALLENGES

Climate Change is impacting the health and longevity of trees due to longer, drier summers, stronger storm events, and the introduction of exotic tree pests and diseases and invasive plant species.

The extent of tree canopy and the associated benefits are not distributed equitably across the city. 19 percent of the city is shaded by the canopy of trees, but its neighborhoods vary in amounts.

Urban forest health is critical for maintaining the long-term viability of the ecosystem. Without proper management, trees will continue to decline in health and not meet their potential in providing benefits to the community. A diverse urban forest supports a healthy ecosystem when threats such as the emerald ash borer pest emerge in the city.

Unbalanced protection of mature trees during development is a challenge facing the trees in Vancouver as rapid growth is occurring throughout the city. Strong but fair tree regulations with enforcement can ensure canopy cover is sustained and equitable.

The maintenance of public street trees is the responsibility of the adjacent property owner. Educating the community, instilling best practices, and providing supporting programs can address the concerns of deferred maintenance, public safety, improper pruning, threats to resiliency, and inequitable canopy cover.



The trees in Vancouver face multiple challenges to surviving and thriving. Trees that die years prematurely will not create the root systems and canopies needed to reach their benefit potential and maximize their return on investment. Planting and maintaining an urban forest that exists in concert with other green infrastructure must include management by trained individuals, the use of tree inventory data, an understanding of baseline conditions and forecasted environmental changes, collaboration among departments to mainstream urban forest management, adherence to industry standards and best practices, a community with a shared commitment to the urban forest vision, and a roadmap for management provided in a plan.

OTHER CHALLENGES

In cities where a comprehensive long-term management plan is not in place, sporadic tree plantings may take place either through development projects, inconsistent availability of funding or grants, volunteer programs, or through a combination of these mechanisms. Having an Urban Forestry Management Plan unifies efforts by different departments and divisions of the City, development projects, volunteer efforts, and community partners to ensure success at multiple levels of implementation, from creating policies and overarching goals to the correct planting of diverse species and the coordinated on-going maintenance of each tree.

Planting and maintaining an urban forest that exists in concert with other green infrastructure must include: management by trained individuals, the use of tree inventory data, an understanding of baseline conditions and forecasted environmental changes, collaboration among departments to mainstream urban forest management, and a community with a shared vision for the urban forest. To address these challenges, the Urban Forestry Management Plan provides the guidance on how the city can achieve the 28 percent canopy goal. The canopy goal and priority areas can be addressed and accomplished through the implementation of this Plan.

Several City codes, regulations, and plans address trees. To maintain a healthy urban forest and quality of life in Vancouver, the City of Vancouver enforces Street Tree (VMC 12.04) and Tree Conservation (VMC 20.770) Municipal Codes to prevent the unnecessary removal and destruction of trees. The City's Street Tree Manual supplements VMC 12.04 to support awareness and application of tree regulations and best practices. Regulations to guide tree planting and maintenance are limited and do not sufficiently address the concerns of many City staff and the public.

Though significant improvements have been made, there still exists room for improvement in the policies and regulations for Vancouver's trees. Examples include ensuring enough space is set aside for trees in development and providing adequate soil volume for trees to mature. Also, new construction should be required to identify and eradicate invasive plant species prior to an approval of a permit. Other considerations include incentives for developers to preserve and plant trees, updates to mitigation requirements to support the Plan's goals, among others including enforcement of regulations and internal coordination. Essential to the success of regulations is the monitoring and enforcement by City departments. The City may explore regulations for tree care in the future by gathering input from City staff, stakeholders, and the general public and bringing proposed amendments to Council for consideration. In doing so, the City would be equipped with clear goals for the overall urban forest maintenance and care, its programs, and the community, as well as the goals for development.

Tree Planting



Tree Regulations



Internal Coordination and Efficiencies



City departments and programs collaborate on Capital Improvement Projects, ordinance enforcement, development plan reviews, tree maintenance, and community engagement. One challenge that was uncovered in the planning process was the need for improved communications, workflows, and methods for defining priorities. A clearly communicated and adopted policy that integrates urban forestry with transportation, development, housing needs, climate adaptation, and community health in a way that allows staff to move forward in a coordinated, balanced, and cohesive way is needed and addressed in this Plan. The City should also explore opportunities for cross-training such as advising other City departments on the best management practices for invasive plant species.

The management and preservation of the urban forest to meet the goals of this Plan require active involvement and collaboration of diverse stakeholders, including government agencies, local communities, and businesses.

Diverse and equitable community engagement and education are crucial for the success of urban forest management programs as they provide opportunities for all stakeholders to share their perspectives, knowledge, and experiences. By engaging people from diverse backgrounds, the management programs can benefit from a range of ideas, experiences, and values that can enrich decision-making and enhance the relevance and effectiveness of the programs.

Involving communities and educating them about the importance of urban forests can help build a sense of ownership and stewardship, leading to increased participation in planting, maintenance, and protection efforts. It also allows community members to understand how urban forests benefit them, providing them with a greater appreciation and respect for these natural resources.

Equity in community engagement and education is also vital, ensuring that all community members have access to information and opportunities to participate, regardless of their race, ethnicity, income, or other demographic factors. This approach can help reduce disparities in access to urban forests and their benefits, and ensure that all community members have a say in decisions that affect them.

Furthermore, education and engagement efforts can help raise awareness about the potential negative impacts of urbanization on the urban forest, such as pollution, soil compaction, and tree loss. By educating community members about these threats and ways to mitigate them, they can become advocates for the urban forest and support efforts to protect and enhance it. The Plan provides guidance for ongoing inclusive community education and engagement.

Community Challenges



Urban Forestry Program

The City’s Urban Forestry Program in the Department of Public Works is primarily funded through the City’s Surface Water Management Fund and supported by the City Tree Reserve Fund. The Urban Forestry Program has direct authority over the management of the public tree population through in-house and contracted services, the tree permitting program, Chapter 12.04 Street Trees of Vancouver Municipal Code (VMC), and Chapter 20.770 Tree, Vegetation and Soil Conservation of VMC. There are a total of 12,263 public trees in the City’s inventory database and an estimated 99,000 public trees citywide. The trees in public parks, open spaces, medians, and properties are primarily the responsibility of the City to maintain whereas, the public street trees are the responsibility of the adjacent property owner. Maintenance of these street trees is administered through the City’s permit program overseen by the Urban Forestry Program. Any person performing major pruning on street trees must obtain a street tree worker license from the Urban Forestry Program, unless the person is properly supervised by the holder of a license.

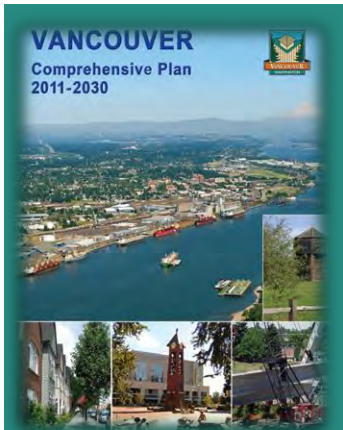
This structure for public street tree maintenance is an effective solution for limiting City expenses. It allows the Urban Forestry Program to dedicate staff and resources to long-range planning, community service, and other core activities. **Vancouver’s Urban Forestry Program preserves and enhances the community’s urban forest through:**

- ❖ Assisting all City departments, citizens and interest groups with tree issues.
- ❖ Developing and coordinating effective maintenance and stewardship programs to preserve existing trees and protect safety.
- ❖ Planning and managing the urban forest by coordinating related roles, responsibilities, policies, and projects of City departments, other agencies, and public and private partners.
- ❖ Documenting, inventorying, and assessing the health and condition of the urban forest.
- ❖ Identifying areas where additional trees and vegetation, especially native and large canopy trees, can be added to improve and enhance the urban forest.
- ❖ Administering ordinances that manage street trees, private property hazardous trees, and tree conservation in development projects.
- ❖ Permitting all trees within the street right-of-way and assisting the City’s Community and Economic Development Department with permitting for private trees and hazardous trees. This includes oversight of planting, major pruning, tree removal, alleviating hazardous conditions, and mitigating damage to trees by development.
- ❖ Assisting in enforcement of effective regulations and in applying planting and design standards that ensure the health, quality, and long-term benefits of trees.
- ❖ Increasing awareness and understanding of the value and benefits of the urban forest through outreach and education.
- ❖ Promoting proper care for the urban forest by instilling environmental stewardship among citizens and providing them with the tools and knowledge necessary to make sound tree care decisions.
- ❖ Participating in partnerships, team building and networking within the community.
- ❖ Educating the Urban Forestry staff and Commission about the history of environmental justice and racism in communities and integrate equity and inclusion into all aspects of the program.

Additional details about the Urban Forestry Program are provided as a separate report to this Plan.

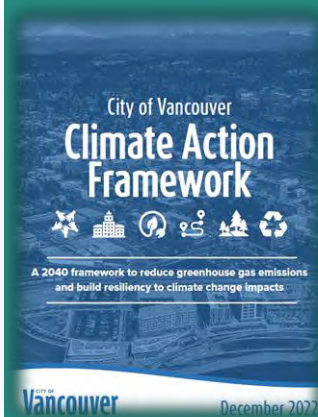
Alignment with City Plans

This section describes the relationship of the Urban Forestry Management Plan to other City documents that provide goals and policies relating to the urban forest or influence / impact trees in the City. The main documents that influence citywide environmental policy and programs are the City's Comprehensive Plan, the Climate Action Framework (CAF), and the 2007 Urban Forestry Management Plan.



Vancouver's Comprehensive Plan

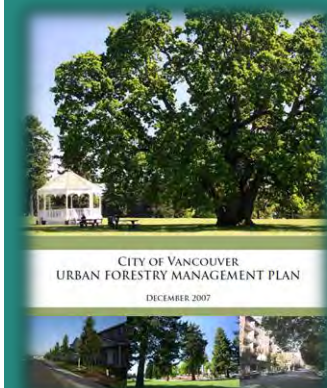
Vancouver's Comprehensive Plan, adopted in 2011, is a long-range vision which establishes priorities and goals for the future as it relates to the state-mandated and Vancouver-specific elements. The Vancouver Comprehensive Plan was completely rewritten in 2004, following an extensive public process involving Clark County, local cities, stakeholders, and the community at large. A more modest update was completed in 2011 where Environmental policy #EN-9 supports the Urban Forestry Program in working towards the goal of 28 percent canopy cover citywide. The next major update to the plan is anticipated in 2023.



Climate Action Framework

The City's 2022 Climate Action Framework (CAF) provides strategies and specific actions to cut carbon emissions and build community resilience across six focus areas: Building Energy, Transportation and Land Use, Equity and the Green Economy, Solid Waste and Wastewater, Governance, and Natural Systems.

The CAF provides the framework for the City to reach carbon neutrality by the year 2040. Policies and actions within the CAF that relate to sustainability and greenhouse gas (GHG) emission reductions align with the 28 percent tree canopy cover goal and the goals within the Urban Forestry Management Plan.



2007 Urban Forestry Management Plan

The purpose of the 2007 Vancouver Urban Forestry Management Plan is to recommend direction and actions for Vancouver to optimize the benefits of trees by envisioning and enabling an integrated and sustainable approach to preserving and enhancing the city's urban forest resources in the next ten to twenty years.

This 2023 update to the Plan provides the framework to achieve the long-term vision that builds upon the progress of the 2007 plan.

Details on how existing City plans and documents align with the goals in the Plan are provided in a separate report.

Extensive Internal Engagement

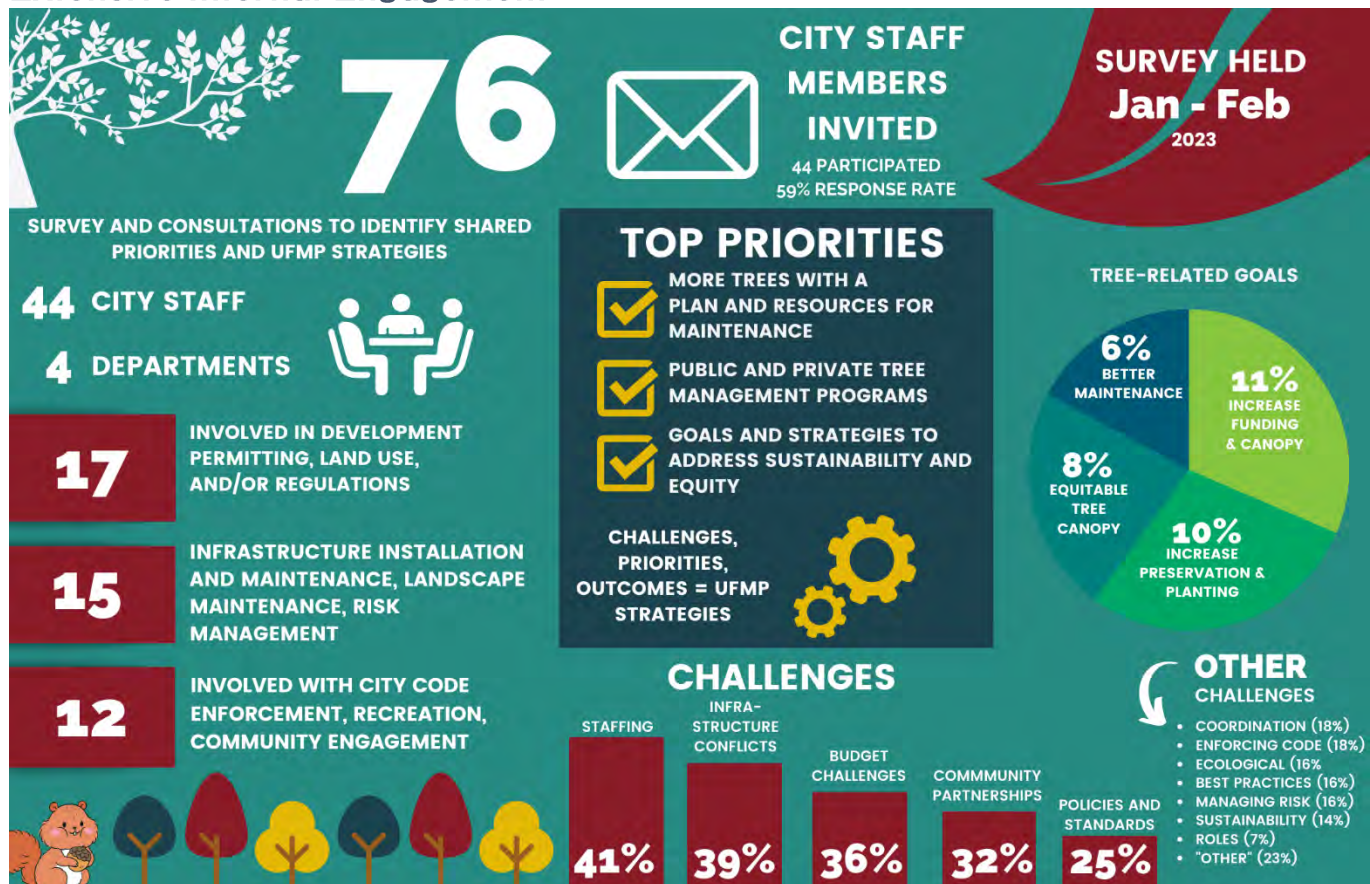


Figure 16. Summary of the feedback received from the staff in Vancouver

To gather a greater understanding of the structure, workflows, challenges, and priorities relating to trees in Vancouver, consultations with City staff were conducted through online surveys, meetings, and interviews. Through this process, staff responsibilities, strengths, and shared challenges were uncovered. As a result, the Plan's strategies and supporting studies align with shared priorities across City departments. The strengths were examined to determine how they can be leveraged to address the challenges or where additional resources would be needed. The following provides a summary of the topics discussed and the feedback relating to strengths and challenges which are then thoroughly addressed in the upcoming sections of the Plan. Additional information regarding staff consultations is provided as a separate report to this Plan.

TOPICS FOR INTERNAL STAFF ENGAGEMENT

(Question 1)
Name, title,
contact info

(Question 2)
Tree-related
roles

(Question 3)
Tree benefits

(Question 4)
Tree-related
challenges

(Question 5)
Desired Plan
outcomes

(Question 6)
Tree priorities

(Question 7)
Tree-related
goals

(Question 8)
Top 3 tree
goals

(Question 9)
Open comment

External Stakeholder Engagement



Figure 17. Summary of the feedback received from external stakeholders in the Vancouver region

A survey similar to the City staff survey was conducted with external stakeholders in the Vancouver region to gather insights and perspectives. The external stakeholder engagement included an invitation to 36 unique organizations, agencies, companies, or individuals and a total of 30 survey responses were received representing a total of 23 unique groups. The invited and participating groups are listed below:

INVITED AND PARTICIPATING EXTERNAL STAKEHOLDERS

Groups colored green participated in the survey

AKS Engineering & Forestry	East Vancouver Business Association	Parks Foundation of Clark County	Urban Abundance
American Building Community	Fourth Plain Forward	Planning Solutions	Vancouver Bee Project
Arborscape Tree Care	Friends of Trees Vancouver	Roseville Neighborhood Association	Vancouver Dawn Lions Club
Bartlett Tree Experts	Grande Ronde Tribe	Sauk-Suiattle Tribe	Downtown Association
Chinook Indian Nation	J. Frank Schmidt & Son C	SW WA LULAC Council 47013	VSD Horticulture
Clark County Parks Foundation	Lower Columbia Nature Network	Terry Flanagan	WA Urban & Community Forestry
Clark County Historical Museum	Mackay Sposito	The Confluence Project	Warm Springs Tribe
Clark County Public Health	NAACP Vancouver Branch	Todd Prager & Associates	WSU Extension Master Gardeners
Clark Public Utilities	National Parks Service	TreeWise Tree Care	Watersheds Alliance
Columbia Springs Env. Ed. Center	Neighborhood Traffic Safety Alliance	Umatilla Tribe	WSDOT
Cowlitz Tribe	Nez Perce Tribe	Uptown Village Association	Yakama Tribe

As shown in the graphics above (Figure 16 and Figure 17), urban forest challenges, priorities, and goals were gathered from City staff and external stakeholders. The challenges differ between the two groups though their view on goals is similar. These include increasing funding to increase canopy cover and increasing tree preservation and planting efforts that are aligned with goals for tree canopy equity.

Community Programs

Heritage Tree Program



Vancouver's Heritage Tree program aims to preserve and recognize the significant trees in the community. By preserving natural resources, a vital link to the city's past is preserved. The program provides a way for people to save significant trees on private property where a tree removal permit is not applicable.

Heritage trees are protected from unnecessary removal and aggressive maintenance actions with review and appropriate approval of all activity by the Urban Forestry Commission. Heritage Trees receive plaques with their designation on or adjacent to the tree. The Urban Forestry Commission and City of Vancouver strive to create partnerships with local tree care companies or sponsors for the care and maintenance of Heritage Trees. All Heritage Trees are inventoried with all relevant information and photographs for interested parties to research. To date, over 40 Heritage Trees are listed in the fourth edition of the City's Heritage Tree booklet.

Heritage Tree status is granted if the tree meets any or all of the requirements including size (at least 36 inches in diameter), location of interest, relation to a historical event, unusual species for the area or exemplary form, and/or a grove of trees that are mature and distinctive, associated with a historical event, or a relationship with a natural resource. Heritage Trees are recognized and regulated through City Code chapter 20.77.120 – Heritage Trees.

Witness Tree Program



Residents wishing to plant a tree in honor or memory of a special person or event may participate in the Witness Tree program, which is both a memorial program and an adopt-a-tree program that provides a way to commemorate special occasions while also enhancing Vancouver's urban forest. To date, over 100 Witness Trees are listed on the City's webpage.

Neighborhood Tree Stewards Program



The need for more urban forestry education is documented in the City of Vancouver's Urban Forestry Work Plan. The plan identifies individual citizens as major players in the implementation of the work plan because the city depends on property owners to care for trees on their private property as well as the trees in the right-of-way adjoining their property.

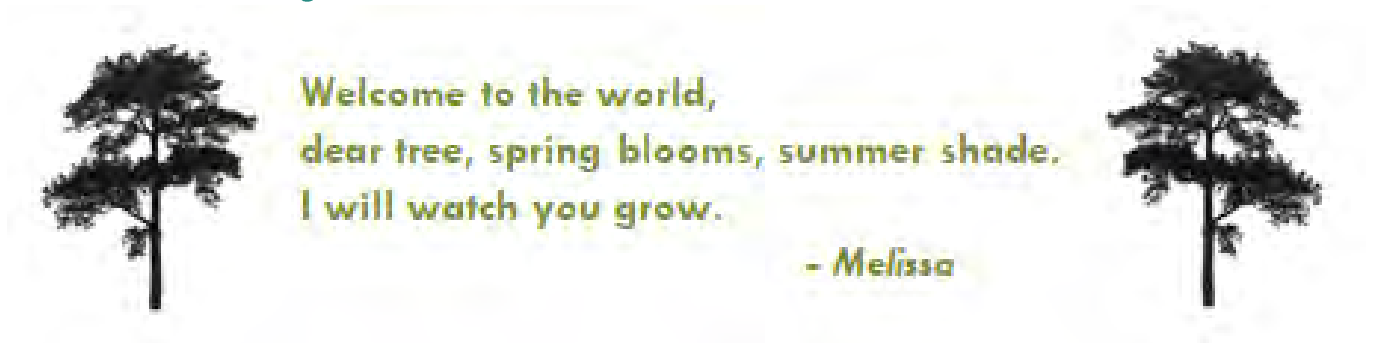
Neighborhood Tree Stewards receive free education from local arboriculture experts on tree identification, tree biology, proper tree care, Vancouver tree regulations, tree planting, natural area restoration, nursery tree production, and the benefits of trees. After the training, the Tree Stewards will be equipped to take on the task of spreading accurate information about trees to their own neighborhoods. Tree Stewards volunteer to conduct a tree planting or tree-related education project in exchange for the training and education they receive. The Urban Forestry staff offer guidance and assistance throughout the project.

Yard Tree Giveaway Program



Vancouver Urban Forestry distributes free yard trees through the Yard Tree Giveaway Program in the fall. Yard trees are trees planted on private, residential property in the City of Vancouver. Recipients are eligible for one tree per household and they must commit to watering, mulching, and caring for their tree. Renters may get approval from the property owner. These trees may not be planted in containers, as street trees, or to fulfill planting requirements.

Letters to Trees Program



Letters to Trees aims to connect people throughout the community with Vancouver's trees. This tree appreciation program is for all ages, and seeks to be inclusive and fun for everyone. Interested community members can visit the City's Heritage Tree map to find a local Heritage Tree and to learn more about the specimen. Community members can then send the tree anything from a little note about their day to their favorite quote. Some Letters to Trees have included a list of the writer's favorite things about trees, a thank you note to the tree, and even short stories or poems to the tree. The Letters to Trees program seeks to bring recognition of trees, as well as awareness about Heritage trees, to real or virtual classrooms through a mode other than science. This project can be used as part of lessons to fulfill language arts or general arts requirements.

Tree Canopy Achievement Program (TreeCAP)



Every tree in the City of Vancouver increases neighborhood livability, adds to the value of homes, decreases stormwater runoff, and reduces energy costs. The Tree Canopy Achievement Program (TreeCAP) rewards community members who do their part to grow and maintain a healthy urban forest. Acknowledging the achievements of those who reach and exceed their specific land use zoning tree canopy goal inspires others and helps the entire city realize the environmental, social, and economic benefits of a healthy tree canopy.

The Vancouver Urban Forestry Commission invites groups, businesses, and individuals to participate in TreeCAP, which seeks to recognize those who strive to help the City of Vancouver attain a goal of 28 percent urban tree canopy by 2030.

TreeCAP supports the protection of mature trees, proper tree maintenance, and planting new trees and individuals that participate are recognized as a Bronze Leaf, Silver Leaf, or Gold Leaf property depending on whether they meet, reach, or exceed the canopy cover goals for their respective zoning class / level. Single-family residential lots (medium density) have a goal of 33 percent canopy; commercial lots have a goal of 15 percent; and industrial lots have a goal of 9 percent.

Neighborhoods, individual properties, and development projects can participate in the program. As of February 2023, five entities have been recognized including two Bronze Leaf and four Gold Leaf recipients. The types of recipients range from neighborhoods to private consultants and businesses, to residential properties.

Tree Refund Program



The Treefund program encourages the planting of quality trees that will benefit Vancouver long into the future. Treefund is made possible by the city Tree Account where donations, penalties, and mitigation funds are deposited so that trees can be planted throughout the city. No General Fund monies are allocated to the program. Applicants are eligible for a 50 percent refund, up to \$50, for up to 5 trees per lot. Existing or new Vancouver Utility eBilling customers receive up to \$100 back on their first tree, up to the cost of the tree.

SUMMARY OF PROGRAM HIGHLIGHTS

The following was recreated from the Urban Forestry 2022 Annual Report by the City of Vancouver.

	Actual 2021	Goal 2022	Actual 2022
Outcome THE PUBLIC IS INVOLVED IN ENVIRONMENTAL STEWARDSHIP			
Calls for assistance & information	2,142	Work Load	2,302
Site inspections	948	Work Load	1,067
Average response time (site inspections)	12 days*	10 days	15 days*
Customer satisfaction as rated by program participants (new)	98%	75%	100%
Presentations and educational events	17*	25	29
URBAN FORESTRY ADMINISTERS A VIABLE VOLUNTEER PROGRAM			
Volunteers trained (unique)	10	10	12
Volunteers participating (adults)	462	300	780
Volunteers participating (youth)	100*	200	216
Outcome THE PUBLIC TREES MANAGEMENT PROGRAM IS EFFECTIVE			
Acres of total tree canopy based on latest GIS report (2011)	6,066	5,579	6,066
Technical reviews of projects completed on time	816	200	837
YOUNG TREE SURVIVAL IS IMPROVING			
Trees monitored (all projects in 5-year cycle)	6,810	3,750	6,921
Survival rate of new trees	96%	≥95%	96%
Trees pruned to improve health	609	≥500	621
Estimated acres of added canopy from monitored trees at maturity	110	60	112
NEW TREES ARE ADDED TO THE EXISTING CANOPY			
Restoration projects (contractor, volunteer, youth)	40	10	40
Trees planted	1,311	750	1,323
Tree seedlings and shrubs planted	0	500	100
Other plants distributed or planted	0	500	551
Native species composition of new plants	>50%	50%	>50%
Estimated increase in tree canopy this year, in square feet	16,388	9,375	16,538
Outcome URBAN FORESTRY IS A GOOD INVESTMENT			
Value of grants, donations, sponsorships, and reductions	\$79,411	\$35,000	\$98,971
Benefits of newly planted trees over 40-year period** (millions)	2.6M	1.6M	2.7M
Value of program per tree cost (planted and maintained for 5 yrs)	\$784	\$700	\$667

*Impacted by the COVID-19 pandemic. **Based on data Western Washington and Oregon Community Trees Guide: Benefits, Costs and Strategic Planting

Table 3. Program highlights recreated from the City's Urban Forestry 2022 Annual Report

A comprehensive benchmarking research summary was provided as a separate report to this Plan.

PROGRAM RECOMMENDATIONS

Public Tree Maintenance

Urban forest and public tree management priorities should in part be determined by the current maintenance practices and how well they support program goals and the Plan's goals. Some maintenance practices are specific to local climate conditions and number of trees to manage. Others, such as maintaining an optimal pruning cycle are relatively consistent for all tree management programs. As such, the City's pruning cycle can be used to identify funding and staffing needs.

Revisiting the public tree condition and maintenance needs summarized in the [Urban Forest Status](#) section, an inventory and routine monitoring can inform priorities and management strategies. It is estimated that there are approximately 99,000 public trees along streetscapes, in maintained areas of parks, and on public properties. The City's tree inventory database currently contains 12,263 public trees (as of February 2023), or approximately 12 percent of the total public tree population (excluding natural areas and open space). Based on the 12 percent sample, 44 percent of the trees are in good condition, 21 percent are in fair condition, and 1 percent are either very poor in condition or they are dead trees. In most cases, the very poor or dead trees cannot be improved with maintenance or plant health care and will eventually need to be removed. The trees that are in fair to excellent condition (68 percent) may be eligible for a routine pruning program often referred to as programmed pruning or proactive pruning.

As stated in earlier sections, public street tree maintenance is primarily the responsibility of the adjacent property owner whereas, public park, median, and property trees are the responsibility of the City to maintain. Therefore, a citywide public tree proactive pruning program cannot be fully implemented at this time. Rather, the Urban Forestry Program can focus on a recommended pruning rotation of the trees for which they are responsible and encourage property owners to proactively maintain the street trees. The following sections summarize the recommended pruning programs for the City-maintained public trees and the property owner-maintained street trees. Recommendations for the City to explore priority maintenance corridors for street trees in disadvantaged areas of the city are provided as a separate report to this Plan.

In the short-term, the City should continue the 7-year pruning cycle for public park sites and include all public facilities such as cemeteries, stormwater facilities, community centers, and police and fire stations to address equity and climate resilience. A 7-year proactive pruning program is the industry standard for public tree maintenance and proactive maintenance is a recommended action in the City's Climate Action Framework. Also, the City should develop and begin implementing a proactive maintenance program on a 7-10-year cycle for public street trees to address equity and climate resilience working with adjacent property owners.

In the mid-term, the City should evaluate proactive maintenance programs for public facilities and street trees. The effectiveness of contract crews should be evaluated, and the City should explore the feasibility of developing in-house tree crews compared to relying heavily on contract crews. Factors would likely relate to insurance and the threshold when it would be more economical to have an in-house tree crew.

In the long-term, the City should focus on streamlining proactive tree maintenance and strive for a 7-year cycle for public facilities and street trees. The City should also explore the feasibility of updating City codes to move away from the adjacent property owner being responsible for street tree maintenance. Lastly, regarding public tree maintenance, the City should consider in-house tree crews and rely on contractors for special projects, and to supplement staff if or when the City identifies a practical need.

Additional analyses and details for public tree maintenance strategies and recommendations are provided in a separate report to this Plan.

Staffing to Support Sustainable Management

When it comes to program staffing, many cities struggle with the issue of being understaffed. The programs may be fulfilling their duties within the confines of current staffing and resources but they are not performing services that fully capture sustainable urban forest management. Determining and maintaining optimal staffing levels is critical to a program's efficiency. Optimal staffing depends on several factors including number of public trees, authority and responsibility defined in municipal code, internal and external expectations, customer service (i.e., the public), operations, and existing programs. The concept of being understaffed also plays a critical role in employees' behaviors, attitudes, and directly affects individual productivity. If a program is understaffed, it typically encounters excess overtime, morale issues, absenteeism, employee burnout, and has difficulty with relief coverage and training requirements.

One of the most effective techniques for a city to utilize in determining the optimal staffing level is to complete an area workload assessment by looking at the number of public trees managed divided by the total number of staff and using the ratio as a comparison to industry standards and averages for communities of similar size. The following section provides this analysis and a recommendation for optimal staffing.

City Staffing Recommendations: In-house Arborist Crews

The number of staff available to perform annual tree maintenance, inspections, and ordinance / policy enforcement is a critical element of a sustainable forest. To measure whether staffing is at a level where sustainable management can occur, the ratio of staff to the number of public trees is often used. Based on research and industry standards, the optimal ratio for public tree maintenance is 1 staff for every 2,000 trees (McPherson, et al. 2016). A less aggressive ratio of 1 staff for every 10,000 trees is also found in the research. But, according to the 2014 Urban and Community Forestry Census of Tree Activities (Hauer et al. 2014), communities with a population between 100,000 to 249,000 people have an average of 11.8 full-time employees for urban forest management (tree maintenance and all other services).

For Vancouver, the Urban Forestry Program is staffed with four full-time employees or equivalents (FTEs), two "Program Coordinator" vacancies (as of May 2023), plus AmeriCorps staff (1.50 FTEs). Assuming 99,000 public trees and exploring what the structure would look like for the City to maintain all public trees in-house (including street trees), the Urban Forestry Program should have 10 FTEs. It is assumed the City would still need to contract very large tree removals.

Alternatively, the City may contract tree maintenance and removals but supplement the program with one additional arborist crew on a less rigorous tree pruning cycle. With the contracted tree maintenance budget and one arborist crew, the public tree population (street and park trees) could be pruned on a 7-year rotation. It is recommended a crew supervisor and a seasonal staff member be considered in the future to support additional arborist crews. The estimated costs for salaries, fleet/equipment, operation and maintenance, and gear are provided in the following table.

City Staffing Recommendations: Urban Forest Management

The City is committed to public health and safety, combatting climate change, and environmental justice. Urban forest programs are growing in demand and there is a better understanding and recognition of the important role trees play in addressing many of the challenges facing urban areas. The City is managing this demand with current full-time, part-time, permanent, and temporary staff. However, program demand is and will continue to grow comparable to the growth of the urban forest. That growth must be monitored to adjust staffing levels necessary to maintain the city's goals for the urban forest, climate action, and public service needs. To monitor the growth and demand, the Urban Forestry Program should continue to develop Annual Work Plans and Annual Reports based on key performance indicators provided by or derived from the Urban Forestry Management Plan. These indicators require:

INDICATORS TO MONITOR PROGRAM EFFECTIVENESS AND STAFFING LEVELS

- ❖ Properly maintaining the inventory of public park and street trees.
- ❖ Evaluating the costs for maintenance compared to tree benefits and services.
- ❖ Analyzing the public tree database to understand species and age diversity, relative performance of species, improper pruning incidents, frequency of tree and hardscape conflicts, presence of known tree pests and diseases and/or vulnerability of public trees, structural issues caused by deferred maintenance or lack of young tree training pruning, resilience to climate change, distribution of tree benefits and services, among others.
- ❖ Monitoring development impacts on tree canopy.
- ❖ Evaluating the effectiveness of programs and resources for tree hazard abatement and risk management.
- ❖ Measuring the response time for citizen service requests.
- ❖ Understanding the requirements and resources needed to plant and maintain an urban forest that grows into 28 percent canopy cover.
- ❖ Measuring the progress towards achieving the citywide tree canopy cover goal.
- ❖ Analyzing the effectiveness of community trainings, events, and volunteer management.
- ❖ Understanding the resources required to effectively remove barriers for inclusive and equitable community outreach, education, and engagement.
- ❖ Evaluating the ability for disadvantaged areas in the city to maintain public street trees.



A growing urban forest requires adequate and dedicated staffing resources

By tracking these performance indicators or benchmarks on an annual basis, the City will have an understanding of its levels of service and the potential shortcomings that are emerging or on the horizon. As the urban forest grows and the public's awareness and support for related programs rises, it is recommended the City consider increasing the staffing for Program Coordinators, volunteer coordination specifically for urban forestry, balancing development projects with permitting and inspection requirements, coordination among community partners including Friends of Trees, in-house tree maintenance, and others as determined through evaluations of the performance indicators listed above. The initial framework for performance indicators and benchmarks is provided in Plan's [Evaluation](#) section.

Maintaining a strong organizational structure is foundational in reducing future costs to address increasing service demands. In addition, limiting the number of position vacancies can occur with competitive salaries and benefits, widespread recognition of the City's robust tree programs, and proper succession planning. Currently, the Urban Forestry Program is maintaining its service demand, however this demand is increasing as the urban forest matures, parks grow, and combatting climate change becomes an immediate need. Implementing the actionable items of the Urban Forestry Management Plan will require additional dedicated resources. It requires a manager and supporting staff to balance regular pruning cycles, address planned removals, administer and review tree permits, conduct development proposal reviews and inspections, perform inclusive and consistent community engagement, and maintain new plantings in addition to responding to emergency situations and customer service.

With proper planning and resources, Vancouver's Urban Forestry Program can increase efficiency, improve the quality of work, maintain a higher return on investment by ensuring the survival of trees through maturity, decrease liability by reducing tree risk and proactively addressing issues to avoid emergencies in the long run, and achieve the goals set forth in this Plan. The result is a sustainable urban forest that provides benefits to the community and is valued as a public asset.



The Urban Forestry Program staff and urban forestry planners discuss the urban forest audit for monitoring the Plan's performance indicators

Tree Canopy Cover Goals and Priority Planting Areas

To guide efforts towards the urban forest vision, communities with tree canopy assessment data often set tree canopy cover goals based on the existing tree canopy cover amount and the aim to provide an equitable distribution of canopy cover and associated benefits. For Vancouver, a canopy goal of 28 percent by 2030 was established and documented in various planning resources such as the Comprehensive Plan and the Climate Action Framework.

The planning consultants analyzed the 2021 tree canopy cover data (based on 2019/2020 imagery) and Tree Equity Scores (TreeEquityScore.org) to localized canopy goals and priority planting areas that enable the city and partners to scale up tree plantings over time to achieve the citywide canopy goal. Achieving the canopy goals would increase canopy cover and address tree equity to align with the Washington Environmental Health Disparities Map and other priorities in the city, such as stormwater management. This section provides the guidance to examine the localized goals, establish incremental targets, and implement a goal that is shared by the City, its partners, and all property owners within Vancouver. Progress towards these canopy goals should be tracked, measured, and shared to guide urban forest management and maintain community interest and support.

For the City of Vancouver, the development of neighborhood-level canopy goals was driven by tree canopy cover data, benchmarking research, Tree Equity Scores, the Washington Environmental Health Disparities data, analysis of existing and potential resources, City input, and community feedback.



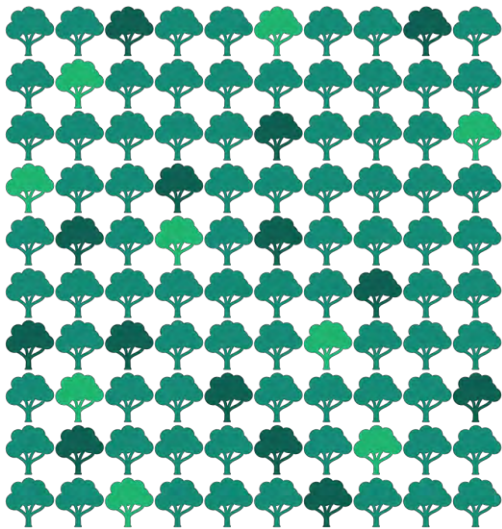
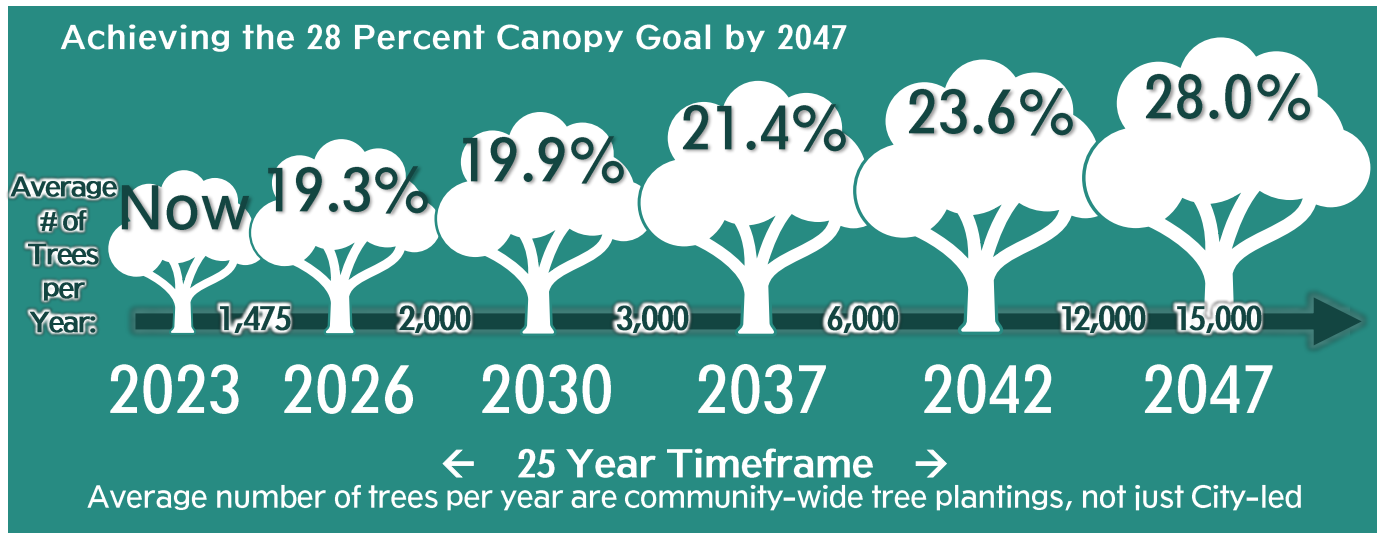
Citywide and Neighborhood-level Canopy Goals

Achieving 28 Percent Canopy by 2030

As part of the Urban Forestry Management Plan project, the City's original canopy goal of 28 percent by 2030 was closely evaluated to determine the feasibility of achieving it. Based on the evaluation and analyses, it was determined that a total of 124,800 trees need to be planted in an eight-year timeframe, equating to an average of 15,600 trees planted per year. This is an incredible number of trees and resources required to achieve 28 percent by 2030, therefore, an alternative scenario was presented to the City's Urban Forestry Program and Urban Forestry Commission. The final approved canopy goal is provided in the following section.

Vancouver's Tree Canopy Goal: 28 Percent by 2047

As stated in the previous section, planting 15,600 trees per year over the next eight years is an endeavor that would require substantial resource shifts and dedicated funding. While the 28 percent canopy goal is an ambitious and lofty goal, it was likely set after the 2011 Tree Canopy Assessment and incorporated into the Comprehensive Plan update without further analysis into the requirements. The City intends to adopt this Urban Forestry Management Plan and incorporate goals into updates to the Comprehensive Plan and Climate Action Framework. Therefore, this Plan should inform updates to those plans relating to urban forestry. With this in mind, an alternative canopy goal approach is provided for consideration.



100 trees planted across the city that have large canopy cover at maturity equals 3 acres of new canopy cover. Approximately 3,000 acres of new canopy cover is needed to reach 28% by 2047.

Figure 18. The updated canopy goal for Vancouver, 28 percent by 2047

The City of Vancouver's ambitious goal of 28 percent by 2047 has intermediate goals of 19.9 percent by 2030 (year 8), 21.4 percent by year 15 (2037), and 23.6 percent by year 20 (2042). To achieve these goals, the City must preserve the existing canopy and increase its coverage by 9.1 percent by planting an average of 5,000 trees per year over a 25-year period. As a result, 124,900 trees will be planted, and these new trees will collectively grow the canopy throughout the city to an area equivalent to over 2,500 football fields and provide annual ecosystem benefits amounting to \$2.3 million once mature.

These calculations and estimates are based on industry research and practices though there are some assumptions including:

- ❖ A no-net-loss strategy, meaning the number of public trees removed along with removals on private property or through development are replaced.
- ❖ Trees that mature into large canopy-bearing trees are planted wherever feasible. Ornamental trees offer aesthetic and design benefits though they are limited in providing ecosystem benefits and services. In addition, in cases where public street trees are the responsibility of the adjacent property owner to maintain, there can be a trend towards downsizing replacement trees due to the costs incurred for maintenance and removal of the previous large-canopied tree. Small-statured trees at maturity may also be preferable due to the misconception that they are lower in cost for purchasing and maintenance. While this may be correct in some cases, the benefits of trees will decrease over time as fewer and fewer large-canopied trees replace trees removed or when small trees are planted at new sites.
- ❖ Calculations use an average tree canopy diameter of 40 feet equating to a surface area of 1,257 square feet for large trees and a 20-foot diameter for small trees (314 square feet). Given the ability for trees to grow large in the region, the number of trees to plant assumes 25 percent will be small-statured at maturity and 75 percent will be large-statured.
- ❖ The planting of invasive plant species is prohibited for public projects and development projects.
- ❖ Includes City-led, partner, volunteer, and private tree plantings. Based on the 28 percent by 2047 canopy goal, it is recommended the **City plant 60 percent of the necessary trees or approximately 75,000 total trees, equivalent to 3,000 trees per year through the end of 2047.**
- ❖ It is likely the city only has a limited number of available public street planting sites so new planting sites will need to be created by converting impervious surfaces to planting sites and/or planting in parks and natural areas.
- ❖ Assumes a potential for young tree mortality post-planting.

Additional details and analyses are provided as a separate report to this Plan.

To accomplish these goals, the Urban Forestry Management Plan provides priority planting areas in the following section for the City and its partners to consider.

Priority Planting Areas to Achieve Canopy Goals and Tree Equity

Once the City finalizes the canopy goal implementation timetable, it is recommended to establish priority areas based on a variety of themes and community needs. Themes may include ownership type (public and private), areas of low existing tree canopy, Tree Equity Scores (TreeEquityScore.org) and Washington Environmental Health Disparities data, and greatest amount of available planting space while other themes may address air quality, stormwater reduction, and water quality. Others may evaluate opportunities to address disadvantaged areas, densely populated regions, and human health factors such as asthma cases, median age, and mental health. In any planting prioritization scenario, the scale may include U.S. Census Bureau Census Block Groups, Census Tracts, Zoning Type, Neighborhoods, and Citywide. A series of priority maps were provided in a separate report to this Plan.

Composite Map of High Priority Areas

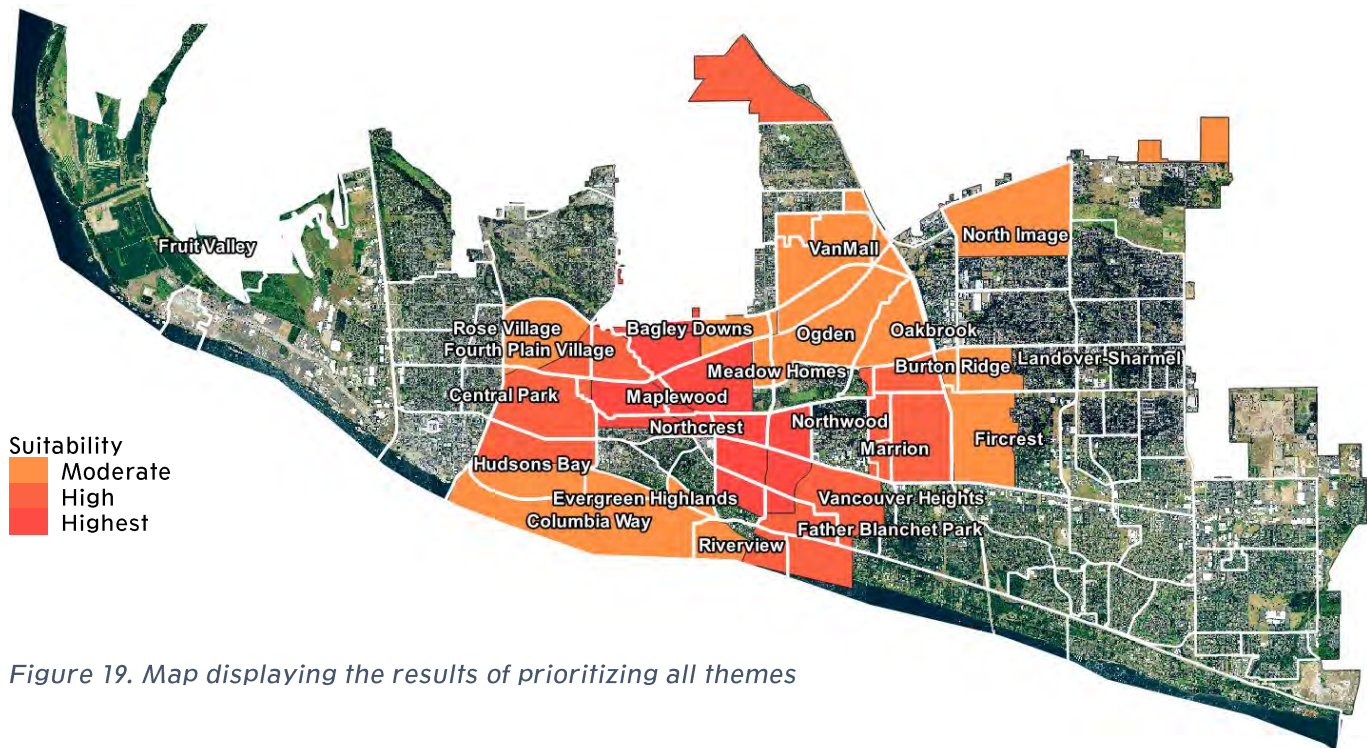


Figure 19. Map displaying the results of prioritizing all themes

Themes informing the priority planting area composite map above included areas with the most available space for new trees, areas where trees could address stormwater runoff and improve water quality, public land opportunities, areas where trees could address the WA Environmental Health Disparities, and opportunities to address socioeconomic challenges.

Recommendations for Tree Canopy Cover Goals

Cities around the world are using tree canopy goals, usually in the form of percent tree canopy cover, to guide urban forest management and meaningfully improve the livability of their communities. Urban tree canopy is ideal for goal setting because it can represent the complex distribution and benefits of an urban forest within a single metric. Urban tree canopy goals must walk a careful line of ambition, inspiration, and practicality.

Measuring, tracking, and improving urban tree canopies is an essential component of sustainable urban living. As the world’s population continues to urbanize the value of healthy UTC is only going up. Unfortunately, the global urban canopy trend is moving in the opposite direction. A worldwide analysis showed urban forest cover on average is slightly, but significantly decreasing. The United States is also losing urban tree canopy, to the tune of 175,000 acres or 36 million trees a year. That represents a loss of \$96 million in tree benefits a year, and those benefits, like heat reduction and public health improvements, are growing in necessity.

Urban tree canopies are in perpetual motion as growth and regeneration push against destructive forces, both natural and anthropogenic. These include development expansion, old age, disease, climate change, pests, and fire. Reversing this course starts with knowing the extent of the urban tree canopy and then establishing a goal for growth. “By knowing the amount of and direction in which urban tree cover is moving, urban forest management plans can be developed to provide desired levels of urban tree cover and forest benefits for current and future generations.” (Nowak, et al. 2018)

In Vancouver, 74 percent of possible planting area (PPA) is found in areas designated as private land. The City should focus on community outreach and education programs to better inform citizens and private landholders of the environmental, health, social, and financial benefits that trees provide and consider other strategies to help preserve existing trees and grow the tree canopy in the 7,500+ acres of plantable space on private properties. The City should explore options to develop grant programs for tree maintenance or removal of hazard or invasive trees within the city to remove barriers for overburdened communities which lack tree canopy. Tree giveaways, tree planting programs, and tree maintenance events can help to promote new tree plantings. To promote new plantings, expand the partnership with the local non-profit Friends of Trees, to plant more trees on private property, focusing on low-canopy and underserved neighborhoods. The City should also continue to develop partnerships with community-based organizations and individual champions throughout neighborhoods to build stewardship at the community level. In addition, the City should continue to conduct volunteer tree planting and tree maintenance events to increase awareness levels in the community.

For Vancouver, the tree canopy goal was established and documented in City plans. This Urban Forestry Management Plan provides alternative considerations and priority areas for tree planting to expand canopy cover. Guidance on how the City can achieve the 28 percent by 2047 canopy goal was provided in terms of the recommended number of trees to plant per year and priority areas. The City and its partners should review and formally approve of the approach in reaching canopy goals and develop a master tree planting plan or canopy action plan. These supporting plans would address priority areas, the number of trees to plant, partners involved and related roles, species recommendations, timing, costs, among other considerations for growing a sustainable urban forest.

Based on the assessment data, City input, community feedback, and benchmarking research the recommended tree canopy goals and planting targets for the City of Vancouver are provided in the following table:

Summary of Tree Canopy Goals, Requirements, and Milestones

Existing Urban Tree Canopy Cover	18.9% or 6,066 acres
Tree Canopy Compared to 25 WA Cities	25 th out of 25 (average canopy cover is 35%)
Total Possible Planting Area	32% or 10,220 acres out of 32,155 total land acres
Tree Equity Score	78 out of 100
Tree Equity Score Compared to WA Cities	7 th out of 10 (average score is 81)
Citywide Tree Canopy Goal by 2047	28% by 2047
Canopy Milestones	19.9% by 2030 (Year 8) 21.4% by 2037 (Year 15) 23.6% by 2042 (Year 20)
Total Number of Trees Required	124,900 trees (or 2,928 new acres of canopy)
Timeframe	25 years (2023 – 2047)
Number of Trees to Plant per Year (avg)	5,000 (ranges from 1,300 – 15,000 trees per year)
Recommended Commitment by the City and by the Community	60% City-led (75,000 total trees) 40% public-led (50,000 total trees)
Canopy Goal Strategies and Planting Priorities	Low Tree Canopy Areas Addressing Stormwater Priority Land Use Types Public and Private Ownership Environmental Health Disparities Areas Addressing Socioeconomic Challenges Areas with Low Tree Equity
Tree Canopy Goal Milestones for 28% by 2047 (City and Public-led)	2023: 1,300 total new trees (19.0% canopy) 2024 – 2027: 6,600 total new trees (19.4% canopy) 2028 – 2032: 12,000 total new trees (20.3% canopy) 2033 – 2037: 15,000 total new trees (21.4% canopy) 2038 – 2042: 30,000 total new trees (23.6% canopy) 2043 – 2047: 60,000 total new trees (28.0% canopy)
Total Added Ecosystem Benefits	\$2,318,016 annually once trees are mature
Total Future Carbon Sequestered	25.3 million pounds of carbon (\$591k annual value)
Total Air Quality Improvements	78 tons of pollutants removed (\$821k annual value)
Total Stormwater Reduction	83 million gallons prevented (\$603k annual value)

Table 4. Summary of baseline conditions, tree canopy goals, and forecasted future benefits and services

Tracking the 28 Percent by 2047 Canopy Goal

Metric		2023	2024 – 2026	2027 – 2030	2031 – 2037	2038 – 2047
Canopy %		19.0% (0.01% increase)	19.3% (0.3% increase)	19.9% (0.6% increase)	21.4% (1.5% increase)	28.0% (6.6% increase)
Total Trees to Reach Goal	City-Led	1,300 trees	2,760 trees	4,800 trees	12,600 trees	54,000 trees
	Public-Led	0 trees	1,840 trees	3,200 trees	8,400 trees	36,000 trees
	Total Trees	1,300 trees	4,600 trees	8,000 trees	21,000 trees	90,000 trees
Total Trees per Year to Reach Goal (avg)	City-Led (avg)	1,300 trees	920 trees	1,200 trees	1,800 trees	5,400 trees
	Public-Led (avg)	0 trees	613 trees	800 trees	1,200 trees	3,600 trees
	Total Trees per Year (avg)	1,300 trees	1,533 trees	2,000 trees	3,000 trees	9,000 trees
Future Added Benefits		\$24,127	\$85,371	\$148,472	\$389,738	\$1,670,308

Table 5. Summary of the metrics to track the 28% canopy cover by 2047 goal

Tree Regulations to Support Canopy Goals and Sustainable Management

The Urban Forestry Program has conducted several preliminary reviews and exercises relating to the City's tree ordinances. In addition, the 2023 Urban Forestry Management Plan examined the previous recommendations, conducting benchmarking research, and reviewed industry standards and best practices to provide the following general recommendations for Vancouver Municipal Code (VMC) Chapter 20.770 Tree, Vegetation, and Soil Conservation and VMC Chapter 12.04 Street Trees.

VMC Chapter 20.770 Tree, Vegetation, and Soil Conservation

- ❖ Update definitions as needed and include a reference to the UFMP and canopy goals.
- ❖ Increase the percent minimum landscaping requirement to provide more space for tree retention and planting based on the zoning type / type of development project.
- ❖ Set a hard surfaces limit so that landscape areas remain pervious and available for landscaping.
- ❖ Review and revise tree canopy percentages and minimum tree densities.
- ❖ Increase front and rear yard setbacks in residential zones.
- ❖ Increase setbacks by five feet in commercial, mixed use, and industrial zones.
- ❖ Increase parking lot tree planting minimums.
- ❖ Set soil volume standards for parking lot trees.
- ❖ Establish developer incentives and policies for tree preservation and planting. For example:
 - o *Prior to tree removal, mitigation costs are required to be paid to the City Tree Account based on tree units of existing trees permitted to be removed. Mitigation costs are not required for hazardous, nuisance, dead/declining, invasive or damaged trees.*
 - o *Example: If removing a 34-inch Douglas fir in good condition which is worth 12 tree units, mitigation costs would be 12 times the going rate for tree units (\$850.00) and the amount would equal \$10,200.*
 - o *Explore requiring a landscape bond or escrow for new tree planting as part of development or inspecting all new development prior to occupancy and 3 years later. This will ensure new trees survived the establishment period. Require replanting as needed.*
 - o *Encourage or require tree species selection that optimizes the ability to sequester carbon and store it over the course of the tree's lifetime.*
 - o *Protect the area within a tree's dripline in perpetuity for unauthorized removal during construction projects.*
- ❖ Consider changes to facilitate emerald ash borer detection, treatment, management, and replanting on public and private land.

VMC Chapter 12.04 Street Trees

- ❖ Evaluate the fee schedules for public tree permitting to align with the administrative costs and the needs of the urban forest.
- ❖ Update the City's Street Tree Manual with changes to tree regulations and include diagrams, graphics, and illustrations to communicate requirements and procedures.

Emerald Ash Borer Management

Emerald ash borer (EAB) is an extremely destructive insect of ash trees (*Fraxinus* species). The emerald ash borer (*Agrilus plannipennis*) is a wood boring beetle of Asian origin that has become established in many parts of the United States and Canada where native and urban ash are found. Ash tree species such as green and white ash are very common in Washington landscape settings.

The devastating invasive insect was identified in Michigan in 2002 and has since spread throughout the Midwest and along the Atlantic coastline killing hundreds of millions of ash trees resulting in losses of over \$4 billion worth of resources. As it continues its path of destruction, EAB is now in Forest Grove, Oregon as of June 2022. Its arrival to Washington will likely threaten both native and non-native ash trees in the region's forests and urban areas. Experts agree that EAB has a strong potential to ultimately kill every

unprotected susceptible ash tree presently growing in North America. Furthermore, if preventative treatments are not implemented within a community, it has the capacity to kill every ash tree within a given community inside ten years.

EAB has the potential to be far more damaging to urban trees than any other insect that has previously been found in the state. Vancouver's Urban Forestry Management Plan provides guidance for monitoring the urban forest and planting trees that are resilient.

Based on the City's partial inventory of 12,263 public trees, 5 percent are *Fraxinus*. If the proportion of ash trees are extrapolated to represent the entire public tree population (estimated at 99,000 trees), then there is a potential for nearly 5,000 ash trees to be impacted by EAB. In addition, an unknown number of ash trees exist on private land in Vancouver.

EAB and Ash Tree Identification

Early EAB detection protocols are critical to management strategies and budgetary planning. Urban Forestry should explore options for early detection.



Figure 20. Images for identifying ash trees and the emerald ash borer (Source: WA DNR)

Ash trees have opposite buds, diamond-shaped ridged bark, five to nine leaflets on each stalk, and paddle-shaped seeds. Adult beetles are approximately one-half inch long and have an emerald-green head and back, a coppery reddish purple abdomen, create D-shaped exit holes, and S-shaped galleries when entering the tree in the larval stage.

Signs of EAB infestation include:

- ❖ Sparse leaves or branches in the upper part of the tree
- ❖ D-shaped exit holes approximately one-eighth-inch wide
- ❖ New sprouts on the lower trunk or lower branches
- ❖ Vertical splits in the bark
- ❖ Winding, S-shaped tunnels under the bark
- ❖ Increased woodpecker activity

Emerald ash borer has a life cycle that normally takes one year to complete. During winter, the life stage present is a full grown larva that lives within a chamber cut into the outer sapwood of a host tree. In the spring it will transform to a pre-pupal phase and then continue into the pupal stage. It will transition from a pupa into the adult beetle form which will then emerge from the ash. During low population levels, this life cycle may take two years to complete. Adults emerge from the tree by cutting through the bark, producing a D-shaped exit hole. If EAB were to emerge in Washington, the borer will likely begin to emerge in early to mid-May, with peak emergence in June. However, some beetle emergence could extend into midsummers. After emergence, adults move to the crown of an ash tree (flight season) where they feed on leaves. After about a week of feeding, the now mature adults will begin to mate. A few days after mating the females will begin to lay eggs on the surface of the bark. Females typically live for about a month and during this time will lay several dozen eggs. Eggs hatch in about a week and the tiny, newly hatched larvae burrow through the bark to feed on the tissues underneath which includes the phloem, cambium, and outer sapwood. This is the primary cause of death to ash trees.

The following provides an overview of the EAB monitoring and management strategy though the City should implement the WA Urban Forest Pest Readiness Playbook Assessment and complete a comprehensive management plan for EAB.

Table 6. General guidance for emerald ash borer preparation, management, and recovery

EAB Monitoring and Detection

Create and maintain an inventory of public trees with active monitoring.

Coordinate with partners to provide public information and trainings regarding EAB detection.

Estimate the EAB management costs and prepare budget requests.

Keep current with local and regional research, resources, and quarantines.

Identify ash trees for preventative treatments such as high value trees in good condition.

Identify trap trees for EAB.

Identify and remove dead or dying ash trees as needed and feasible.

Develop incentives and programs to support private ash tree management.

Consider updating City Code to allow flexibility in ash removals for development projects, removal of diseased trees, emergency removals, and City authority for ash tree treatments and removals.

Determine the approach for treatments (methods, in-house vs. contracted).

Establish a wood utilization program and/or identify local woodworkers for wood reuse.

EAB Emergence

Identify hazard trees in detection / infested areas.

Remove dead or dying ash trees and public areas promptly.

Detect spread of infestation into new neighborhoods as early as possible and suppress the pest pressure.

Maintain the inventory of public trees based on the planned and completed management.

Continue to educate and support EAB management on private land.

EAB Recovery

Replant using non-host tree species at locations where ash trees were removed.

Plant two trees for each ash removed and replant within one year of removal.

Consider incentives and programs for private landowners to replant.

Align plantings with tree canopy cover goals and priority planting areas.

Tree Planting Initiatives

Tree planting is critical to the health and longevity of Vancouver's urban forest. However, tree planting should be methodically planned with a specific purpose in mind. One of the best ways to do this is to define and adopt an official planting initiative guided by a planting strategy. The first step in developing a planting strategy is to define the goals. Often times, this goal aligns with a citywide tree canopy cover goal and the timeframe to achieve it.

An effective tree planting initiative and program address three main questions: where to plant, what to plant, and how to plant? It is important to develop an overall planting strategy where the initial planting efforts are concentrated on streets and areas with the greatest need for improvement. Tree species and planting location designations are significant components of a municipal tree care program because of the long-term impact of these decisions. Success of a tree planting program will be judged by the health of the trees after planting and the amount of money spent on planting and maintaining the new trees. With a small amount of planning, healthy trees with greater life expectancy can be established with minimal up-front investment and relatively minor maintenance costs.

This Tree Planting Initiative provides guidelines for the implementation of an organized and comprehensive tree planting strategy that results in the prioritization of tree planting locations and the expansion of Vancouver's urban tree canopy within the confines of available resources. The City should continue to partner with Friends of Trees and other neighborhood organizations for the planting and care of trees throughout Vancouver. Information on suitable planting locations in the city is provided in the previous section and general recommendations on choosing suitable trees for each site follow.

Where to Plant

There are numerous opportunities to plant more trees on public property in the City of Vancouver. Historically, the locations of new tree plantings on City-owned rights-of-way in Vancouver have been based on constituent requests, the replacement of dead or dying trees (where feasible), and project-specific plantings (e.g., streetscape improvement projects and Friends of Trees events). With an updated and maintained tree inventory, City managers can identify the exact location of additional planting sites that are available throughout the city. Moreover, the development of a prioritization scheme based on canopy data allows the City to begin significant tree planting efforts in high priority areas of the city (see the '[Priority Planting Areas to Achieve Canopy Goals](#)' section).

With an updated inventory of public trees and possible planting sites, the Urban Forestry Program can determine the city's current stocking level. Stocking levels are based on a total number of suitable planting sites, including sites with existing trees, vacant locations, and locations with stumps. "Stocking" is a traditional forestry term used to measure the density and distribution of trees. In this case it means that, of the total number of available planting sites identified in a tree inventory along the public right-of-way, a certain number currently have a tree present. Note that this value typically only considers the currently available planting areas along the street right-of-way, and not impervious surfaces that could become planting locations. Moreover, this value typically does not incorporate potential planting locations in parks or other civic spaces. Based on the 12,263 trees in the City's inventory database, 337 trees were recommended for removal (177 privately-maintained and 160 City-maintained public trees). These recommended removals represent a future increase in total number of potential planting sites. An important benchmark in maintaining a sustainable urban forest is to keep it at least 90 percent stocked, such that no more than 10 percent of the existing planting sites remain vacant. The City should make every effort to budget for tree planting in the future to maintain the urban forest at least 90 percent stocked and to continue increasing its canopy.

Planting locations throughout the city were identified and prioritized as part of the urban tree canopy analysis (Priority Planting Areas to Achieve Canopy Goals section). Potential planting

locations included all viable areas of the city that were classified as grass/open space, impervious (parking lots), and bare ground in the urban tree canopy analysis.

Tree Planting Parameters

Trees are an important part of the city, but they must coexist with various other aspects of the built environment. To provide ample space for a growing tree while also maintaining public safety and protecting other city infrastructure, the City should use the following minimum guidelines when choosing new planting locations:

- ❖ New tree wells in *existing* sidewalks provide a minimum of 18 square feet of open soil (ex. a 3' x 6' tree well).
- ❖ New tree wells in *new* sidewalks should provide a minimum of 36 square feet of open soil (ex. a 6' x 6' tree well), and at least 1,000 gross cubic feet of soil value space for each tree, providing any soil volume under paved surfaces through suspended pavements or structural cells.
- ❖ To reduce infrastructure conflicts and maintain visibility and access to important public safety features, trees should be planted a minimum of:
 - o 20 feet away from any intersection, crosswalk, or stop sign;
 - o 5 feet away from any fire hydrant or utility pole;
 - o 10 feet from any streetlight;
 - o 3 feet from any driveway or walkway; and
 - o 1 foot away from any underground utilities (ex. gas and water).
 - o The width of the sidewalk must also be taken into account, as per American with Disabilities Act (ADA) regulations a 3 foot sidewalk width must remain.
 - o Trees must be spaced out in such a way that they have room to grow. Trees are spaced at least 20 feet on center (i.e., measured trunk to trunk).

What to Plant

The City must determine which tree species will be planted in each specific site. The phrase “right tree, right place” is the most important concept in planting. Many factors must be considered in choosing a species for a site that maximizes the health and survivability of the tree, and the benefits provided by that tree. Trees in urban environments must withstand particularly challenging conditions, such as high temperatures, drought, flooding, air pollution, soil salt, and limited growing space both above and below ground. Trees have different characteristics suitable for different landscapes, sites, and microclimates. It is recommended that all characteristics be recognized, including, but not limited to, the desired function (e.g., seasonal flowering, shade canopy, wind resistance), mature size and shape for the intended location, soil conditions, root structure, maintenance requirements, potential pest problems, and survivability in the face of climate change. Equally important to selecting the right tree is choosing the right spot to plant it. Blocking an unsightly view or creating shade may be a priority, but it is important to also consider how a tree may impact existing structures and utilities as it grows taller, wider, and deeper. For example, if the tree’s canopy, at maturity, will reach overhead utility lines, it is best to choose another tree. Taking the time to consider location before planting can prevent power disturbances and improper utility pruning practices.

Historically, there has been some mismatch of tree species selection with available planting sites in Vancouver. There are some large growing trees under power lines, and there are some small growing trees planted in sites suitable for larger trees. Large trees in small spaces can damage sidewalks and curbs, require severe pruning for overhead utility lines and street clearance, and often have a much shorter service life due to the restricted growing area. Small trees in large spaces limit the use of mature shade trees on public streets. It is well known that larger growing trees provide the most environmental and economic benefits, and appropriate areas to plant them rarely exist in older, well developed communities. Proactive planning should be made to plant the

“right tree in the right place” in the vacant sites, considering available growing space, presence of utilities, and traffic and pedestrian clearance issues, while obtaining the desired aesthetic effects and function of the street tree. Planting the proper type of tree for each planting area will result in a more effective, healthy, and attractive urban forest.

Tree Species Diversity

At the scale of the entire urban forest, species diversity in new plantings should be of major importance. Planting a variety of species can decrease the impact of species-specific pests and diseases by limiting the number of susceptible trees in a population. Moreover, planting a wide variety of tree species can help limit the impacts from physical events, as different tree species react differently to stress. Species diversity helps withstand urban forest impacts from drought, ice, flooding, strong storms, and wind. As stated in the [Status of Vancouver’s Trees](#) section, at the genus level, Douglas firs (*Pseudotsuga*) account for 16 percent of the total public tree population which is below the genus diversity threshold of 20 percent but the Douglas firs exceed the 10 percent threshold for species diversity with 16 percent. An abundance of Douglas fir trees is understandable considering they are the most dominant native conifer in the region. The dangers of planting monocultures have proven to be devastating. One of Vancouver’s goals should be to increase species diversity throughout the city, such that no species represents more than 10 percent and that no one genus comprises more than 20 percent of the population. Consideration should be given to large trees that provide shade, are aesthetically pleasing, and provide food or habitat for native insects and wildlife. Although the City should consider focusing efforts on planting species that are native to the region, particularly in the face of climate change, the wider effort should focus on urban-tolerant and/or wind-resistant species, regardless of origin.

Tree Species Selection

Matching a species to its favored climatic and soil conditions is the most important task when planning for a maintainable and survivable landscape. Plants that are well matched to their environmental conditions are much more likely to resist pathogens, insect pests, and severe storm damage and will therefore require less maintenance overall and be more likely to survive. In addition to considering site characteristics (such as climate, precipitation, native vegetation, availability of space) and soil characteristics (such as soil texture, structure, drainage, pH, water availability, and road salt), specific physical tree features must also be scrutinized to ensure public safety. Some considerations for street trees are the amount of litter dropped by mature trees, the maintenance required, and public acceptance.

In the face of climate change, plummeting insect populations, and mass extinctions, the City should focus efforts on planting species indigenous to the region. Planting species that are native to the region whenever possible will provide additional benefits to the ecosystem at large. Above all, given the tough growing conditions in an urban environment, tree species should be selected for their durability and low maintenance requirements. These attributes are highly dependent on site characteristics as well as species characteristics.

How to Plant

The steps taken to properly plant trees must continue to be clearly outlined for City crews, partners, volunteers, and/or contractors performing the work. Planting oversight and/or post planting inspections must continue to be performed to ensure that the work meets the guidelines set forth by the City. The tree planting methodology outlined in this section is supported by industry standards and best practices, including the American National Standards Institute (ANSI) Z60.1-2014 American Standard for Nursery Stock, and the American National Standards Institute (ANSI): Standard A300. Standard Practices for Tree, Shrub and other Woody Plant Maintenance.

These standards and best practices detail the methods and protocols for selecting healthy planting stock, handling trees during transport and planting, preparing the planting site, planting the tree, mulching, and young tree pruning.

Key Considerations for a Tree Planting Plan

A planting strategy is crucial to urban forest sustainability and should be based on data, available resources, partnerships, and community input. Some of the more common goals that define a planting strategy include:

- ❖ **Equitable Distribution.** With this goal, planting priorities are assigned to areas determined to be the most in need based on the goal of an even distribution of benefits provided by trees. Beyond equal distribution, an area defined to be "in-need" is determined locally and can be a combination of priorities or focused on one specific priority. It is recommended the City utilize the guidance provided in the section that discusses tree canopy cover goals to identify areas of low tree equity that are most suitable for planting.
- ❖ **Areas of Predicted Future Canopy Loss.** Older neighborhoods with a more established tree canopy can anticipate significant losses in future years. One method to planning future planting efforts is to target these replanting areas now to aid in a less drastic succession of trees over time.
- ❖ **Benefits-Based Plantings.** Areas that have a specific issue like poor air or water quality, or a large percentage of older residents sensitive to heat stress, may work to plant trees based on the anticipated benefits in years to come.
- ❖ **Regular, Methodical Planting in Concert with Cyclical Tree Care Efforts.** Planting may be most effective if it follows the City's inventory, in that trees are planted where they are removed. Regular methodical planting can also be considered a worthy goal.
- ❖ **Species Diversity.** Planting strategies should not only identify where to plant but also what is being planted. Species diversity in Vancouver can quickly become an issue if data is not used to make decisions on the types of trees to plant. Neighborhood-level and citywide planting plans should detail how biodiversity will be maintained with short- and long-term strategies.
- ❖ **Inventory-Driven Plantings.** In addition to tree canopy assessment data or data pertaining to the spatial location of existing tree canopy and possible planting space, a city may also utilize or conduct inventories of available public planting spaces. Often times, these types of inventories identify planting spaces based on criteria such as minimum width, distance from existing tree, distance from intersection, among others. Most planting space inventories catalogue the relative size of the growing space (small, medium, large).
- ❖ **Partners in Planting.** Vancouver's planting strategy should also include who is doing the planting. This work can be done by City partners, neighborhood groups, community tree stewards, developers, and other interested parties, thus allowing the City to focus on specialized care (pruning, removals, assessments).

Future tree plantings should focus on maintaining or increasing species diversity and reducing reliance on any particular species.

Vancouver's public tree population is primarily in fair or better condition with over 345 distinct species. The City should continue to focus resources on preserving existing and mature trees to promote health, strong structure, and tree longevity. Structural and training pruning for young trees will maximize the value of this resource, reduce long-term maintenance costs, reduce risk, reduce storm damage, and ensure that as trees mature, they provide the greatest possible benefits over time.

Tree Planting Recommendations

- ❖ **Increase genus and species diversity** in new and replacement tree plantings to reduce reliance on abundant groups. At a minimum, strive for no species representing more than 10 percent of the overall population and no genus representing more than 20 percent of the overall population.
- ❖ **Use available planting sites to improve diversity**, increase benefits, and further distribute the age distribution of street and park trees.
- ❖ **Prioritize planting replacement trees** for those trees that have previously been removed.
- ❖ **Identify additional planting sites** for trees and use the largest stature tree possible where space allows.
- ❖ **Prioritize successional planting** of important species, as determined by relative performance index (RPI) and the relative age distribution.
- ❖ **Provide priority care to areas that lack recent plantings** but are adequately represented by established age distributions.
- ❖ **Prioritize structural pruning for young trees** and ensure maintenance plans and associated budgets are prepared as trees become established.
- ❖ **Regularly inspect trees** to identify and mitigate structural and correctable defects to reduce the likelihood of tree and branch failure.
- ❖ **Consider opportunities to further support wildlife habitat and pollinators** when making decisions on the species of tree(s) to plant.
- ❖ **Update the recommended master tree list** for projects and to provide as a recommendation to the public for private property plantings. Include attributes such as tree size at maturity, primary feature, soil requirements, space requirements, recommended location(s), native/nonnative classification, description, and any concerns.
- ❖ **Consider preparedness planning for invasive pests and deleterious effects of climate change** including wildfire, stormwater, and extreme weather events.

Post-Planting Care and Young Tree Maintenance

Information on industry standards and best practices for tree inventories, data management, routine tree maintenance, utility pruning, young tree pruning, tree planting, irrigation, pest and disease management, and urban wood utilization are provided in a separate report to this Plan.

Funding Mechanisms

Urban forests are an essential component of a municipality's infrastructure. Well-managed urban forests boost community livability and build resilience through a myriad of ecosystem services. However, the budgets afforded to urban forestry programs do not always represent this "essential" status and forestry managers often need to work with budgets that are below their needs. Urban forestry budgets are also prone to large swings in need, as is currently being observed with the emerald ash borer causing spikes in tree removal demand. An extensive review and summary of recommendations for potential alternative funding mechanisms is provided as a separate report to this Plan.

Potential Funding Mechanisms for the Urban Forest

Local Sources	Grants & Donations	Taxes & Fees	Special Districts	Additional Sources
General Fund	Federal Grants	Tax Increment Financing	Special Benefit Districts	Memorial Programs
Capital Improvement Funds	State & Local Grants	Stormwater Utility Fees	Conservation District	Adopt-a-Tree Programs
General Obligation Bonds	Non-profit Grants	Frontage Tax	Business Improvement District	Mitigation & Escrow Funds
Urban Forestry Mitigation Costs	Corporate & Private Donations	Gas Tax, Permits, Pest Control Fees	Parking Benefit District	Wood Utilization & Carbon Trading

THE COMMUNITY FRAMEWORK



THE COMMUNITY FRAMEWORK FOR URBAN FORESTRY

The urban forest is a resource that benefits and belongs to the city's residents. In order to care for it, the passion that is so frequently used to talk about trees can be harnessed to build stewardship around Vancouver's trees. Approximately 68 percent of Vancouver's tree canopy is located on private property (see the Urban Tree Canopy Cover section). Thus, success in improving or maintaining tree canopy must include not only the municipal government, but also a populace that understands the value of trees and tree canopy to the community and the environment and how to plant and care for trees.

ENGAGEMENT TO INFORM THE PLAN

Throughout the development of the Urban Forestry Management Plan, engagement opportunities and activities were held to gather feedback and input that would inform the vision, goals, and strategies. The engagement sessions launched with an internal Community Engagement Strategy that detailed the sessions, objectives, partners, timing, and other considerations to engage, educate, and capture feedback from a diverse community. The Strategy was developed in coordination with City staff and the engagement began with the launch of the project website on the Be Heard Vancouver website (beheardvancouver.org/ufmp). The website served as a portal for sharing information about the project, the urban forest, and opportunities for participation in the development of the Plan.

Shortly after the launch of the website, an educational [online video](#) was created to provide a brief overview of the urban forest and the planning project.

In addition to the website and online video, an online survey was hosted and shared on the project website throughout January and February 2023. The survey gathered 155 responses and focused on identifying viewpoints and perceptions relating to the urban forest cover, health, benefits, programs, and priorities. Questions also sought to gather input on developing the Plan's goals, strategies, and future programs.

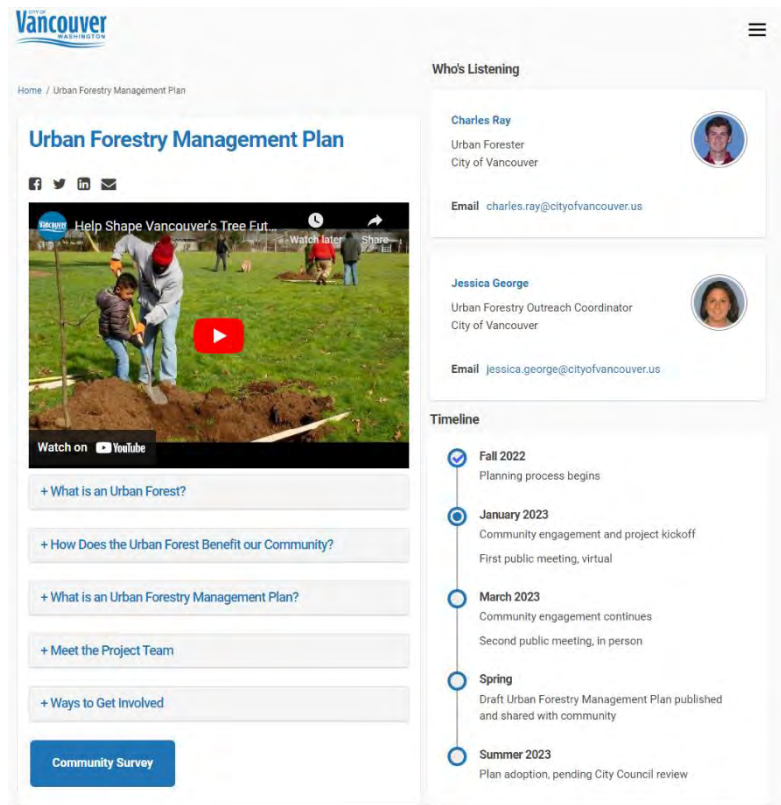


Figure 21. Vancouver's Urban Forestry Management Plan project website (BeHeardVancouver.org/UFMP)

Public Survey

There were 155 responses to the Google Form survey that was available online in January and February of 2023. Survey respondents are primarily in the 98661 zip code (17 percent), 98660 zip code (12 percent), or the 98683 zip code (12 percent). View the map on the following page to see the distribution. They were predominantly female (61 percent), are 65 years old or older (25 percent) or 55 to 64 years old (23 percent), are white (78 percent) homeowners (82 percent), and 35 percent fluently speak Spanish and 4 percent speak Portuguese.

Most respondents have interacted with trees on their walk, ride, or commute (97 percent), sat or parked under the shade of a tree (94 percent), and/or cared for their own trees (89 percent).

Regarding the health of Vancouver's trees, most responses indicated a decline in the last 10 years (50 percent) followed by being unsure of the health and quality (34 percent). 8 percent feel the health and quality of trees has improved and 8 percent feel it has remained the same in the last 10 years.

When asked about their priorities, most respondents selected trees that provide shade and lower temperatures (90 percent), a city program that proactively maintains public trees (88 percent), healthy trees that are resilient (86 percent), increasing the number of trees where there is historically less tree canopy cover (83 percent), and supporting trees in their role to manage stormwater and reduce erosion (80 percent).

To improve tree health, respondents feel the City should use resources to incorporate more tree plantings and preservation into development projects (89 percent), set and achieve canopy goals (85 percent), planting trees to withstand droughts and high temperatures (82 percent), proactively maintaining trees for structure, health and safety (78 percent), and planting trees that can coexist with sidewalks and utilities (77 percent).

Respondents feel the City should prioritize future tree plantings in parks, greenways, and other public spaces (88 percent); street tree planting sites (85 percent); in commercial and industrial areas (78 percent); and/or on school campuses (77 percent).

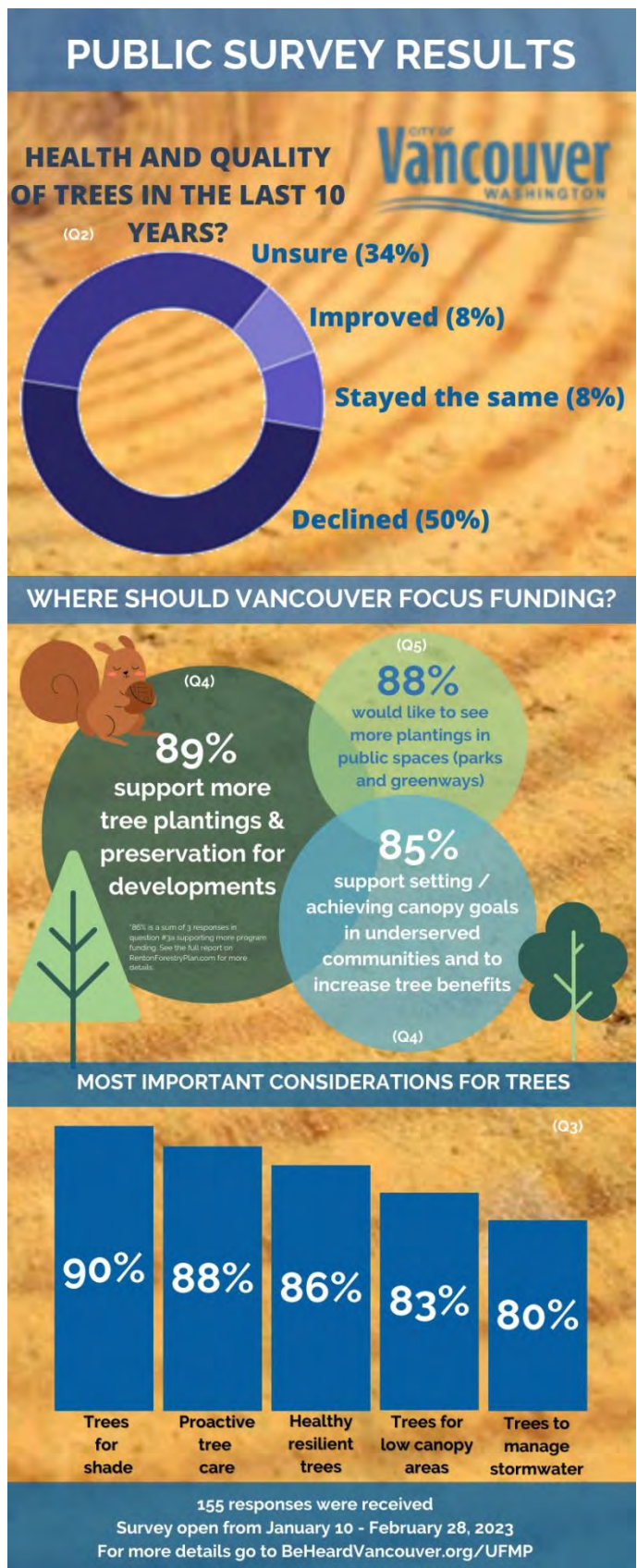


Figure 22. Infographic summary of results from the 2023 UFMP public survey

Map Displaying the Locations of Public Survey Respondents*

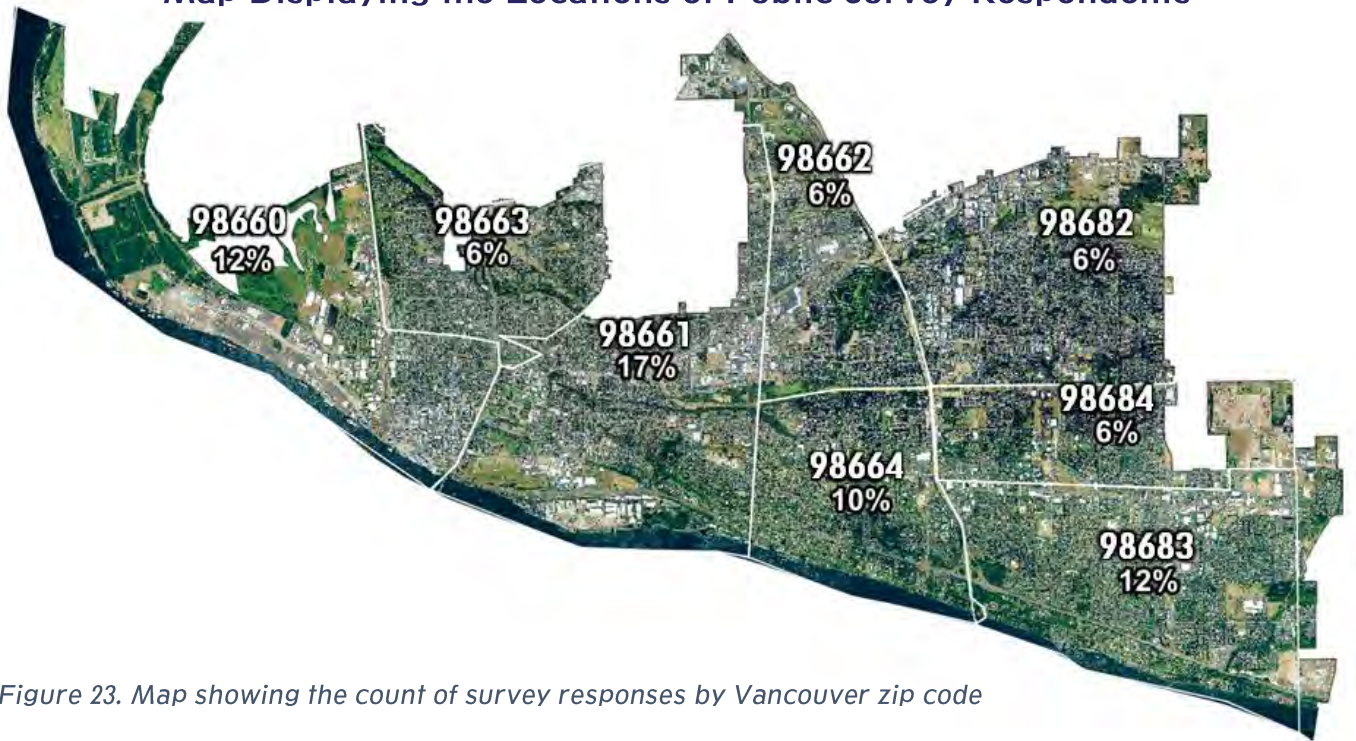


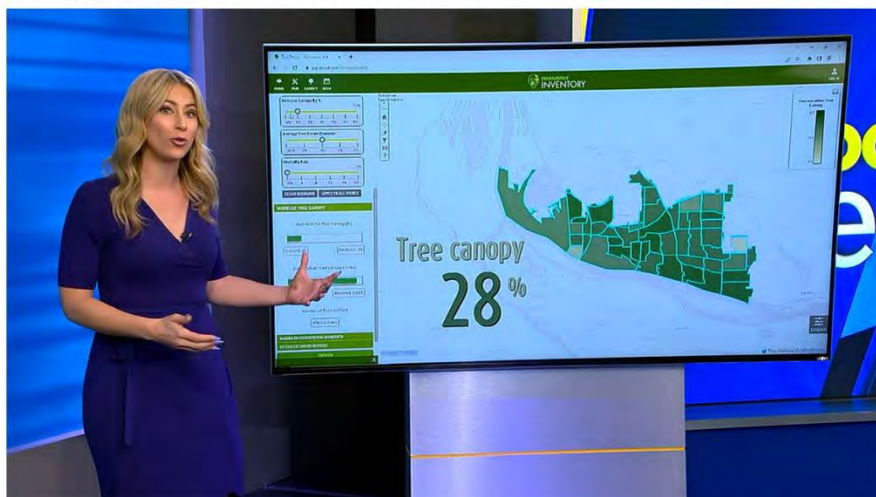
Figure 23. Map showing the count of survey responses by Vancouver zip code

* Note: Zip code boundaries were recreated and formatted to Vancouver for summarizing public survey responses. The map is not intended for any additional use.

News Media

Throughout the development of the Plan, the City's Urban Forestry Program coordinated with other city staff, partners, and media outlets to spread the word about the project and to encourage participation from all members of the community. In addition to the online video, Urban Forestry Program staff were interviewed by news media and one such example is highlighted below. On January 25, 2023 a news segment on FOX12 was held entitled, "City of Vancouver seeks community input on plan to enhance its urban forest" and on January 27, 2023 The Columbian published an article, "Vancouver to revise urban forestry plan as it aims for equity, climate goals".

City of Vancouver seeks community input on plan to enhance its urban forest



The Columbian

Vancouver to revise urban forestry plan as it aims for equity, climate goals

By Lauren Ellerbecker, Columbian staff writer Published:
January 27, 2023, 6:05am
Updated: January 28, 2023, 12:18pm



Figure 24. Examples of the news media efforts to encourage public participation and awareness

External Stakeholder Engagement

In addition to consultations with City staff, public engagement, and other efforts to gather a wide range of feedback from the community, external stakeholders were identified and invited to participate in an online survey (SurveyMonkey). This survey was separate from the public survey and looked to gather viewpoints, priorities, and ideas relating to the urban forest of Vancouver and the greater region.

A total of 36 agencies, organizations, companies, or individuals were invited to participate in the survey. The table below provides a summary of the invited stakeholders. The survey was available from January 20 through February 10, 2023. The 36 entities included a total of 44 individuals that were invited and of those invitations, a total of 30 stakeholders participated representing 23 unique groups.

The majority of stakeholders are involved in public outreach, education, engagement, and/or training (53 percent); tree-related inventories, assessments, monitoring, and/or analysis (47 percent); and organizing and managing volunteers and events (40 percent). Of all the benefits and services that trees provide, most stakeholders feel the greatest benefit relates to trees addressing climate change by reducing air and surface temperatures (80 percent). Regarding concerns and challenges for Vancouver's urban forest, most stakeholders identified a regional approach to urban forest management being needed (32 percent); outdated or inconsistent ordinances, standards, and/or policies needing to be addressed (32 percent); or budget challenges (29 percent). To summarize stakeholder viewpoints and priorities relating to Vancouver's urban forest, most stakeholders view developing goals and strategies that address sustainability, climate change, and equity as a priority (43 percent) followed by increasing the number of trees and developing a plan with resources for maintaining them (40 percent).

Vancouver, WA Urban Forestry Management Plan
A Survey for Urban Forestry Stakeholders in the Region



4. Which of the following concerns, if any, do you have about Vancouver's urban forest? (Choose all that apply)

- | | |
|--|--|
| ☐ Concerns relating to the sustainability of the urban forest, programs, or other | ☐ Improvements needed in preparedness planning (wildfire, drought, invasive insects & pests, storms, disease) |
| ☐ Environmental/ecological concerns or challenges | ☐ Ordinances, standards, and/or policies that are outdated, inconsistent, or other |
| ☐ Collaboration and/or partnerships that need to be established or strengthened | ☐ City staff, partners, and/or community tree stewards lack the necessary trainings and certifications |
| ☐ Community education about the benefits of the urban forest needs improvement | ☐ Tree planting and maintenance standards, best practices, and/or overall approach needs improvement |
| ☐ Community tree stewardship could be improved | ☐ Staffing-related issues, concerns, challenges, or other |
| ☐ Communications between the City and contractors, organizations, or other need improvement | ☐ Budget-related issues, concerns, challenges, or other |
| ☐ Cities are not applying data, tools, and research to urban forest management planning | ☐ A more regional approach to urban forest management is needed |
| ☐ Regulatory requirements that are not met, enforced, reflective of the needs, or other | ☐ Request to meet to further discuss |
| ☐ Alternative solutions to tree and hardscape conflicts are not implemented or properly prevented | |

Other (please specify)

Figure 25. Example of the types of questions asked of the external stakeholders to inform the Plan

Participating Stakeholders	Continued
AKS Engineering & Forestry	Planning Solutions, Inc.
Arborscape Ltd Inc Tree Care	Rosevillage Neighborhood Association
Bartlett Tree Experts	Teragan & Associates, Inc.
Clark County Historical Museum	The Confluence Project
Clark County Public Health	Todd Prager & Associates
Clark Public Utilities	TreeWise
Columbia Springs Environmental Education Center	Vancouver Bee Project
Friends of Trees	Vancouver Dawn Lions Club
Landscape Architect	Vancouver School District Horticulture
Lower Columbia Nature Network	Vancouver's Downtown Association
MacKay Sposito, Inc.	Watershed Alliance of SW WA
Parks Foundation of Clark County	WSU Extension, County Master Gardeners

Table 7. Summary of the participating external stakeholders

Urban Forestry Commission Meetings

Vancouver's Urban Forestry Commission was established to advise the Mayor and City Council on local and regional tree related issues. The Commission assists the city to develop good management practices to conserve the city's trees and forests, educate citizens on the importance of urban trees, and organize tree plantings.

The Urban Forestry Commission was created by City ordinance 12.02 in 1987 for the purpose of "managing, and increasing the city's urban forest, thereby protecting a vital environmental, social and economic resource that benefits all residents and visitors, and for the purpose of assisting property owners and public agencies in improving and maintaining the urban forest in a manner consistent with adopted city policies..".

The seven-member citizen Commission is appointed by and reports to the City Council, and it is staffed by the Urban Forester. The Commission has been directed by Council to focus on the following activities:

- ❖ Considering changes to urban forestry policy and regulation as presented by City staff.
- ❖ Administering the Heritage Tree Program (as defined in VMC 20.77).
- ❖ Updating the Urban Forestry Work Plan.
- ❖ Coordinating community outreach activities for urban forestry:
 - o Traditional events – Arbor Day and Old Apple Tree Festival
 - o Assist Vancouver neighborhoods through the Neighborhood Liaison program to identify urban forestry needs, especially in Neighborhood Action Plans and funding opportunities.
 - o Promotion of public awareness through Neighborhood Tree Stewards program, Urban Forestry brochures, recognition ceremonies (Tree City USA, Silva Bolds Whitfield Award, Mac Award), and planting programs for the entire community.

On January 18, 2023 the urban forestry consultants and the Urban Forestry Program presented on the Urban Forestry Management Plan project, its status, initial findings, engagement opportunities, and other key information to provide awareness and gather input.

Vancouver, WA

Urban Forestry

Management Plan

Urban Forestry Commission Meeting

January 18, 2023



Presented By:

Charles Ray, City of Vancouver Urban Forester

Chris Peiffer, PlanIT Geo, Project Manager




Figure 26. Presentation to the Vancouver Urban Forestry Commission on January 18, 2023

Public Meeting #1

Once the awareness grew from the initial outreach that began in November 2022, two virtual public meeting sessions were held on January 25, 2023 at noon and in the evening. The public meeting was titled, "Let's Talk Trees, Vancouver!" with a tagline of "An online open house to plant the seeds for the future of Vancouver's urban forest".

For the noon session, a total of 17 members from the community attended in addition to 9 City staff. The evening session had a total of 21 community members participated along with six City staff.

Participating community members listened in via Zoom Meeting to hear about the purpose of the project, the importance of urban forest management planning, the project scope and timeline, initial findings, and opportunities for continued engagement. During the presentation, participants were asked via Zoom Poll about the topics or information they wanted to learn about as well as where they view tree plantings should be a priority. The second half of the meeting was available for open discussion where questions were asked about the urban forest, the Urban Forestry Program, or the planning project. Input and feedback received from the two sessions held on January 25 were documented, summarized, and reviewed to determine if and how the subject matter would be incorporated into the Plan.

Poll #1

"What would you like to learn or discuss today?"

- ☐ The UFMP project
- ☐ The Citywide urban forest
- ☐ The City's Urban Forestry Program
- ☐ Tree preservation related
- ☐ Tree plantings and events
- ☐ A specific tree question
- ☐ Just here to listen
- ☐ Other

Poll #2

"Where would you like to see more trees planted in the City?"

- ☐ In public parks
- ☐ Along our streetscapes
- ☐ In development projects
- ☐ Commercial areas and parking lots
- ☐ Along creeks and waterbodies
- ☐ On school grounds
- ☐ As part of stormwater projects
- ☐ Areas to address climate change
- ☐ Areas with low tree canopy cover
- ☐ An area not listed here
- ☐ Not applicable, no more trees

Figure 27. Poll questions asked during the noon and evening public meeting on January 25, 2023

Closing Remarks



Learn and Provide Input!

Website

www.beheardvancouver.org/UFMP

Survey

<https://forms.gle/8nJvzdLSqyB9MnzRA>

Informational Video

<https://youtu.be/sFF8H7yFi4s>

Public Meeting #2

March 18, 10-noon @ MLK Elementary
(4801 Idaho St, Vancouver, WA 98661)

Questions/Comments

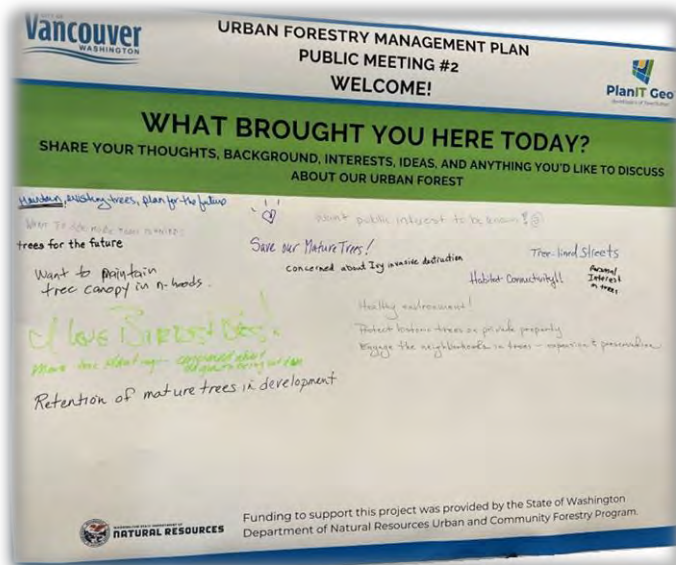
Charles Ray, Urban Forester

Charles.Ray@cityofvancouver.us



Figure 28. The first public meeting to raise awareness and encourage participation

Public Meeting #2



The second public meeting was held in-person on Saturday, March 18, 2023 at the Martin Luther King Elementary School. The “Let’s Talk Trees, Vancouver!” event was held from 10 AM to 12 PM and the meeting began with updates on the progress of the Plan, key findings and highlights, and the Plan’s draft goals and strategies. Interactive exercises were held as the primary means to gather input about the key challenges facing the urban forest and the Plan’s goals and strategies that can these challenges.

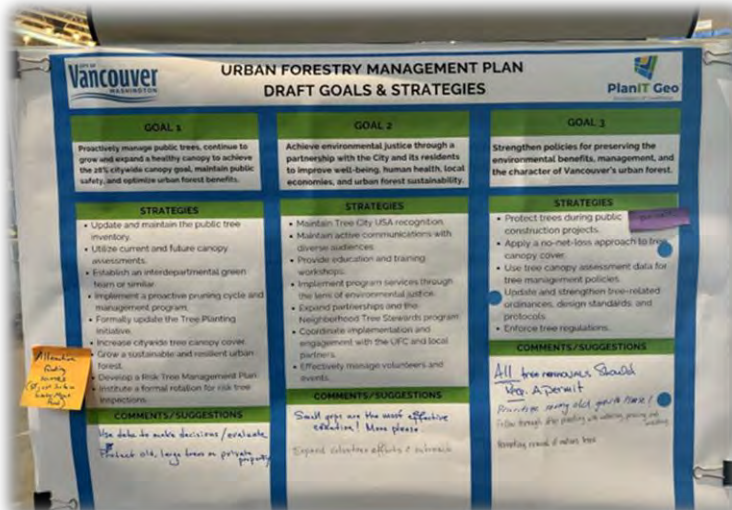
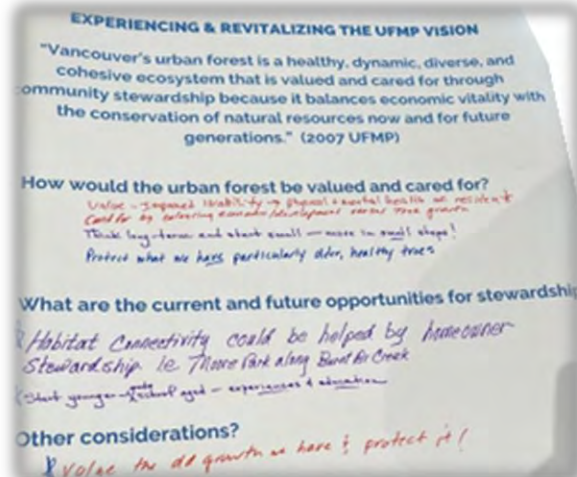
A total of 15 community members, Urban Forestry Program staff, Urban Forestry Commissioners, and the urban forestry planning consultants attended the event. The project team assisted the public in

participating in seven unique and interactive table sessions. The sessions and a summary of the feedback received are provided below:

Table 8. Summary of the feedback received during the public meeting table sessions

A) Welcome Board: “What Brought You Here Today?”	B) Most Important Tree Benefits	C) Issues Caused by Public Trees	D) Challenges Facing the Urban Forest	E) Priorities for Tree Preservation & Planting	F) Revitalizing the Vision for the Urban Forest	G) Input on the Draft Goals & Strategies
Maintain trees	#1 Supports wildlife	#1 Lack of maintenance	#1 Canopy inequity	#1 Development	A cool city	Data-driven decisions
Plan for the future	#2 Mitigates climate change	#2 Sidewalk / utility conflicts	#1 Development impacts	#2 Trail & transportation corridors	Dense, lush, green	Protect old trees
Support more tree plantings	#3 Improves water quality	#2 Aphid honeydew	#2 Pests, diseases, invasives	#2 Public parks & open space	A core city value	Alternative funding sources
Support wildlife	#4 Improves air quality	#2 Costs for tree care	#2 Limited resources	#3 Private residential	Adequate funding	Small group education
Protect old trees	#4 Improves human health	#3 Conflicts with design (e.g., solar)	#3 Climate change impacts	#3 Campuses & institutions	Laws saving trees	More volunteer events
Manage invasives	#5 Provides shade, save energy	<u>Other:</u> English ivy, emerald ash borer, limited space, sourcing trees, succession planting	#4 Poor pruning practices	#3 Commercial & industrial	Venerable older growth protected	More tree permits
Show support	#5 Improves walking routes		#5 Lack of species diversity	#4 Public streets	Equal access, improved well-being	Post-planting care (water, mulch, prune)
Identify engagement opportunities	#5 Enhances beauty in the city		#6 Storms and extreme weather	<u>Other:</u> Parking lots	Educate youth	Prioritize saving old growth trees

Figure 29. Photos from the public meeting table sessions



These engagement sessions provided the community with an opportunity to learn about the urban forest and to provide input and feedback on the development of the Urban Forestry Management Plan to support a shared vision.

PLAN OUTREACH AND ENGAGEMENT STRATEGY

The City of Vancouver and its Urban Forestry Program actively engage with the community through website content, social media messaging, press releases and news articles, and by extending outreach through community partners' networks. The following strategy is provided for the Urban Forestry Program to review and adapt community engagement efforts to support the implementation of the Urban Forestry Management Plan.

There are multiple ways to engage the public to improve the care of and expanse of local tree canopy. First, topics or messages must be defined, prioritized, and limited in number. More effective communication occurs through choosing a few strong messages and repeating them over and over. After messages are chosen, avenues of targeted communication to deliver those messages can be determined and implemented. Important topics and messages that should be considered for Vancouver are as follows:

- ❖ **Current Canopy Extent and Value of Vancouver's Trees.** The message should present the current canopy level and benefits the canopy provides. This is typically the first message to send out to the public, as all other messages should connect back to this one. This can also be a way to "roll out" the Urban Forestry Management Plan to the public. Include information such as why Vancouver needs tree canopy, what the current canopy level is, and the plans to improve the management of the trees that comprise the canopy. Educating local business owners on the impact that a shady commercial district can have on sales and educating property owners about the impact that trees have on property values are other useful methods for boosting the desire for increased canopy along main thoroughfares and neighborhood streets while also engaging the public. The important value of mature trees could be also highlighted, as people often do not realize that the large tree they have is a value to their property, the community, wildlife, and the environment.
- ❖ **How You Can Get Involved.** What are the next steps you want people to take? The City should decide the answer and insert this "ask" in every outreach piece or effort. The City should continue organizing tree giveaways (usually saplings) at Arbor Day and related events for people to plant on private property. The City should also continue to support the Urban Forestry Program's Witness Tree and the adopt-a-tree program whereby residents sign up to receive and plant a tree in memoriam or to commemorate special occasions. Another opportunity for getting the community involved is to increase awareness of the City's Heritage Tree program where residents are encouraged to find and nominate the largest or otherwise significant trees in the city. Lastly, citizens can donate funds or volunteer at a tree planting event.
- ❖ **Tree Threats.** Public and private trees can die, decline, or become safety risks as a result of insect and disease infestation as well as inadequate maintenance. With education, the residents of Vancouver can become aware of the common threats to the tree canopy and what they can do to help. The City should provide education on existing tree pest and disease concerns and what the City is doing about these threats on public land, and options for management on their own land. Since the majority of the trees that comprise the city's urban tree canopy are on private property, it is vital for the City to educate the public on how to detect insect and disease threats, provide information about management and treatment options, and relay the importance of reforestation in the event trees are removed. Informing residents about tree removals and other significant tree work is essential for maintaining the City's relationship with the community. When an established public tree has to be removed, the City should continue its current practice of notifying abutting or adjacent property owners of the necessary removal.
- ❖ **General Tree Care Education for Property Owners.** There are several actions people take that are detrimental to trees at all stages of life, including improper mulching and pruning. Easy tips and tidbits of information to share with residents for trees on their own properties can help improve tree maintenance and increase tree health and survival rates. Some examples include:

- o Demonstrate how to properly mulch a tree. Too often mulch is placed around tree trunks in a “mulch volcano”, which is extremely detrimental to the tree. A simple message of how to mulch properly can improve tree health and longevity.
- o Provide guidance on how and when to prune trees. Incorrect pruning can lead to poor tree structure or wounds that may never heal.
- o Explain proper tree planting and tree care techniques. This could be especially helpful for homeowners who are considering planting a tree in their yard but are unsure where to start.
- o Encourage recycling or composting leaves on-site.

Use Multiple Avenues of Communication

There are numerous avenues to convey urban forestry messages and accomplishments of the program to the residents, such as:

- ❖ **Social Media.** Social media sites such as Facebook, Instagram, and Twitter can create buzz and promote involvement in the current urban forestry activities occurring locally. To reach even more people, the City should consider coordinating with allied community gardens, non-profits, educational institutions, and business to get messages posted on their social media sites as well.
- ❖ **Website.** The City of Vancouver’s Urban Forestry webpage contains important information about the urban forestry program, including details about tree planting, programs and upcoming events, urban forestry best practices, tree regulations, among other things. The website should be maintained regularly to make sure information is up to date. The project website for the Urban Forestry Management Plan (BeHeardVancouver.org/UFMP) can also be maintained going forward to continue outreach and education.
- ❖ **Presentations to City leadership and local business and neighborhood groups.** Identify key audiences, partners, and potential champions for the urban forestry program. Making short presentations at regular or special meetings where they are relieves individuals from having to go to yet another meeting in the evenings. Initial outreach could be based on letting the audience know about Vancouver’s urban forest and the work called for in this Plan. Be sure to have an “ask” at the end of the presentation. What do you want them to do next? This work often unearths new partners and funding sources that can otherwise go untapped.
- ❖ **Do a survey.** Once a year, create a short online survey to identify what urban forestry issues people in Vancouver are concerned or care about. The survey can also be used to gauge people’s reactions to new urban forest management procedures and regulations, and their willingness to participate in volunteer work or to donate funds or other resources. Questions about public trees and tree canopy can be part of the annual public survey.
- ❖ **Cultivate partnerships for communication.** Partnerships can be initiated with organizations that can help promote, enhance, and preserve Vancouver’s urban forest. Organizations can include local businesses, local utilities, regional non-profits, homeowner associations, neighborhood associations, and schools and other educational institutions. Other audiences to engage can include youth groups, landscape architect firms, faith-based groups, and nurseries and landscape contractors. Actions that can be taken by each partner should be defined before approaching them for support.
- ❖ **Encourage Clark College to continue achieving Tree Campus USA status.** This distinction and legacy supports Vancouver’s urban forest. One standard the College needs to achieve annually is for students to participate in one or more Service Learning Projects. These projects are intended to provide an opportunity to engage the student population with trees. College students could help the City’s Urban Forestry Program perform many tasks, such as tree planting, tree care, and public outreach.
- ❖ **Continue to create and publish the Annual Urban Forestry Report and Work Plan.** This annual report or state of the urban forest should continue to provide highlights from the

previous year and the Work Plan should continue to provide goals and actions for the upcoming year. These actions should reflect the goals and strategies in the Urban Forestry Management Plan and the monitoring plan section can be utilized to support the reporting and work plans. The reports should include updated tree inventory data, tree planting statistics, key performance indicators and metrics, status of achieving canopy goals and actions in the Plan, and other program information. It should provide information on the number and condition of public trees, as well as maintenance, planting, and management accomplishments. It should also present a summary of the current year's annual work plan and identify emerging issues and budget or resource needs.

- ❖ **Add signage to the landscape.** Signs placed in high traffic areas can spark interest in trees and the urban forest. Something as simple as species name or a notable fact about a tree can encourage people to learn more and to get more involved.
- ❖ **Create Story Maps.** The story about Vancouver's urban forest, the programs that manage it, and the community that shapes and benefits from it can be told through maps that illuminate and contextualize the story. Maps are the visual representation of where events happen. As such, maps and stories complement each other, and story maps serve as an integrated presentation. Story maps use geography as a means of organizing and presenting information. They tell the story of a place, event, issue, trend, or pattern in a geographic context. They combine interactive maps with other rich content—text, photos, illustrations, video, and audio—within intuitive user experiences. Content may include the Urban Tree Canopy Assessment, the tree inventory, programs and events, and content from the Urban Forestry Management Plan such as tree canopy goals, ecosystem benefits, and the urban forest vision, goals, objectives, and strategies.

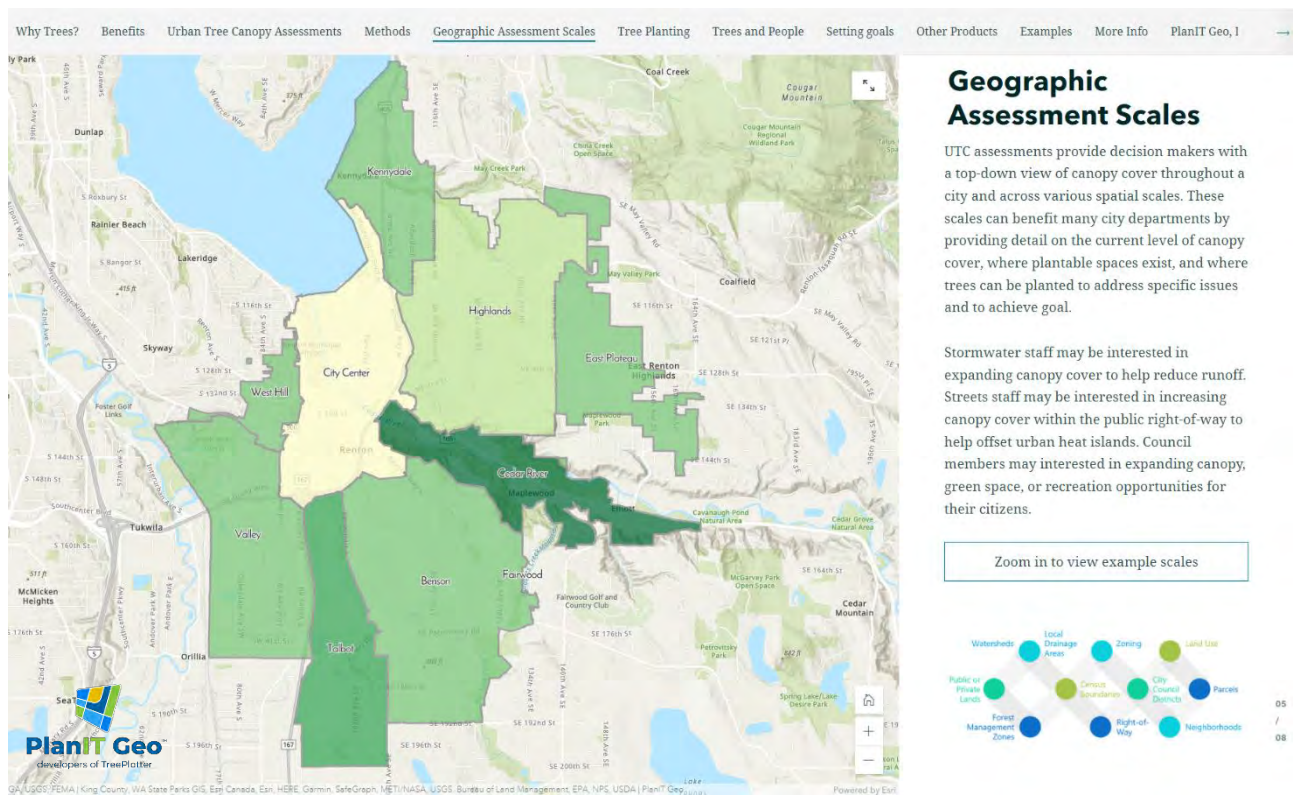


Figure 30. Story maps can visualize urban forest stories, maps, and data for the public

Neighborhood Tree Stewards

The City should continue to support the Neighborhood Tree Stewards program which provides free education from local arboriculture experts on tree identification, tree biology, proper tree care, Vancouver tree regulations, tree planting, natural area restoration, nursery tree production, and the benefits of trees. After the training, the Tree Stewards are equipped to take on the task of spreading accurate information about trees to their own neighborhoods. Tree Stewards volunteer to conduct a tree planting or tree-related education project in exchange for the training and education they receive. The Urban Forestry staff offer guidance and assistance throughout a project. Neighborhood Tree Stewards is coordinated by the Urban Forestry Program and supported by Friends of Trees, AKS Engineering, Watershed Alliance of Southwest Washington, and the City of Vancouver.

The program should continue serving as a volunteer opportunity for community residents to assist with new tree planting and new tree care such as watering, mulching, and pruning. The young tree care volunteers are specially trained to care for young trees and to serve as advocates and educators within their networks. As such, this type of program involves initial and continuing training, frequent mentoring, and overall coordination of the process and volunteers. It also provides yet another engagement opportunity and encourages partnership opportunities with a variety of groups, such as neighborhood associations, master gardeners, scout troops, church affiliated groups, youth groups, high school community service programs, and others to accomplish new and young tree care tasks.

The City should explore ways in which the program can expand to provide the essential care that newly planted trees need. Trees to include in a "Young Tree Care" program are generally less than six inches in diameter. These younger trees sometimes have branch structures that can lead to potential problems as the tree ages, such as codominant leaders, multiple limbs attaching at the same point on the trunk or crossing/interfering limbs. If these problems are not corrected, they may worsen as the tree grows, which increases risk and creates potential liability. With direction from City staff, young tree care volunteers could be trained to carry out the young tree training program. Beyond pruning, young trees need watering and mulching to become established, and may require fertilization and other Plant Health Care (PHC) treatments until they reach maturity. This program in Vancouver is already leading the region in community tree stewardship though the Urban Forestry Program and its partners should regularly evaluate and meet with other community stewardship programs like the Tacoma Tree Foundation.

The tree stewards could also be used to support the urban forest management program in other ways. Volunteers could develop and/or staff Arbor Day and Earth Day events, post and manage tree messages on social media, help update the inventory, and/or locate planting sites in neighborhoods.

Explore Partnerships

Establish partnerships to fund and accomplish the young tree training program and some mature tree care activities. For instance, the utility companies may support tree growth regulator applications for trees under their lines; businesses or developers may pay into a fund to "adopt" or maintain trees in parks, commercial areas, and newly built streets; residents may help water mature street trees during times of drought.

The City should continue to maintain and strengthen partnerships with agencies and organizations that provide technical service and grant opportunities. For example, the WA Department of Natural Resources Urban and Community Forestry Program provides Community Forestry Assistance Grants, Clark County has the Urban Tree Canopy Restoration Project, and Washington State University Extension Forestry offers technical support. These partners among many other local, regional, and national partners can support Vancouver in implementing the Urban Forestry Management Plan.

Public Education



Public education is one of the true keys to reaching the goals of an urban forestry program. Only by educating the public, City officials, developers, and contractors working within city limits will the City be able to achieve urban forest protection and planting goals. Ordinances and guidelines alone will not guarantee success since builders, contractors, and others often have their own priorities and agendas, and trees and ordinances are sometimes viewed as a nuisance with no incentives for tree planting, protection, and preservation.

Cooperation from all concerned parties can be improved by requesting various community stakeholders, such as City Council members and neighborhood groups, to attend educational sessions to learn about the current state of Vancouver's urban forest, plans for urban forest management and planting, and the importance to the future of the community.

To gain support for Vancouver's Urban Forestry Program, various public outreach campaigns aimed at educating the residents of Vancouver should be established. Where there is understanding and acceptance of the Urban Forestry Program as a whole, there will be increased support for the planting portion of the program. Based on examples of public relations efforts by urban foresters in other communities, the following types of activities are suggested for the City to undertake, adopt, or adapt current efforts:

- ❖ Hold a seminar or public meeting to discuss the tree inventory project, its results, and its importance for the city.
- ❖ Develop monthly evening or weekend seminars related to tree care and landscaping; bring in guest experts from various disciplines in the green industry.
- ❖ Write a monthly "Tree Talk" article for local newspapers or social media.
- ❖ Develop a Tree Care door hanger brochure to go to each residence where new trees are planted; educating residents about proper tree care could help eliminate trunk damage and improper mulching and pruning of new trees.
- ❖ The City should continue giving away tree seedlings to interested community members. This is a great offer and a way to spread the word about trees. Vancouver could capitalize on the idea and attach the same Tree Care door hanger brochure or a different informational brochure to each of these trees.
- ❖ Co-host tree planting programs with the local garden club, local non-profits, or groups.
- ❖ Map the locations of fruit-bearing trees in the city and coordinate with groups that harvest the fruit for homeless and food insecure organizations.
- ❖ Embrace story telling within the urban treescape. Connect the trees to the history of the area through complementary art, placards, or signage. Consider establishing tree walks that highlight some of Vancouver's greatest tree specimens and provides tree identification training. Regularly update the Witness Tree and Heritage Tree records, maps, and information.
- ❖ Encourage citizen science activities that involve the urban forest. For example, the Nature

Conservancy's "Healthy Trees Healthy Cities" app can be used to monitor tree health and check trees for pests. Local professors and non-profit groups that work with citizen science may be able to help plan projects and recruit citizen scientists.

- ❖ Expand the annual Arbor Day celebration to help it become an even greater community tradition. The Arbor Day celebration could be further developed as an all-day Saturday event, preferably held in a popular park/public space setting in the city. Expanding on programs about planting and pruning trees and including children's programs about trees can help increase public interest in the City's tree programs. Additionally, the City could invite contractors to conduct demonstrations on tree planting, trimming, landscaping, and species selection. Organizers could also set up booths with tree information. Refer to the National Arbor Day Foundation (ArborDay.org) for publications that provide great Arbor Day ideas to assist in planning of this event.

Supporting the Urban Forestry Commission

In addition to its regular duties, the Urban Forestry Program can support the Vancouver Urban Forestry Commission by providing updates on the progress of implementing the Urban Forestry Management Plan. Key findings and information from the Plan can be shared with the Commission to support their coordination of community outreach activities. In addition, the Plan's monitoring section provides key strategies and metrics that can be incorporated into the Urban Forestry Annual Report and the Urban Forestry Work Plans.

Environmental Justice

The equitable distribution of resources is a key driver of environmental justice. This Urban Forestry Management Plan aims to grow the urban forest and address the fact that existing canopy resources and associated benefits are unequally distributed. Urban tree canopy expansion and maintenance requires a financial investment on the part of the City, primarily from tax dollars. As a result, tree canopy coverage tends to be larger and more established in wealthier neighborhoods, and tree canopies are often less than ideal in communities that are economically disadvantaged. Along with funding, community support for the urban forest and this Plan are necessary to succeed. Communication should begin months before a tree planting starts and should build trust between the entity spearheading the tree plantings and the community the tree planting is taking place in. Connecting with trusted community leaders to introduce the idea of an expanded tree canopy, holding outreach events at an earlier stage in the plan, and taking local opinion into account when it comes to tree species selection can develop a partnership, rooted in trust, with the area's residents. But a big part of keeping that trust is staying consistent through action. Following up with these communities to hear and address any concerns while consistently maintaining the new plantings will help ensure a fully developed urban forest. The framework of the Urban Forestry Management Plan guarantees the presence of environmental justice principles in Vancouver's Urban Forestry Program.

The Tree Planting Initiative and citywide tree canopy cover goals will address community equity and environmental justice by identifying areas in most need of tree canopy cover, tree plantings, and urban forestry services such as a program to assist low income property owners with management of hazardous or invasive trees. And, as the City expands its network of partners, all populations within a neighborhood will be better represented.

Community Engagement Recommendations

Community outreach and engagement about the Plan begins with clear messaging and information gathered from the Urban Forestry Management Plan. To make a greater impact and to fully recognize all communities in Vancouver, it is recommended the City continue partnering with local non-profit community organizations with a mission that supports the urban forest. In addition to community partners, the Urban Forestry Commission adds capacity and creates more advocates for the Urban Forestry Program. Lastly, an expanding community of tree stewards that are trained in tree planting and post-planting care will increase Urban Forestry Program capacity and build support for long-lasting impacts.

THE LONG-TERM FRAMEWORK



THE LONG-TERM FRAMEWORK FOR URBAN FOREST MANAGEMENT



Trees are an integral part of the community and the ecological systems in which they exist. They provide significant economic, social, and ecological benefits, such as carbon sequestration, reduction of urban heat islands, energy savings, reduction of stormwater runoff, improvement of water quality, enhancement of human health and wellness, and increase the value of properties. Planting and maintaining trees help Vancouver become more sustainable and reduce the negative impacts on the ecosystem from urban development. Trees are as necessary as water, infrastructure, and energy to sustaining healthy communities. The health of the urban forest is directly linked to the health of the community.

Through research, staff interviews, data analyses, benchmarking research,

community engagement, and urban forest auditing, the City identified three specific goals with each having several objectives to accomplish each goal. The objectives were further divided into strategies. The Analysis of Vancouver's Urban Forest and the Management of Vancouver's Urban Forest sections provide the context, discussions, and recommendations that led to the development of the long-term framework— the goals, objectives, and strategies.

The Implementation Schedule in [Appendix B](#) breaks down the strategies into actions and tasks which are proposed to occur over a 25-year period with an emphasis on the first 10 years. Through this process, the Urban Forestry Management Plan can be followed each year to culminate into the vision for Vancouver's urban forest.

GOALS, OBJECTIVES, AND STRATEGIES



GOAL 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.

Objective

1.1 Make data-driven management decisions.

Strategies

1.1A Update and maintain the public tree inventory.

1.1B Utilize current and future canopy assessments.

1.1C Stay current with industry research, tools, technology, and innovation.

Objective

1.2 Sustainably manage the public tree population.

Strategies

1.2A Align staffing levels with the needs of the urban forest and the community.

1.2B Establish and implement a proactive pruning cycle and management program for City-maintained trees.

1.2C Ensure newly planted trees receive post-planting care and young tree training maintenance.

Objective

1.3 Establish a strategy for increasing tree canopy cover through City and public efforts.

Strategies

1.3A Formally update the Tree Planting Initiative.

1.3B Increase citywide tree canopy cover.

1.3C Grow a sustainable and resilient urban forest.

Objective

1.4 Effectively manage tree risk.

Strategies

1.4A Develop a Risk Tree Management Plan.

1.4B Institute a formal rotation for risk tree inspections.

GOAL 2: Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.

Objective

2.1 Create an urban forestry public outreach program that addresses all communities.

Strategies

2.1A Maintain Tree City USA recognition.

2.1B Maintain active communications with diverse audiences.

2.1C Provide education and training workshops.

2.1D Implement program services through the lens of environmental justice.

Objective

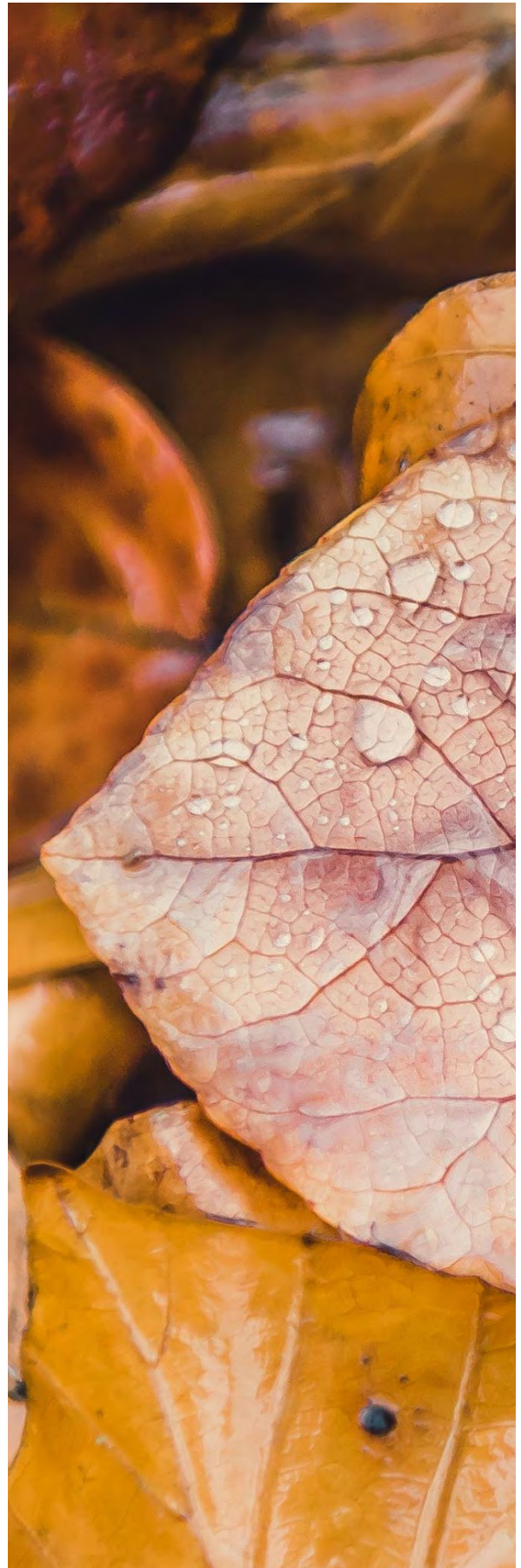
2.2 Increase capacity through trained citizens and community partners.

Strategies

2.2A Expand partnerships and the Neighborhood Tree Stewards program.

2.2B Coordinate Plan implementation and community engagement with the Urban Forestry Commission and local partners.

2.2C Effectively manage volunteers and events.





GOAL 3: Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.

Objective

3.1 Strengthen policies for protecting the urban forest.

Strategies

3.1A Protect trees during construction projects.

3.1B Apply a no-net-loss approach to tree canopy cover.

3.1C Use tree canopy assessment data for tree management policies.

3.1D Update and strengthen tree-related ordinances, design standards, and protocols.

Objective

3.2 Improve workflows and operations for sustainable urban forest management.

Strategies

3.2A Enforce tree regulations.

KEY STRATEGIES

The planning process identified 23 strategies following development of the program goals and objectives. This rich number of strategies will position Vancouver as a leader in urban forestry across the state and perhaps the nation and will guide the City towards a sustainable urban forest. There were five significant strategies identified as being of higher priority than others. These were predicated upon resolving public safety issues, inefficiencies, community engagement, policy gaps, and urban forest sustainability.

Key Strategies

Proactive maintenance program
The Tree Planting Initiative
Tree Stewards Program
No-net-loss, 28% canopy
Enforce tree regulations

Proactive Public Tree Maintenance Program

One of the more critical strategies identified was the need for an improved public tree pruning program on a routine cycle. The strategies focus on the public trees for which the City is responsible to maintain though it also includes recommendations to explore additional responsibility for maintaining public street trees in the long-term. Additional public tree maintenance requires an increase in funding and

more staff and resources. Feedback from the community and City staff expressed support for the structure of this strategy.

Tree Planting Initiative

To grow an urban forest that is sustainable and resilient to climate change, pests and diseases, and urban development pressures, a strategic planting initiative guided by short- and long-term canopy goals and planting targets is needed. The Plan contains the guidance for finalizing citywide and localized canopy goals, identifying priority planting areas, planting targets (i.e., tree numbers), and developing the tree planting initiative.

Tree Stewards Program

A shared commitment to the urban forest and vision is essential to the long-term success and impact of the Plan. A community of tree stewards will increase Urban Forestry Program capacity and support the Tree Planting Initiative along with other programs and services. The Plan provides the guidance to strengthen and expand community partnerships and tree stewards.

No-Net-Loss

Perhaps more important than tree canopy cover goals and planting initiatives is the foundation of sound policies to preserve the existing urban forest. With this key strategy, tree replacement, retention, removal, mitigation, and enforcement protocols are solidified along with incentives for developers to protect, preserve, and plant trees. In addition, alternative solutions to tree and sidewalk conflicts are explored and guidance for formally adopting a decision checklist and solutions toolkit is provided.

Enforce Tree Regulations

Throughout the planning effort, concerns were expressed and identified relating to the protection of trees from construction damage, illegal removals, and maintenance malpractice. The actions supporting this strategy expand the enforcement efforts by increasing capacity as well as community education to prevent instances from occurring in the first place.

ACTION INTERVALS

Table 9. Action intervals

Short-term (0-5 years)

Action 1.1A.1 Utilize an asset management program to collect and manage public tree inventory data and regularly update the inventory. Begin by completing the parks inventory and start a street tree inventory.

Action 1.1B.1 Update policies and design guidelines to preserve existing tree canopy cover (see Goal 3).

Action 1.2A.1 Identify and finalize members for an interdepartmental green team or similar and establish meeting intervals and team objectives.

Action 1.2B.3 Continue the 7-year pruning cycle for Park sites and include all public facilities such as cemeteries, stormwater facilities, community centers, and police and fire stations to address equity and climate resilience.

Action 1.2b.4 Build off successes of the City's Park Pruning cycle to develop a proactive street tree maintenance program on a 7-10-year cycle like other communities to address equity and climate resilience by working with adjacent property owners.

Action 1.2C.1 Establish maintenance plans for new plantings.

Action 1.2C.4 Acquire commitments from the local community and property owners to water new trees.

Action 1.3A.1 Finalize tree canopy goals (short- and long-term) and priority planting areas and themes such as areas that score 8 or above on the WA Health Disparities Map and/or areas experiencing severe urban heat island effects.

Action 1.3A.2 Establish a citywide tree planting plan with strategies.

Action 1.3C.7 Plan for and manage Emerald Ash Borer which was identified in Oregon in June 2022.

Action 1.3C.8 Strengthen storm and disaster preparations, communications, mitigation, and recovery strategies, protocols, and mechanisms.

Action 1.3C.9 Complete the WA Urban Forest Pest Readiness Playbook Assessment to identify current and future management strategies.

Action 1.3C.10 Develop and implement a tree assistance program to address hazardous and invasive trees on public and private property.

Action 1.3C.11 Develop a working group to address English ivy on public and private property, develop a plan, and begin implementation.

Action 1.4A.1 Develop a scope and secure funding to complete a Risk Tree Management Plan for public trees.

Action 2.1B.1 Finalize a robust Community Outreach Strategy and a communications plan to garner support, spur behavior change, and increase participation from the community. Increase outreach and marketing for improving and expanding tree canopy for the public good by utilizing a designed marketing campaign by professional firms to seek public behavior change.

Action 2.1B.2 Aligned with the Community Outreach Strategy, conduct outreach in multiple languages with a variety of audiences and stakeholders (e.g., property owners, developers, HOAs, youth, tree care companies).

Action 2.1C.1 Use the Outreach Strategy (Action 2.1B.1) to finalize topics, audiences, approach.

Action 2.1C.2 Identify existing resources and tools for workshops.

Action 2.1C.3 Identify and collaborate with community partners.

Action 2.1D.1 Use the Outreach Strategy (Action 2.1B.1) to identify local community groups and partners that represent all neighborhoods.

Action 2.1D.2 Identify low canopy neighborhoods for targeted engagement.

Action 2.2B.1 Identify actions in the Plan where the Urban Forestry Commission can lead or support implementation.

Action 2.2C.1 Identify needs and interests from multiple departments.

Action 2.2C.2 Work with community partners and City volunteer coordinators to strengthen the Outreach Strategy (Action 2.1B.1).

Action 2.2C.3 Identify roles for past Urban Forestry Commissioners and Neighborhood Tree Stewards to keep them engaged.

Action 3.1B.1 Explore a fee-in-lieu of payment for the value of any trees removed from the development site and not planted back into the landscape. Consider fee schedules based on the type of project, the number of trees, the size of trees, Heritage Trees, among other considerations.

Action 3.1C.2 Update policies, regulations, standards, and plans to include the long-term and intermediate citywide and local canopy goals.

Action 3.1D.1 Evaluate city codes in an effort to increase tree preservation and create space for existing trees during the development process as well as space for new larger stature trees to be planted both on private property and within the public right-of-way.

Action 3.1D.2 Establish requirements for minimum soil volumes for new tree planting that align with industry standards and best practices.

Action 3.1D.3 Explore opportunities to update City standards such as the Transportation Standards to increase growing space that supports large-canopied trees.

Action 3.1D.6 Codify TreeCAP Program as part of new development instead of a voluntary program to ensure all new development is fulfilling their role in urban forest management.

Action 3.1D.7 Require Silver Leaf achievement in the City's TreeCAP program, which sets a goal of 15% tree canopy cover for commercial development and 33% tree canopy cover for single-family residential development.

Action 3.1D.11 Identify public areas and plant climate resilient trees where they can be integrated into stormwater management systems.

Action 3.2A.2 Explore requiring a landscape bond or escrow for new tree planting as part of development or inspecting all new development prior to occupancy and 3 years later to ensure new trees survived the establishment period and require replanting as needed.

Mid-term (6–10 years)

Action 1.1A.2 Complete the comprehensive street tree inventory and actively manage the data as changes occur.

Action 1.1B.2 Secure funding, prepare a scope of work, and complete an updated tree canopy assessment.

Action 1.1B.3 Refine canopy goals and planting priorities as necessary.

Action 1.2A.4 Evaluate staffing needs and submit budget requests for additional staff when service demands and the needs of the urban forest exceed capacity.

Action 1.2B.1 Optimize management of the city's street (right-of-way) trees to increase carbon sequestration, resilience to extreme events, support overburden communities and consistent with anti-displacement best practices and ensuring equitable distribution of benefits, risk and resilience.

Action 1.2B.2 Optimize management of the city's natural lands to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.

Action 1.2B.5 Evaluate proactive maintenance programs for public facilities and street trees.

Action 1.2B.6 Evaluate the effectiveness of contract crews and explore the feasibility of developing an in-house tree crew rather than relying heavily on contract crews. Consider the insurance implications and identify the threshold when it would be more economical to have an in-house tree crew.

Action 1.3A.3 Identify additional local community partners for planting, maintenance, and funding support.

Action 1.3B.4 Identify additional opportunities beyond services city is currently providing for preserving and expanding tree canopy on private and city property to ensure equitable distribution of urban forest benefits to all Vancouver residents.

Action 1.3C.1 Monitor and analyze the inventory to inform tree species selection for new plantings and update the Approved Tree List as needed.

Action 1.3C.12 Continue implementing English ivy management with community support on public and private property.

Action 1.4B.1 Update public tree inventory and monitoring protocols based on the Risk Tree Management Plan.

Action 2.1A.2 Retain the consecutive recognition as a Tree City USA city and strive for continual receipt of the Growth Award and Sterling Tree City USA from the Arbor Day Foundation.

Action 2.1A.3 Seek additional accreditation beyond Tree City USA such as Evergreen Community and American Public Works accreditation.

Action 2.2A.1 Expand the partnership with the local non-profit organization, Friends of Trees, to plant more trees on private property especially once barriers for overburdened communities have been removed such as a program for removing hazard and or invasive trees.

Action 3.1C.1 Evaluate causes for canopy loss and gain from the 2021 assessment and future assessments to inform updates to policies and regulations.

Action 3.1D.4 Revisit Open Space District design standards to reduce and or limit high maintenance turf area to increase possible planting area within the Open Space District and to maximize ecosystem services while still providing active play areas.

Action 3.1D.5 Identify street corridors where roadway widths can be reduced and remove pavement and plant trees and landscape that reduce reflected heat, remove impervious area, reduce future repaving needs, and provide traffic calming elements.

Action 3.1D.8 Explore the feasibility of incentivizing Gold Leaf achievement in the City's TreeCAP program, which sets a goal of at least 17% tree canopy cover for commercial development and at least 35% tree canopy cover for single-family residential development.

Action 3.1D.9 In support of the City's goal to reach 28% canopy cover by 2047, incentivize long-lived, large form, drought-tolerant, climate-resilient native plantings and retention of the mature canopy in existing and new developments.

Action 3.2A.4 Increase costs for street tree permits to align with the costs for administration and the needs of the urban forest.

Action 3.2A.6 Update the Street Tree Manual based on changes to City tree regulations, standards, and protocols.

Long-term (11–25 years)

Action 1.2A.5 Explore the development of an Urban Wood Reuse Program.

Action 1.2B.7 Focus on streamlining proactive tree maintenance and strive for a 7-year cycle for public facilities and street trees. Explore the feasibility of updating codes to transition from the adjacent property owner being responsible for street tree maintenance.

Action 1.2B.8 Develop in-house tree crews and rely on contractors for special projects and to supplement staff if or when the City identifies a practical need.

Action 1.3C.4 The City should retain remnant parcels as carbon sinks by planting with native conifers or climate adaptive conifers.

Action 1.3C.5 Purchase parcels citywide to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.

Action 1.3C.6 The City should acquire more parcels as part of the Open Space District for public use and to be used as carbon sinks to address climate, health, and equity.

Action 1.3C.13 Continue to work towards eradication of English ivy from tree canopies and from the landscape on both public and private property.

Action 1.3C.14 Collaborate with local tree nurseries to explore opportunities for expanding tree species options.

Action 3.1D.10 Strengthen and enforce code to protect critical areas such as contiguous forest areas, fish and wildlife habitats, frequently flooded areas, geologically hazardous areas, and special ecosystems.

Ongoing

Action 1.1A.3 Analyze the public tree inventory data regularly to report on ecosystem services and benefits and to identify inequitable areas.

Action 1.1A.4 Monitor and assess the public tree population for risk and tree pests/diseases.

Action 1.1C.1 Attend training events, maintain understanding of industry research and innovation, and effectively implement data management solutions to their full potential.

Action 1.2A.2 The interdepartmental green team should meet regularly to address workflows, communications, and information sharing.

Action 1.2A.3 Tree managing staff should engage in City department planning such as updates to the Comprehensive Plan and Climate Action Framework.

Action 1.2C.2 Plant trees using the right tree, right place approach.

Action 1.2C.3 Educate the public and gather local community input on public tree plantings.

Action 1.2C.5 Utilize local partners and existing programs for the care of young public trees.

Action 1.3A.4 Continue to partner with Parks and Schools to replant trees and reduce unnecessary turf areas.

Action 1.3B.1 Plant trees to support an equitable expansion of the canopy with a focus on areas with low urban tree canopy, high susceptibility to urban heat island effects, areas of poor air quality, and areas with higher percentages of low-income people and communities of color.

Action 1.3B.2 Replant climate-resilient trees where public trees were removed as appropriate.

Action 1.3B.3 Retain and preserve existing tree canopy through education, outreach, design review, and inspections to ensure low-income populations and overburdened communities understand and receive the benefits trees provide.

Action 1.3C.2 In support of the City's goal to reach 28% canopy cover by 2047, require long-lived, large form, drought-tolerant, climate-resilient native plantings (as feasible) in parks and other public properties to maximize carbon sequestration.

Action 1.3C.3 Mimic natural design or sustainable landscape design in new public development projects.

Action 1.3C.15 Continue to support and budget for professional training and certifications.

Action 1.4B.2 Apply industry standards and best practices and implement the Risk Tree Management Plan.

Action 2.1A.1 Maintain accurate records and conduct Arbor Day Celebrations to continue to receive the Tree City USA status from the Arbor Day Foundation.

Action 2.1B.3 Aligned with the Community Outreach Strategy, update the City's website with information in the Plan and share information regularly with the public through other mediums.

Action 2.1B.4 Aligned with the Community Outreach Strategy, gather public input and feedback regularly to inform future messaging, programs, and events.

Action 2.1C.4 Support youth education of environmental topics, engage schools with Arbor Day events.

Action 2.1C.5 Lead or support at least one training or education material annually.

Action 2.1D.3 Develop strategies to remove barriers to participation for all community members. Examples of barriers include ADA communications compliance, internet access, childcare, languages, and transportation needs.

Action 2.2B.2 Continue to coordinate with the Urban Forestry Commission on the development of annual reports and work plans aligned with the Plan's long-term framework and monitoring protocols.

Action 2.2C.4 Continue to support and expand programs such as the Heritage Tree and Witness Tree programs to sustain the urban forest and recognize exemplary urban forest stewards and volunteers.

Action 3.1A.1 Continue to review tree and hardscape conflicts and integrate alternative solutions that preserve trees where feasible.

Action 3.1A.3 Continue to perform construction project inspections to ensure proper tree protection requirements are implemented and maintained.

Action 3.2A.1 Inspect final landscape installation to ensure development projects are implemented as designed to meet code and contribute to environment.

Action 3.2A.3 Capture trees that are not planted as part of the VMC 20.925 and VMC 12.04 due to site constraints.

Action 3.2A.5 Continue to require the use of industry standards and best practices for the maintenance of public trees and encourage / educate the public to conduct similar practices on private trees.

Action 3.2A.7 Continue to administer and review tree permits.

EVALUATION

MONITORING PLAN

This Urban Forestry Management Plan will be updated and revised periodically to reflect changes in the urban forest resource structure and function, to incorporate changes in industry standards, to consider community response, and to measure the progress of the urban forest partners in implementing the recommendations and reaching the established goals. This process should be implemented by the Urban Forestry Program, supported by the Urban Forestry Commission, and possibly a subcommittee such as an Urban Forestry Working Group. The implementation and monitoring strategies follow the Evaluate, Monitor, Report, and Revise methodology.

Knowing how the City of Vancouver and its partners are doing will require a continual process of evaluation. This section presents examples of how to monitor, analyze, and revise the Plan, which will keep stakeholders informed of the status of the Urban Forest Program. To monitor progress toward implementing the Plan recommendations, an evaluation similar to the U.S. Forest Service's Urban Forest Audit conducted to develop the initial Plan should be completed. This evaluation will identify progress and shortfalls compared to the baseline audit.

In addition, the annual report should continue to be developed and it is recommended the report adopt the Urban Forest Audit framework and this monitoring plan's protocols. This will measure the progress toward implementing the Plan's strategies and actions. The following example provides a suggested reporting structure to measure success toward accomplishing each goal. Other indicators to measure progress may need to be developed to ensure a thorough and accurate evaluation.

Evaluate

The U.S. Forest Service's Urban Forest Audit System provides a framework for routine evaluations of the urban forest, the programs that manage it, and the community that shapes and benefits from it. The deliverables to this Urban Forestry Management Plan project include guidance for completing the audit. It is recommended the Plan implementation team (Urban Forestry, Commission, and possible subcommittee) complete a bi-annual audit to inform any alterations to actions and strategies.

This audit system consists of 11 categories of urban forest management, sustainability, and community. Within the 11 categories are approximately 130 elements. Each element was ranked or scored based on the consultants' evaluations in 2022 for the Urban Forestry Management Plan. The City Collaborative Team (or similar) should complete an update to this ranking bi-annually to inform Plan reporting, monitoring, and revision as described in the following sections.

Monitor

Measuring accomplishment of the actions will require ongoing analysis. The outcomes of the Urban Forest Audit System in the "Evaluate" section can be used to monitor change over time. These benchmark values should be tracked, and a state of the urban forest report should be prepared and distributed to the public every 2 to 5 years. Analysis may include an updated public tree inventory, i-Tree benefits analyses, or urban tree canopy assessments. The state of the urban forest report should include the benchmark values as reported in past reports as well as the benchmarks provided in the Plan and the Urban Forest Audit System as of 2022. This enables the City to measure and compare changes to the urban forest. The report should reflect changes to the audit system that are measured.

Vancouver's Urban Forest Benchmark Values

Table 10. Vancouver's urban forest benchmark values

URBAN TREE CANOPY (UTC) COVER (2019/2020)	
Urban Tree Canopy (UTC)	18.9%
Recommended Canopy Goal (short-term)	19.9% by 2030
Recommended Canopy Goal (long-term)	28% by 2047
Total Number of Trees to Plant (short-term)	13,900 for 19.9% canopy by 2030
Total Number of Trees to Plant (long-term)	124,900 trees by 2047
City-led Plantings to Reach Canopy Goals (avg)	1,040 trees/year for 19.9% by 2030
(60% of total plantings)	3,000 trees/year for 28% by 2047
PUBLIC TREE COUNTS (2023)	
Total Public Trees Managed	99,000 (estimated): 50k street trees, 30k trees in maintained areas of parks, 19k in other public spaces
City-maintained Public Trees Inventoried	1,888
Privately-maintained Public Street Trees Inventoried	10,380
TREE SPECIES DIVERSITY (SPECIES EXCEEDING 10%)	
Public Trees Partial Inventory (2022)	Douglas fir (16%)
TREE BENEFITS	
Citywide (UTC Assessment)	2021: \$44 million
Inventoried Public Trees (8,950 of 12,263 Trees)	2023: \$893,098 (annual)
Estimated Benefits of the Public Tree Population	2023: \$9,876,962 (99,000 trees)
Carbon Storage and Sequestration (2021 UTC)	2020: 25.3 million pounds sequestered
TREE AND BUDGET DISTRIBUTION (2022)	
Public Trees per Capita	0.52
Budget per Capita, Budget per Tree	\$6.50, \$12.88
Urban Forestry Program FTEs	4.00
Total Public Trees per Staff	20,000
MANAGEMENT ACTIVITIES (2021)	
Public Trees Pruned	609
Public Trees Removed	~50
Public Trees Planted	1,311
Tree Permits	255 street tree, 146 private, 237 development reviews
Number of Volunteers and/or Hours	1,458 hours
URBAN FOREST AUDIT SYSTEM (TOTAL SCORE OF 2022): 78%	
Management Policy and Ordinances	96%
Professional Capacity and Training	100%
Funding and Accounting	75%
Decision and Management Authority	100%
Inventories	46%
Urban Forest Management Plans	58%
Risk Management	78%
Disaster Planning	71%
Standards and Best Management Practices	80%
Community	100%
Green Asset Evaluation	50%
PUBLIC PERCEPTION (2023)	
Health of the urban forest in the past 10 years	50% feel the health has declined
Priorities to address with additional funding	89% support more tree planting and preservation in development projects
Priorities areas to increase tree canopy cover	90% to address heat, 83% in underserved areas

Report

Based on the evaluation of Plan implementation progress, the City's implementation team should track, record, and report on the metrics described below that are measures or indicators of success for each goal and supporting actions. Note, the series of urban forestry goals to address the resource, the programs, and the people and are not listed in any particular priority or order. These reporting elements can be incorporated into the Urban Forestry Program's annual report.

Table 11. Evaluation, monitoring, and reporting techniques to achieve the urban forestry goals

G1

GREEN ASSET MANAGEMENT:

Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.

- ❖ Report the ecosystem benefits of the inventoried tree population.
- ❖ Report the number of public trees pruned, removed, and planted.
- ❖ Report the number of trees managed for pests and diseases.
- ❖ Report the number of trees planted in stormwater management projects.
- ❖ Report progress towards canopy goals and tree planting targets.
- ❖ Report the volume of woody biomass utilized.
- ❖ Report the condition, structure, and diversity of the public trees.
- ❖ List audit score and actions/targets achieved, ongoing, and not started.

G2

COMMUNITY ENGAGEMENT:

Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.

- ❖ List the existing and potential outreach platforms and initiatives.
- ❖ List existing and potential partners.
- ❖ Report the number of planting events and trees planted.
- ❖ Report the history/count of Tree City USA and supporting awards.
- ❖ Report the number of volunteers, events, and volunteer hours.
- ❖ Report the number of private tree plantings as feasible.
- ❖ Report the number of trainings, workshops, and attendees.
- ❖ Report the results of public surveys.
- ❖ Recognize exemplary urban forest stewards.
- ❖ List audit score and actions/targets achieved, ongoing, and not started.

G3

TREE MANAGEMENT POLICY:

Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.

- ❖ List existing and potential partners.
- ❖ List all City and partner-led planning efforts.
- ❖ Describe related planning efforts.
- ❖ Establish a Citywide canopy goal and local planting targets.
- ❖ List recommended changes to City Code, policies, and manuals.
- ❖ List audit score and actions/targets achieved, ongoing, and not started.

Revise

Completion of this Plan is a critical step towards meeting the vision for Vancouver’s urban forest. Continual monitoring, analysis, and reporting will help to keep urban forest partners involved and focused on accomplishing the actions. Plans are typically revised every 10 to 15 years; hence, the Plan will need formal revision to respond and adapt to changes as they develop. Formal revision of the Plan should coincide with the update of the City’s Comprehensive Plan and other relevant planning efforts. Recommendations and goals of each should be compared. Revisions to the Plan should occur with major events, such as newly discovered pests or diseases, changes in program budget and resources, or significant changes to industry standards or legal codes.

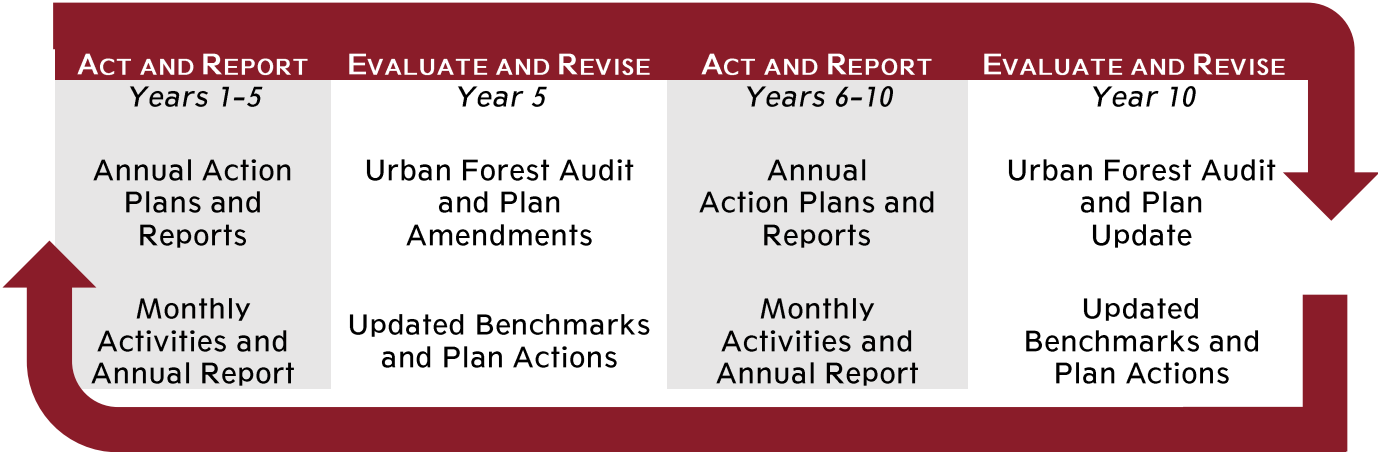


Table 12. Example of the plan implementation, evaluation, and revision process

IMPLEMENTATION SCHEDULE

Appendix B contains the Implementation Schedule which is the yearly program for the next ten years and includes long-term strategies for a 25-year planning horizon. It takes the strategies, shown under the goals and objectives, and subdivides each strategy into actions and tasks. In addition, the Implementation Schedule shows a budget estimate with a total by year. The Schedule is the main piece of the Plan that can be easily adapted to changing conditions, providing more or less activity in any given year. The Implementation Schedule will be used by City staff to guide activities occurring in the current year and to plan for succeeding budget years. It provides the reader with information on how each program strategy is to be accomplished.

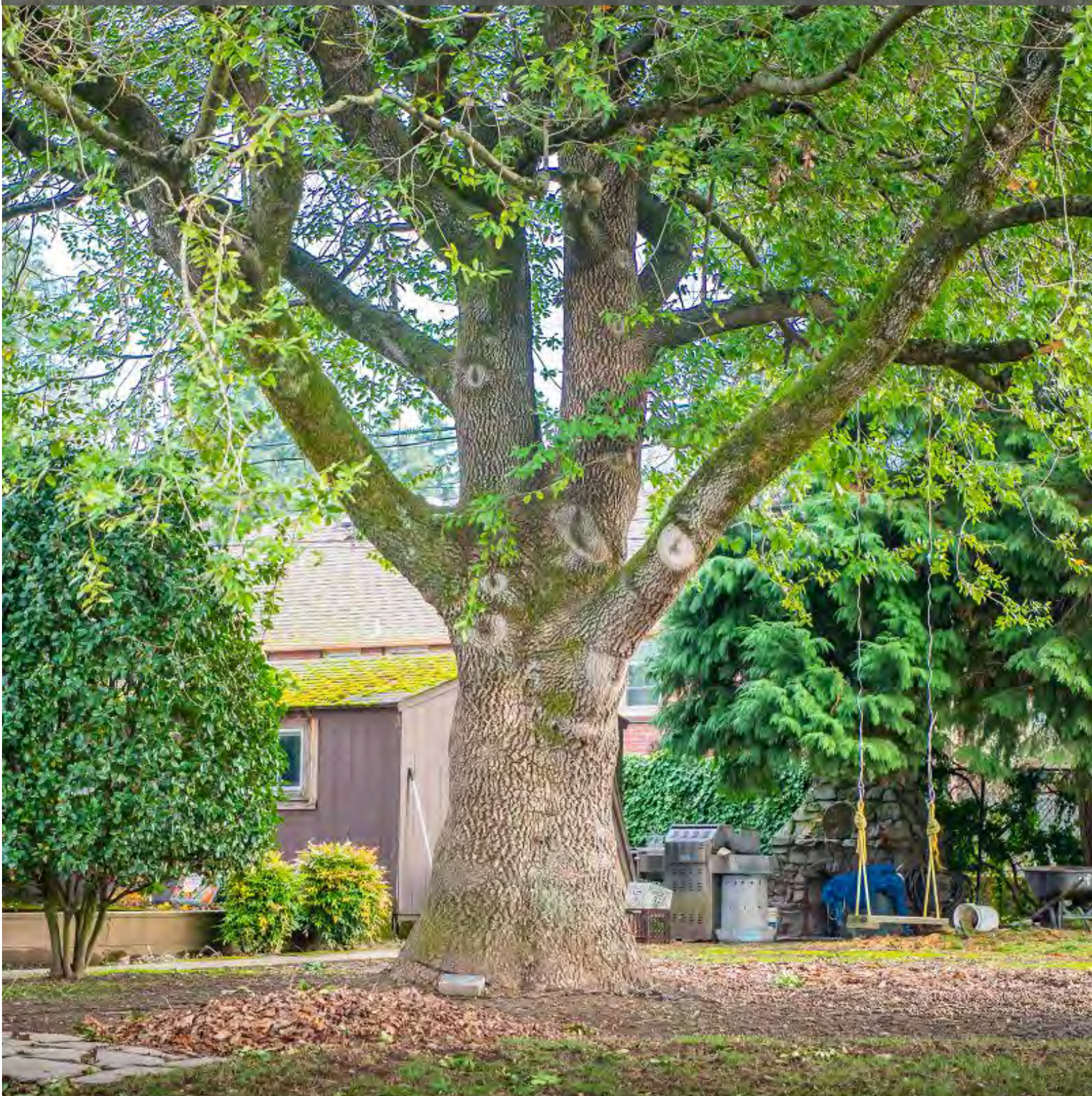
SUMMARY AND CONCLUSION

Vancouver has a rich forestry history that strongly influenced the city's early development. Today, with most of the original vegetation gone, the urban forest plays an important role in making life richer for Vancouver citizens and visitors, and attracting new businesses. This Urban Forestry Management Plan is timely to resolve many of the issues that urbanized areas and the natural environment experience today. With dedication, Vancouver's urban forest will once again provide the value of the historic landscape. The Urban Forestry Management Plan is a roadmap for a strategic approach to manage Vancouver's urban forest. The Plan contains goals and supporting actions that are critical to the long-term vitality of the forest. However, in order for the Plan to actually have an impact on the forest resource, it requires stewardship and financial resources to begin implementation. Further, it needs to be institutionalized as a document requiring implementation with a sense of urgency to get things started. Completion of the Urban Forestry Management Plan clearly demonstrates that City leadership understands that a healthy urban forest is critical to guaranteeing the long-term health and vitality of the community, and that it is not a luxury but an absolute necessity. In order to accomplish the goals, the approach to overall implementation should adhere to the guiding principles of the Plan:

- ❖ Recognize that the trees of the urban forest are more than aesthetic enhancements.
- ❖ Recognize trees as the backbone of the urban ecosystem and an essential part of the community's green infrastructure.
- ❖ Promote the health and growth of the urban forest by following scientifically established best management practices for tree selection, planting, watering, and pruning.
- ❖ Promote a robust urban forest through policies and practices that reduce its vulnerability to known diseases or pest infestations, and future threats, including the anticipated effects of climate change.
- ❖ Engage in a continuous process of long-range planning for the growth and maintenance of the urban forest.
- ❖ Promote public appreciation of the urban forest through educational outreach programs.
- ❖ Support local businesses, institutions, organizations, and individuals in their efforts to grow and maintain the urban forest through community education.
- ❖ Proceed in a manner that is inclusive and transparent.



APPENDICES



APPENDICES

APPENDIX A. REFERENCES.....	1a
APPENDIX B. PLAN IMPLEMENTATION SCHEDULE.....	2a

APPENDIX A. REFERENCES

- Hauer R. J. and Peterson W. D. 2014. Municipal Tree Care and Management in the United States: A 2014 Urban & Community Forestry Census of Tree Activities. Special Publication 16-1, College of Natural Resources, University of Wisconsin – Stevens Point. 71 pp.
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APPENDIX B. PLAN IMPLEMENTATION SCHEDULE

Goal #1	Goal #2	Goal #3
Objectives	Objectives	Objectives
Strategies	Strategies	Strategies
Actions	Actions	Actions

Table 13. Plan implementation schedule

Goal 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Short-term (0–5 years)	Mid-term (6–10 years)	Long-term (11–25 years)	Ongoing
1.1) Make data-driven management decisions.				
1.1A Update and maintain the public tree inventory.				
Action 1.1A.1 Utilize an asset management program to collect and manage public tree inventory data and regularly update the inventory. Begin by completing the parks inventory and start a street tree inventory.				
Action 1.1A.2 Complete the comprehensive street tree inventory and actively manage the data as changes occur.				
Action 1.1A.3 Analyze the public tree inventory data regularly to report on ecosystem services and benefits and to identify inequitable areas.				
Action 1.1A.4 Monitor and assess the public tree population for risk and tree pests/diseases.				
1.1B Utilize current and future canopy assessments.				
Action 1.1B.1 Update policies and design guidelines to preserve existing tree canopy cover (see Goal 3).				
Action 1.1B.2 Secure funding, prepare a scope of work, and complete an updated tree canopy assessment.				
Action 1.1B.3 Refine canopy goals and planting priorities as necessary.				
1.1C Stay current with industry research, tools, technology, and innovation.				
Action 1.1C.1 Attend training events, maintain understanding of industry research and innovation, and effectively implement data management solutions to their full potential.				
1.2) Sustainably manage the public tree population.				
1.2A Align staffing levels with the needs of the urban forest and the community.				
Action 1.2A.1 Identify and finalize members for an interdepartmental green team or similar and establish meeting intervals and team objectives.				
Action 1.2A.2 The interdepartmental green team should meet regularly to address workflows, communications, and information sharing.				
Action 1.2A.3 Tree managing staff should engage in City department planning such as updates to the Comprehensive Plan and Climate Action Framework.				
Action 1.2A.4 Evaluate staffing needs and submit budget requests for additional staff when service demands and the needs of the urban forest exceed capacity.				
Action 1.2A.5 Explore the development of an Urban Wood Reuse Program.				

Goal 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Short-term (0–5 years)	Mid-term (6–10 years)	Long-term (11–25 years)	Ongoing
1.2B Establish and implement a proactive pruning cycle and management program for City-maintained trees.				
Action 1.2B.1 Optimize management of the city’s street (right-of-way) trees to increase carbon sequestration, resilience to extreme events, support overburden communities and consistent with anti-displacement best practices and ensuring equitable distribution of benefits, risk and resilience.				
Action 1.2B.2 Optimize management of the city’s natural lands to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.				
Action 1.2B.3 Continue the 7-year pruning cycle for Park sites and include all public facilities such as cemeteries, stormwater facilities, community centers, and police and fire stations to address equity and climate resilience.				
Action 1.2B.4 Build off successes of the City’s Park Pruning cycle to develop a proactive street tree maintenance program on a 7-10 -year cycle like other communities to address equity and climate resilience by working with adjacent property owners.				
Action 1.2B.5 Evaluate proactive maintenance programs for public facilities and street trees.				
Action 1.2B.6 Evaluate the effectiveness of contract crews and explore the feasibility of developing an in-house tree crew rather than relying heavily on contract crews. Consider the insurance implications and identify the threshold when it would be more economical to have an in-house tree crew.				
Action 1.2B.7 Focus on streamlining proactive tree maintenance and strive for a 7-year cycle for public facilities and street trees. Explore the feasibility of updating codes to transition from the adjacent property owner being responsible for street tree maintenance.				
Action 1.2B.8 Develop in-house tree crews and rely on contractors for special projects and to supplement staff if or when the City identifies a practical need.				

Goal 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Short-term (0-5 years)	Mid-term (6-10 years)	Long-term (11-25 years)	Ongoing
1.2C Ensure newly planted trees receive post-planting care and young tree training.				
Action 1.2C.1 Establish maintenance plans for new plantings.				
Action 1.2C.2 Plant trees using the right tree, right place approach.				
Action 1.2C.3 Educate the public and gather local community input on public tree plantings.				
Action 1.2C.4 Acquire commitments from the local community and property owners to water new trees.				
Action 1.2C.5 Utilize local partners and existing programs for the care of young public trees.				
1.3) Establish a strategy for increasing tree canopy cover through City and public efforts.				
1.3A Formally update the Tree Planting Initiative .				
Action 1.3A.1 Finalize tree canopy goals (short- and long-term) and priority planting areas and themes such as areas that score 8 or above on the WA Health Disparities Map and/or areas experiencing severe urban heat island effects.				
Action 1.3A.2 Establish a citywide tree planting plan with strategies.				
Action 1.3A.3 Identify additional local community partners for planting, maintenance, and funding support.				
Action 1.3A.4 Continue to partner with Parks and Schools to replant trees and reduce unnecessary turf areas.				
1.3B Increase citywide tree canopy cover.				
Action 1.3B.1 Plant trees to support an equitable expansion of the canopy with a focus on areas with low urban tree canopy, high susceptibility to urban heat island effects, areas of poor air quality, and areas with higher percentages of low-income people and communities of color.				
Action 1.3B.2 Replant climate-resilient trees where public trees were removed as appropriate.				
Action 1.3B.3 Retain and preserve existing tree canopy through education, outreach, design review, and inspections to ensure low-income populations and overburdened communities understand and receive the benefits trees provide.				
Action 1.3B.4 Identify additional opportunities beyond services city is currently providing for preserving and expanding tree canopy on private and city property to ensure equitable distribution of urban forest benefits to all Vancouver residents.				

Goal 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Short-term (0–5 years)	Mid-term (6–10 years)	Long-term (11–25 years)	Ongoing
1.3C Grow a sustainable and resilient urban forest.				
Action 1.3C.1 Monitor and analyze the inventory to inform tree species selection for new plantings and update the Approved Tree List as needed.				
Action 1.3C.2 In support of the City’s goal to reach 28% canopy cover by 2047, require long-lived, large form, drought-tolerant, climate-resilient native plantings (as feasible) in parks and other public properties to maximize carbon sequestration.				
Action 1.3C.3 Mimic natural design or sustainable landscape design in new public development projects.				
Action 1.3C.4 The City should retain remnant parcels as carbon sinks by planting with native conifers or climate adaptive conifers.				
Action 1.3C.5 Purchase parcels citywide to increase carbon sequestration and support resilience to extreme events, consistent with anti-displacement best practices and ensuring equitable distribution of risk and resilience.				
Action 1.3C.6 The City should acquire more parcels as part of the Open Space District for public use and to be used as carbon sinks to address climate, health, and equity.				
Action 1.3C.7 Plan for and manage Emerald Ash Borer which was identified in Oregon in June 2022.				
Action 1.3C.8 Strengthen storm and disaster preparations, communications, mitigation, and recovery strategies, protocols, and mechanisms.				
Action 1.3C.9 Complete the WA Urban Forest Pest Readiness Playbook Assessment to identify current and future management strategies.				
Action 1.3C.10 Develop and implement a tree assistance program to address hazardous and invasive trees on public and private property.				
Action 1.3C.11 Develop a working group to address English ivy on public and private property, develop a plan, and begin implementation.				
Action 1.3C.12 Continue implementing English ivy management with community support on public and private property.				
Action 1.3C.13 Continue to work towards eradication of English ivy from tree canopies and from the landscape on both public and private property.				
Action 1.3C.14 Collaborate with local tree nurseries to explore opportunities for expanding tree species options.				
Action 1.3C.15 Continue to support and budget for professional training and certifications.				

Goal 1: Proactively manage public trees, continue to grow and expand a healthy canopy to achieve the 28% citywide canopy goal, maintain public safety, and optimize urban forest benefits.	Short-term (0-5 years)	Mid-term (6-10 years)	Long-term (11-25 years)	Ongoing
1.4) Effectively manage tree risk.				
1.4A Develop a Risk Tree Management Plan.				
Action 1.4A.1 Develop a scope and secure funding to complete a Risk Tree Management Plan for public trees.				
1.4B Institute a formal rotation for risk tree inspections.				
Action 1.4B.1 Update public tree inventory and monitoring protocols based on the Risk Tree Management Plan.				
Action 1.4B.2 Apply industry standards and best practices and implement the Risk Tree Management Plan.				

GOAL 2: Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.	Short-term (0–5 years)	Mid-term (6–10 years)	Long-term (11–25 years)	Ongoing
2.1) Create an urban forestry public outreach program that addresses all communities.				
2.1A Maintain Tree City USA recognition.				
Action 2.1A.1 Maintain accurate records and conduct Arbor Day Celebrations to continue to receive the Tree City USA status from the Arbor Day Foundation.				
Action 2.1A.2 Retain the consecutive recognition as a Tree City USA city and strive for continual receipt of the Growth Award and Sterling Tree City USA from the Arbor Day Foundation.				
Action 2.1A.3 Seek additional accreditation beyond Tree City USA such as Evergreen Community and American Public Works accreditation.				
2.1B Maintain active communications with diverse audiences.				
Action 2.1B.1 Finalize a robust Community Outreach Strategy and a communications plan to garner support, spur behavior change, and increase participation from the community. Increase outreach and marketing for improving and expanding tree canopy for the public good by utilizing a designed marketing campaign by professional firms to seek public behavior change.				
Action 2.1B.2 Aligned with the Community Outreach Strategy, conduct outreach in multiple languages with a variety of audiences and stakeholders (e.g., property owners, developers, HOAs, youth, tree care companies).				
Action 2.1B.3 Aligned with the Community Outreach Strategy, update the City's website with information in the Plan and share information regularly with the public through other mediums.				
Action 2.1B.4 Aligned with the Community Outreach Strategy, gather public input and feedback regularly to inform future messaging, programs, and events.				
2.1C Provide education and training workshops.				
Action 2.1C.1 Use the Outreach Strategy (Action 2.1B.1) to finalize topics, audiences, approach.				
Action 2.1C.2 Identify existing resources and tools for workshops.				
Action 2.1C.3 Identify and collaborate with community partners.				
Action 2.1C.4 Support youth education of environmental topics, engage schools with Arbor Day events.				
Action 2.1C.5 Lead or support at least one training or education material annually.				
2.1D Implement program services through the lens of environmental justice.				
Action 2.1D.1 Use the Outreach Strategy (Action 2.1B.1) to identify local community groups and partners that represent all neighborhoods.				
Action 2.1D.2 Identify low canopy neighborhoods for targeted engagement.				
Action 2.1D.3 Develop strategies to remove barriers to participation for all community members. Examples of barriers include ADA communications compliance, internet access, childcare, languages, and transportation needs.				

GOAL 2: Achieve environmental justice through a partnership with the City and its residents to improve well-being, human health, local economies, and urban forest sustainability.	Short-term (0-5 years)	Mid-term (6-10 years)	Long-term (11-25 years)	Ongoing
2.2) Increase capacity through trained citizens and community partners.				
2.2A Expand partnerships and the Neighborhood Tree Stewards program.				
Action 2.2A.1 Expand the partnership with the local non-profit organization, Friends of Trees, to plant more trees on private property especially once barriers for overburdened communities have been removed such as a program for removing hazard and or invasive trees.				
2.2B Coordinate Plan implementation and community engagement with the Urban Forestry Commission and local partners.				
Action 2.2B.1 Identify actions in the Plan where the Urban Forestry Commission can lead or support implementation.				
Action 2.2B.2 Continue to coordinate with the Urban Forestry Commission on the development of annual reports and work plans aligned with the Plan's long-term framework and monitoring protocols.				
2.2C Effectively manage volunteers and events.				
Action 2.2C.1 Identify needs and interests from multiple departments.				
Action 2.2C.2 Work with community partners and City volunteer coordinators to strengthen the Outreach Strategy (Action 2.1B.1).				
Action 2.2C.3 Identify roles for past Urban Forestry Commissioners and Neighborhood Tree Stewards to keep them engaged.				
Action 2.2C.4 Continue to support and expand programs such as the Heritage Tree and Witness Tree programs to sustain the urban forest and recognize exemplary urban forest stewards and volunteers.				

GOAL 3: Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.	Short-term (0-5 years)	Mid-term (6-10 years)	Long-term (11-25 years)	Ongoing
3.1) Strengthen policies for protecting the urban forest.				
3.1A Protect trees during construction projects.				
Action 3.1A.1 Continue to review tree and hardscape conflicts and integrate alternative solutions that preserve trees where feasible.				
Action 3.1A.3 Continue to perform construction project inspections to ensure proper tree protection requirements are implemented and maintained.				
3.1B Apply a no-net-loss approach to tree canopy cover.				
Action 3.1B.1 Explore a fee-in-lieu of payment for the value of any trees removed from the development site and not planted back into the landscape. Consider fee schedules based on the type of project, the number of trees, the size of trees, Heritage Trees, among other considerations.				
3.1C Use tree canopy assessment data for tree management policies.				
Action 3.1C.1 Evaluate causes for canopy loss and gain from the 2021 assessment and future assessments to inform updates to policies and regulations.				
Action 3.1C.2 Update policies, regulations, standards, and plans to include the long-term and intermediate citywide and local canopy goals.				
3.1D Update and strengthen tree-related ordinances, design standards, and protocols.				
Action 3.1D.1 Evaluate city codes in an effort to increase tree preservation and create space for existing trees during the development process as well as space for new larger stature trees to be planted both on private property and within the public right-of-way.				
Action 3.1D.2 Establish requirements for minimum soil volumes for new tree planting that align with industry standards and best practices.				
Action 3.1D.3 Explore opportunities to update City standards such as the Transportation Standards to increase growing space that supports large-canopied trees.				
Action 3.1D.4 Revisit Open Space District design standards to reduce and or limit high maintenance turf area to increase possible planting area within the Open Space District and to maximize ecosystem services while still providing active play areas.				
Action 3.1D.5 Identify street corridors where roadway widths can be reduced and remove pavement and plant trees and landscape that reduce reflected heat, remove impervious area, reduce future repaving needs, and provide traffic calming elements.				
Action 3.1D.6 Codify TreeCAP Program as part of new development instead of a voluntary program to ensure all new development is fulfilling their role in urban forest management.				
Action 3.1D.7 Require Silver Leaf achievement in the City's TreeCAP program, which sets a goal of 15% tree canopy cover for commercial development and 33% tree canopy cover for single-family residential development.				

GOAL 3: Strengthen policies for preserving the environmental benefits, management, and the character of Vancouver's urban forest.	Short-term (0-5 years)	Mid-term (6-10 years)	Long-term (11-25 years)	Ongoing
3.1D Update and strengthen tree-related ordinances, design standards, and protocols.				
Action 3.1D.8 Explore the feasibility of incentivizing Gold Leaf achievement in the City's TreeCAP program, which sets a goal of at least 17% tree canopy cover for commercial development and at least 35% tree canopy cover for single-family residential development.				
Action 3.1D.9 In support of the City's goal to reach 28% canopy cover by 2047, incentivize long-lived, large form, drought-tolerant, climate-resilient native plantings and retention of the mature canopy in existing and new developments.				
Action 3.1D.10 Strengthen and enforce code to protect critical areas such as contiguous forest areas, fish and wildlife habitats, frequently flooded areas, geologically hazardous areas, and special ecosystems.				
Action 3.1D.11 Identify public areas and plant climate resilient trees where they can be integrated into stormwater management systems.				
3.2) Improve workflows and operations for sustainable urban forest management.				
3.2A Enforce tree regulations.				
Action 3.2A.1 Inspect final landscape installation to ensure development projects are implemented as designed to meet code and contribute to environment.				
Action 3.2A.2 Explore requiring a landscape bond or escrow for new tree planting as part of development or inspecting all new development prior to occupancy and 3 years later to ensure new trees survived the establishment period and require replanting as needed.				
Action 3.2A.3 Capture trees that are not planted as part of the VMC 20.925 and VMC 12.04 due to site constraints.				
Action 3.2A.4 Increase costs for street tree permits to align with the costs for administration and the needs of the urban forest.				
Action 3.2A.5 Continue to require the use of industry standards and best practices for the maintenance of public trees and encourage / educate the public to conduct similar practices on private trees.				
Action 3.2A.6 Update the Street Tree Manual based on changes to City tree regulations, standards, and protocols.				
Action 3.2A.7 Continue to administer and review tree permits.				

URBAN FORESTRY MANAGEMENT PLAN DRAFT

City of Vancouver, WA

May 2023





Vancouver Strategic Plan Update

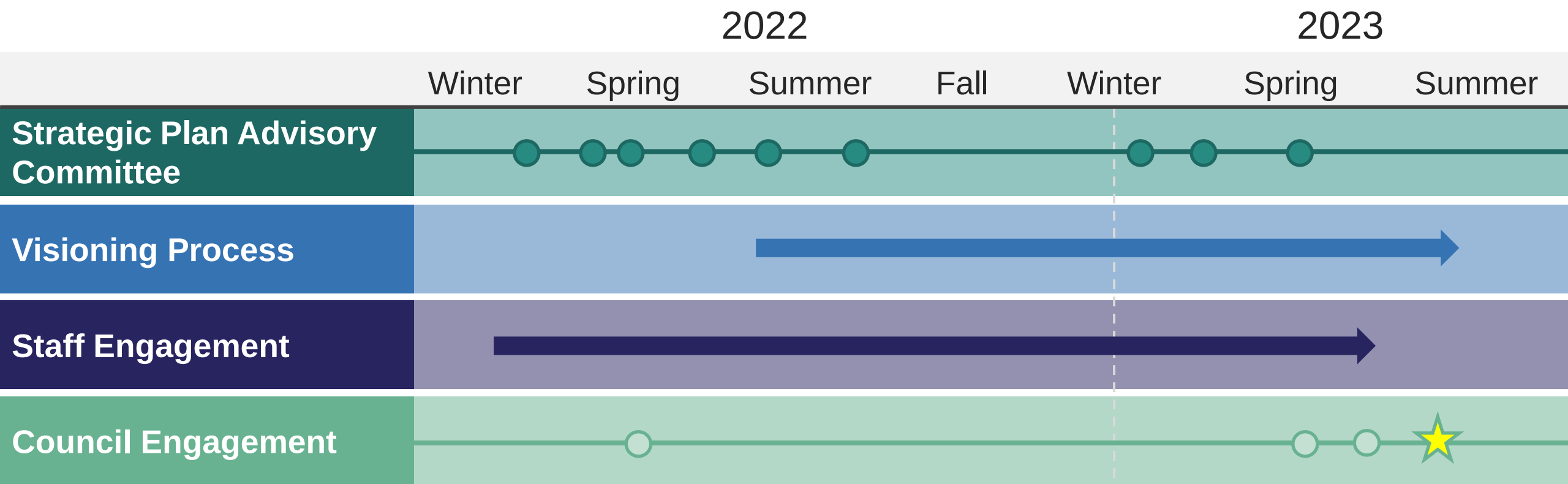
May 8, 2023

Agenda

- Welcome and Overview
- Strategic Plan Process
- Measuring Progress
- Closing and Next Steps



Strategic Plan Process



Strategic Plan Advisory Committee



Purpose:

- Support community outreach and listening
- Help improve communications between diverse community members and the City
- Identify and reflect on community needs, concerns, and opportunities
- Guide how the Strategic Plan will collect data and measure progress towards goals

Outcomes:

- Developed language for the Core Values and Focus Areas
- Participated in small group discussions to shape indicators and performance measures

Community Visioning Process

- Engaged more than 1015 community members in visioning conversations since June 2022
 - Asked about hopes for the future, community needs, concerns and big ideas
- Align current and upcoming planning efforts around a shared 20-year vision for Vancouver

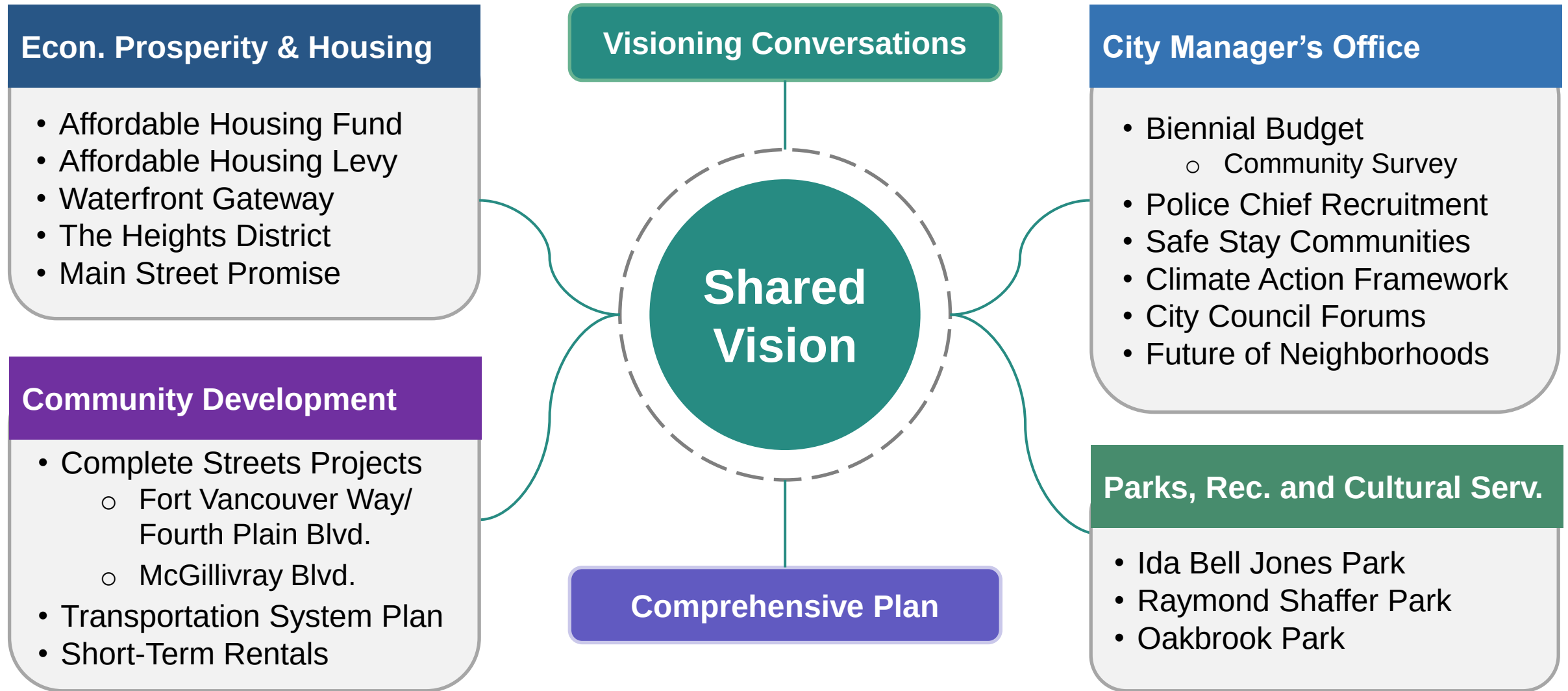


How are we reaching community members?

- One-on-one interviews
- Pop-ups, tabling and intercept interviews at community events
- Surveys and polls
- Community dialogues
- Small-group conversations
- Online engagement through Be Heard Vancouver



Sharing learning across projects



Top community needs/concerns

- Public safety
- Economic opportunity (jobs, business development and growth)
- Affordable housing
- Homelessness
- Climate change



Top community hopes for the future

- Safety in all forms
- Economic prosperity
- Affordable housing/preventing displacement
- Community and neighborhood connections
- Environmental stewardship and climate action
- Care for parks and public spaces



How has visioning informed the Strategic Plan?

- Allowed SPAC members and staff to ensure plan is aligned to community hopes and needs
- Informed language and examples used to describe Core Values and Focus Areas, including:
 - Strategic outcomes
 - Performance measures



**Transportation
and mobility**



**Housing and
human needs**



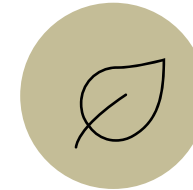
**Safe and prepared
community**



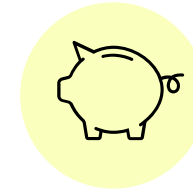
**High performing
government**



**Vibrant and distinct
neighborhoods**



**Climate and natural
systems**



**Economic
opportunity**



**Culture and
heritage**

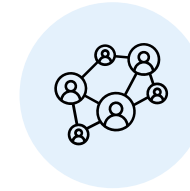
Measuring Progress



**Transportation
and mobility**



**Housing and
human needs**



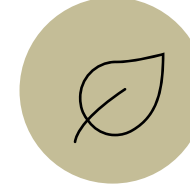
**Safe and prepared
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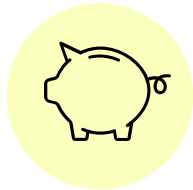
**High performing
government**



**Vibrant and distinct
neighborhoods**



**Climate and natural
systems**



**Economic
opportunity**



**Culture and
heritage**



Focus Areas with Community Indicators

Transportation & Mobility	High Performing Government	Economic Opportunity	Housing & Human Needs	Vibrant & Distinct Neighborhoods	Culture & Heritage	Safe & Prepared Community	Climate & Natural Systems
Mode Split	Price of Government	Median Household Income	Point in Time Count of Individuals Experiencing Homelessness	Neighborhood Cohesion	Arts-related Businesses	Residents' Perception of Safety	Greenhouse Gas Emissions
Transportation User Experience	Resident Satisfaction with Municipal Services	Per Capita Income	Housing Affordability	Diversity of Businesses in Neighborhoods	Economic Impact of Arts, Culture, and Heritage	Residents' Perception of Community Preparedness for Disaster	Waste Diversion
Transportation Fatalities & Serious Injuries	Municipal Bond Rating	Business Diversity	Children In Poverty				Tree Canopy
		Job Creation					Parkland Acreage per 1000 Residents
		Unemployment					
		Education Attainment					
		Pre-k Enrollment					
		Workforce Readiness Survey					

Transportation & mobility focus area

Strategic outcome statement

Developed by Strategic Plan Advisory Committee Members

Vancouver has a safe, future-ready and convenient transportation system that offers affordable and climate-friendly options for people to get where they need to be. All community members can walk, roll, bike, drive, and take transit to reach their destination. Vancouver considers the needs of different communities when designing transportation infrastructure and prioritizes equity. Vancouver's transportation network supports the local and regional economy and facilitates the movement of goods in addition to people.

Community indicators

Mode split

Transportation
user experience

Transportation
fatalities & serious
injuries

Progress Indicators

Construct of a Community indicator

Mode split

Definition: The breakdown of how people get around, typically representing the percentage of travelers using a particular type of transportation (walk, bike, public transit, etc.).

Data source: US Census Bureau – American Community Survey Table.

Why it matters: Research shows that active transport is inversely related to obesity rates. Air Quality (especially sulfur and VOC emissions) is typically higher in areas where active transportation (walking, biking) is popular than in those in which it is unpopular. This popularity comes with additional health benefits. Research suggests that those who commute using active methods report lower commute stress levels; it is important to note that this may be related to city size, because as size increases, public transit stress increases.

Progress Indicators

Construct of a Community indicator

Name of Indicator

Mode split

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Progress Indicators

Construct of a Community indicator

Mode split

Name of Indicator

How we define it

Definition: The breakdown of how people get around, typically representing the percentage of travelers using a particular type of transportation (walk, bike, public transit, etc.).

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Progress Indicators

Construct of a Community indicator

Mode split

Name of Indicator

How we define it

Definition: The breakdown of how people get around, typically representing the percentage of travelers using a particular type of transportation (walk, bike, public transit, etc.).

The data we will use to measure it

Data source: US Census Bureau – American Community Survey Table.

Why it matters: Research shows that active transport is inversely related to obesity rates. Air Quality (especially sulfur and VOC emissions) is typically higher in areas where active transportation (walking, biking) is popular than in those in which it is unpopular. This popularity comes with additional health benefits. Research suggests that those who commute using active methods report lower commute stress levels; it is important to note that this may be related to city size, because as size increases, public transit stress increases.

Progress Indicators

Construct of a Community indicator

Mode split

Name of Indicator

How we define it

Definition: The breakdown of how people get around, typically representing the percentage of travelers using a particular type of transportation (walk, bike, public transit, etc.).

The data we will use to measure it

Data source: US Census Bureau – American Community Survey Table.

Why it matters: Research shows that active transport is inversely related to obesity rates. Air Quality (especially sulfur and VOC emissions) is typically higher in areas where active transportation (walking, biking) is popular than in those in which it is unpopular. This popularity comes with additional health benefits. Research suggests that those who commute using active methods report lower commute stress levels; it is important to note that this may be related to city size, because as size increases, public transit stress increases.

The reason that we are measuring the indicator.

Performance Measures

Construct of a Performance measure

Goal statement

To ensure fire response times under 8 minutes, the City will renovate or construct 5 fire stations by 2029, and add additional fire response units as needed in high demand areas, prioritizing locations where response times are longer.

Fire response time

Definition: The time elapsed between 911 call and from emergency call alerting of fire and EMS response resources and arrival of emergency services at the site of the emergency.

Data source: CRESA/City of Vancouver Fire Department

Why it matters: A quick response time can save lives, reduce costs associated with damage, and build trust in public services provided the services are equitably available to all areas of the community.

Performance Measures

Construct of a Performance measure

Goal statement

To ensure fire response times under 8 minutes by 2029, and add additional fire response units as needed in high demand areas, prioritizing locations where response times are longer.

What will be accomplished in the next 6 years to support the Strategic outcome

Fire response time

Definition: The time elapsed between 911 call and from emergency call alerting of fire and EMS response resources and arrival of emergency services at the site of the emergency.

Data source: CRESA/City of Vancouver Fire Department

Why it matters: A quick response time can save lives, reduce costs associated with damage, and build trust in public services provided the services are equitably available to all areas of the community.

Performance Measures

Construct of a Performance measure

Goal statement

To ensure fire response times under 8 minutes at all fire stations by 2029, and add additional fire response units as needed in high demand areas, prioritizing locations where response times are longer.

What will be accomplished in the next 6 years to support the Strategic outcome

Fire response time

Definition: The time elapsed between 911 call and arrival of EMS response resources and arrival of emergency responders.

Metric associated with the goal statement so that progress towards the goal can be quantified

Data source: CRESA/City of Vancouver Fire Department

Why it matters: A quick response time can save lives, reduce costs associated with damage, and build trust in public services provided the services are equitably available to all areas of the community.

Performance Measures

Construct of a Performance measure

Goal statement

To ensure fire response times under 8 minutes at all fire stations by 2029, and add additional fire response units as needed in high demand areas, prioritizing locations where response times are longer.

What will be accomplished in the next 6 years to support the strategic outcome

Fire response time

Definition: The time elapsed between 911 call and arrival of EMS response resources and arrival of emergency responders.

Metric associated with the goal statement so that progress towards the goal can be quantified

Data source: CRESA/City of Vancouver Fire Department

Why it matters: A quick response time can save lives, reduce costs associated with damage, and build trust in public services provided the services are equitably available to all areas of the community.

Context of metric including definition, data sources and the reason we are measuring it

Thank You





High performing government focus area

Strategic outcome statement

Developed by Strategic Plan Advisory Committee Members

Vancouver's government is reliable, fiscally responsible, equitable, and open to compromise. Decision-making processes are transparent. City leaders have integrity and work with the community to plan for the future.

Community indicators

Price of
government

Resident
satisfaction with
municipal services

Municipal bond
rating

Measuring Progress

Construct of a Community indicator

Price of government

Name of indicator

How we define it

Definition: Sum of all taxes, fees, and charges collected by a city or county as a percentage of aggregate personal income. That is, all revenue excluding that which comes from "Other Financing Sources" (Long-term debt proceeds, sale of capital assets, transfers from other funds, insurance proceeds) and "Non-Revenues" (Cash received for accounting purposes but is not technically revenue).

Data source: Revenues: Washington State Auditor's Office. Personal Income: US Census, total population in C

The data we will use to measure it

Why it matters: This indicator allows a local government to monitor the level of resources available to provide critical services within its jurisdiction and helps inform the price range within which residents and businesses are willing to pay for living in a city with those services.

The reason that we are measuring the indicator.

DRAFT Strategic Plan

City of Vancouver | May 2023



Acknowledgements:

Land Acknowledgement

Recognition of the residents who this plan reflects and serves.

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- Councilmember Laurie Lebowsky (former Councilmember)

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- Aaron Lande
- Tanya Gray
- William Cooley
- Kerry Peck

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Strategic Plan Advisory Committee

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- Eric LaBrant
- Mark Meckler
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Consultant Team

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- Ben Duncan
- Ellen Palmquist
- Erin Bothwell

Welcome to all who live, work, and play in the city of Vancouver to our 2023-2029 Strategic Plan. This plan lays out the City's direction for the next six years and beyond. Using our identified Core Values as a guide, we will advance efforts in each of the eight Focus Areas for the benefit of Vancouver residents, businesses, and visitors.

Vancouver is at an inflection point. We face many challenges, some local and others societal. We also have boundless opportunities to reshape our community in ways that make it more equitable, safe, and climate friendly. Vancouver is a city on the rise, within the region and the state. This plan will ensure that we preserve the unique traits that led us all to this place, while we continue to grow and evolve as a community.

This plan reflects the work of a dedicated group of community participants, along with the broader voices of Vancouver and City staff. We believe it to be a true reflection of the diverse perspectives and goals of Vancouver.

As a Council and City leadership, we are committed to ensuring alignment between future policies, programs, and investments and the core values and focus areas of the Strategic Plan. The use of six-year performance measures and long-term community indicators will allow us all to track our communities progress and ensure we're moving in the right direction.

We hope you share our excitement for the Vancouver we are becoming and will join us in ensuring the values we have created are realized.



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Introduction

The 2023 Strategic Plan lays out city priorities for the next six years, through 2029. The Plan is built on core values and focus areas affirmed by the City Council and work previously completed through A Stronger Vancouver, the 2016 Strategic Plan, and community engagement efforts. Vancouver's Strategic Plan will be used to prioritize and fund a broad range of services related to transportation, housing, economic development, environmental resources, parks and recreation, culture, governance, and public safety.

Why do we need a Strategic Plan?

Vancouver's Strategic Plan helps the City understand what to prioritize and invest in. The Plan reminds City Council and staff of what's important to the community and reflects the city's values, hopes, and dreams for the future.

How does the Strategic Plan fit into other planning processes?



Core Values

In 2021, Council identified five core values for Vancouver: livability, equity and inclusion, innovation, sustainability and resiliency, and community trust and relationships. The core values guide a vision for engaging with the public and help reimagine City structures, practices, and policies.



Livability – Livability is about supply and access to necessities, quality of life, requirements, and experiences that everyone in Vancouver expects.

Livability means that every resident and cultural group can live in the community with a sense of belonging and pride while maintaining their own values, beliefs, and identities.



Not all Vancouver residents and cultural groups experience the same level of livability. Bias and negative experiences of communities of color, people with disabilities, and other historically disadvantaged populations create a lack of connection between communities. Some groups are forced to alter or hide their beliefs, identities, or values. Many residents struggle with housing instability that includes a lack of safe affordable housing. Other residents lack adequate access to physical, mental, or behavioral health resources. Some communities experience elevated crime rates, including violence. Investments in public safety have disparate impacts across communities.

A livable Vancouver means:

- Access to clean and safe housing that is affordable for all socioeconomic statuses
- Clean public spaces, sidewalks, and streets
- Being safe and feeling comfortable in public spaces and places
- Not exposed to crime, violence, or discrimination
- Public spaces that feel welcoming to people of all ages and abilities
- Abundant opportunity to access and engage in core community resources including natural resources, transportation, health care, education, cultural experiences, and art
- Fair, transparent, and inclusive processes for economic improvement opportunities
- Ensuring accessible, inclusive, and sustainable access to resources and opportunities for those with disabilities
- A city that nurtures and values people of all ages, nationality, socioeconomic status, sexual orientation, gender identity, race, and religion
- Education-to-employment support for youth, especially those with barriers to employment
- A city that is free of groups that promote hate and violence



Equity and inclusion - An equitable and inclusive Vancouver is one where everyone feels a sense of belonging and can feel safe expressing their

beliefs and values. It is a community that provides access to opportunities, so everyone has the chance to reach their full potential. A Vancouver where other perspectives are heard with compassion and an open mind, that celebrates and recognizes diverse people, activities, and cultures. Ultimately, it means that every culture feels

respected, and the elements of livability are accessible to all regardless of age, race, color, national origin, ethnicity, creed, religious opinions or affiliations, sexual orientation, gender identity/expression, pregnancy, marital status, family status, mental or physical disability, military status, status as a veteran or any other protected status under applicable law. It means everyone has equal opportunities because the City is investing in and valuing outcomes for everyone.

An equitable Vancouver means:

- Fair, transparent, and inclusive processes for economic improvement opportunities
- Ensuring accessible, inclusive, and sustainable access to resources and opportunities for those with disabilities
- Nurturing and valuing people of all ages, nationality, socioeconomic status, sexual orientation, gender identity, race, and religion



This vision is not the current reality for many of Vancouver's communities. Class disparities exist where those with wealth and resources have what they need, and many others lack access to basic needs, including housing, health care, and transportation. These communities carry the burden of poverty because of systemic racism and prejudice and feel unwelcome, unappreciated, undervalued, and unsafe. Equity and inclusion demand that the City account for differential impacts to Vancouver's diverse populations and eliminate barriers for communities of color, religious minorities, people with disabilities, LGBTQIA+ communities, and other disadvantaged communities.



Innovation - An innovative Vancouver is one that invites and encourages creative thinking. This means calculating risk and finding solutions that promote well-being and improve lives. Innovation can show up in technological solutions, programs, infrastructure investments, climate change, and business approaches that ensure Vancouver is a desirable place to open a new business and to bring new jobs to the region.

An innovative Vancouver means:

- Finding new methods and solutions to old problems
- Using creative problem solving to fulfill needs
- Adapting to change
- Actively pursuing new opportunities
- Inviting creative communities to thrive
- Committing to collaboration
- Collecting, processing, and analyzing data, then acting on insights



Vancouver continues to be a city at a crossroads. Innovation can be prevented by satisfaction with the status quo, resistance to change, and rigid procedures and processes. Political divisiveness impacts the ability to be bold and act together. Being an innovative city means creatively investing financial resources to solve the challenges of the day and to set a vision for the future.



Sustainability and resiliency - A sustainable and resilient Vancouver values long term solutions, and includes crisis

management for economic, environmental, and social issues. It seeks to build structures to last in harmony with nature and ensures environmental justice for all Vancouver communities so that everyone can live in a safe, healthy environment. Communities benefit from high quality infrastructure, robust communications, and an emergency response system that helps everyone in the city prepare, respond, and recover from natural disasters and economic harms in a new and better way.

A sustainable and resilient Vancouver means:

- Protecting water, reducing greenhouse gas emissions, maintaining tree canopies, ecosystem services, and biodiversity
- Crisis management regarding economic, environment and social issues
- Increasing nature-based solutions
- Integrated and interacting plans, processes, and systems
- Using a proactive and goal-oriented approach
- Handling an influx of visitors while minimizing impacts to everyday routines
- Building codes and land-use planning that ensures integrity of infrastructure
- Learning from past experiences and taking in new information



The City has a role in supporting understanding about sustainability and environmental initiatives to combat some of what gets in the way, including misinformation and uncertainty about the roles individual and the jurisdiction when responding to challenges. While difficult to operate through change and disruption, the City needs to build

more community support, be willing to own and acknowledge existing and future issues and allocate funding to programs and initiatives that respond to emergencies and meet the needs of the future.



Trust and relationships - A

trusting community is reflected by transparent decision-making processes, open communication

between the government and the community, and a broadly shared belief that decisions are intended to enhance livability, equity, and the resilience of the entire community. There is a belief that the government is representative of all communities. Vancouver communities believe that building trust leads to an engaged community of government, business, and residents that actively support and participate in carrying out City initiatives.



Trust in policing and law enforcement is critical to community trust and safety. In

Vancouver, crime, and fear of crime in communities, erodes trust in law enforcement and government in general. A history of exclusive rather than inclusive political processes inhibit the belief that the City acts in the best interest of everyone.

Failure to agree and deliver on broad community improvement initiatives further reduces public trust. Vancouver's vision is to have a city where residents and officials have trusting relationships.

A trusting Vancouver means:

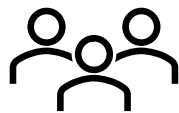
- Strong partnerships and community engagement
- City leaders that follow through on actions, policies, and commitments
- Equitable treatment in City processes and equity in outcomes
- Communities that treat each other in ways they want to be treated
- A government that demonstrates openness and provides accurate and unambiguous information
- Respect for common spaces
- A government that ensures adequate representation in decision making and minimizes barriers to engagement
- Successful interactions in challenging circumstances
- Humility, fairness, openness, kindness, and honesty is demonstrated between communities and between communities and government
- Frequent and intentional interaction from city leaders

Vancouver Profile – Who We Are

History

Located between the Pacific Ocean and the Cascade Mountains, on the north bank of the Columbia River, Vancouver is known for its natural beauty and high quality of life. Prior to the establishment of the Hudson's Bay Company post in 1824, the area was occupied by many Native Americans, including Chinook, Cowlitz, and Klickitat tribes.¹ The City of Vancouver was incorporated in 1857 and grew to Washington's fourth largest city, with a 2021 population of 190,915 people.^{2,3}

Demographics⁴



190,915
Residents



48.0%
Male



51.1%
Female



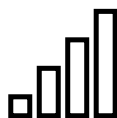
37
Median Age



22%
Population under 18



47%
Population under 35



\$63,617/year
Median household income



48%
Of residents rent their home



52%
Of residents own their home

¹ National Park Service. N.D. Vancouver National Historic Reserve Cultural Landscape Report.

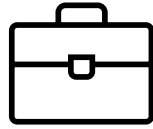
<http://npshistory.com/publications/fova/clr.pdf>

² John Caldbick. 2009. Washington Territorial Legislature incorporates the City of Vancouver on January 23, 1857.

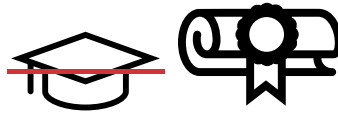
HistoryLink.org. <https://www.historylink.org/File/9115>.

³ U.S. Census Bureau, 2020 Census of Population and Housing, updated every 10 years. [Decennial Census by Decades](#)

⁴ Vancouver, Washington Annual Report. <https://www.vancouverannualreport.org/numbers>.



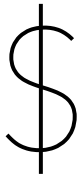
96.5%
Employment rate



91%
Have a high school diploma



29.2%
Hold a bachelor's degree



12.7%
Live in poverty



9.7%
Live with a disability



6.1%
Are veterans

31%
of high schoolers (Vancouver
and Evergreen) identify as
LGBTQ+

Strategic Planning Process

The City of Vancouver is committed to developing a Strategic Plan that aligns with community values and hopes for the future. From 2020 to 2023, the project team attended Council workshops and retreats, conducted interviews with community-based organizations and partners, convened a 16-person advisory committee, and engaged the public through the visioning process to learn about priorities for the future. The project team also worked closely with City staff to ensure that the proposed strategic outcomes and metrics are realistic and align with other planning efforts.

Council

The project team met with Council throughout the process to provide updates on the Strategic Plan Advisory Committee and Strategic Plan.

- March 2020 – Council workshop
- January 2021 – Council retreat
- April 2021 – Council workshop
- February 2022 – Council retreat
- February 2022 – Council workshop

- April 2022 – Council memo
- April 2023 – Council meeting
- May 2023 – Council workshop

Interviews with Interested Parties

The project team conducted 15 interviews with internal and external stakeholders between December 2021 and January 2022. Interviews focused on understanding of the Strategic Plan and desired outcomes for the Strategic Plan update.

Strategic Plan Advisory Committee

The Strategic Plan Advisory Committee (SPAC) was convened to:

- Support community outreach and listening.
- Improve communications between a diversity of community members and City.
- Identify and reflect on community needs, concerns, and opportunities.
- Guide how the Strategic Plan will collect data and measure progress towards goals.

SPAC members met throughout 2022 and 2023 in large and small groups to define the core values and focus areas, and to provide input on metrics for the Strategic Plan.

Public Engagement

During 2022, City staff engaged the Vancouver community across a wide range of projects, programs and initiatives related to the Strategic Plan. These efforts have involved:

Housing

- Affordable Housing Fund
- Affordable Housing Levy
- Safe Stay Community Sites #2 and #3
- Short-Term Rentals

Redevelopment

- Waterfront Gateway
- The Heights District
- Main Street Promise

Transportation

- Complete Streets Projects
 - Fort Vancouver Way/ Fourth Plain Blvd.
 - McGillivray Blvd.
- Transportation System Plan

Climate and Environment

- Climate Action Framework

Parks Development Projects

- Ida Bell Jones Park
- Raymond Shaffer Park
- Oakbrook Park

Public Safety

- Police Chief Recruitment

Opportunities for Broader Policy Direction

- City Council Community Forums
- Biennial Budget
- Biennial Community Survey
- Future of Neighborhoods Initiative

Since June 2022, City staff also engaged more than 1,015 community members in visioning conversations to learn more about community needs and hopes for the future. These conversations have included one-on-one meetings, tabling and intercept interviews at community events and small group dialogues over the course of three City Council Community Forums—community conversations that have brought together between 40 and 80 community members to share their input directly with councilmembers.

City staff completed a systematic review of the engagement efforts listed above, noting themes that have appeared consistently across visioning conversations and other projects. Care was taken to improve the accuracy of analysis by triangulating across multiple data sources, multiple methodologies (qualitative and quantitative) and multiple researchers (different staff and project teams). To help inform the Strategic Plan, the resulting summary included major themes organized by Focus Area. City staff and members of the SPAC were able to use this work to ensure that the resulting plan reflects a greater understanding of community needs, challenges and hopes for the future. Engagement results have also helped inform the language and examples used throughout the Strategic Plan, including descriptions of Core Values, Focus Areas, strategic outcomes, and performance measures.

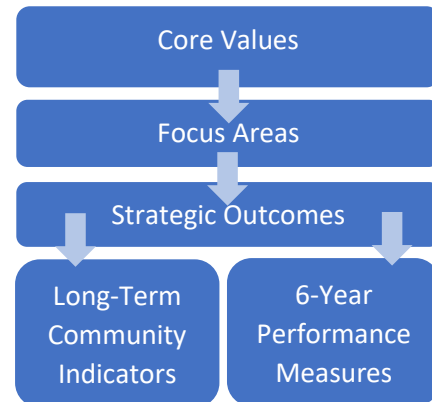
Technical Engagement

City staff were engaged throughout the Strategic Plan process to provide input on Focus Areas and to refine community indicators and performance measures. In addition to the six-year horizon of the Strategic Plan, City staff also work within a two-year budgeting cycle and, in many cases, a comprehensive plan that can range from 10 to 20 years. These different planning horizons help guide the work and funding of the organization. Identifying community Focus Areas and Core Values assists staff to prioritize work and to measure progress towards outcomes.

Focus Areas

Introduction and Structure

The following focus areas, strategic outcomes, community indicators and performance measures set a path forward for the City. These elements will be used to set city-wide priorities and measure progress over time.



Definition of Terms	
Focus Area	Council-identified topic of priority – title of category.
Strategic Outcome	Defines the state we are trying to achieve.
Long-term Community Indicator	At-a-glance view of the major aspects of community condition, tracks trends over time but may not be directly connected to specific city services.
Six-year Priority Performance Measures (goal statements and metrics)	A department or program level measurement aligned with a Focus Area. Measures the City's contribution (through its programs and policies) towards achieving the strategic outcome.
Goal Statement	What will be accomplished in the next six years to support the strategic outcome.
Metrics	Associated with a goal statement so that progress towards the goal can be quantified. Includes the context of a target, defines what is being measured, identifies data source, and describes why it matters.
Types of Measures	Select a mosaic of measures to have a complete picture of complex issues and services.  Results/Effectiveness – the change in either the quality of life or behavior of a population or place  Service Experience – the level of satisfaction with a city program/activity experience  Efficiency – the unit of performance/output achieved per unit of input (\$)  Output – the amount of products/services delivered to or received by customers of a city program/activity

External Factors and Emerging Issues	As identified by staff and strategic plan advisory committee members.
Related Plans	List of existing city plans that are related to the focus area.

Transportation and mobility

Strategic outcome - What are we trying to achieve?

Vancouver has a safe, future-ready, and convenient transportation system that offers affordable and climate-friendly options for people to get where they need to be. All community members can walk, roll, bike, drive, and take transit to reach their destination. Vancouver considers the needs of different communities when designing transportation infrastructure and prioritizes equity. Vancouver's transportation network supports the local and regional economy and facilitates the movement of goods in addition to people.

Long-term community indicators

TM.CI.1 Mode split

Definition: The breakdown of how Vancouverites get around, typically representing the percentage of travelers using a particular type of transportation (walk, bike, public transit, etc.).

Data source: US Census Bureau – American Community Survey Table

Why it matters: Research shows that active transport is inversely related to obesity rates. Air Quality (especially sulfur and VOC emissions) is typically higher in areas where active transportation (walking, biking) is popular than in those in which it is unpopular. This popularity comes with additional health benefits. Research suggests that those who commute using active methods report lower commute stress levels. It is important to note that this may be related to city size, because as size increases, public transit stress increases.

TM.CI.2 Transportation user experience

Definition: The level of satisfaction based on users of the transportation system in Vancouver.

Data source: Periodic, statistically valid community survey

Why it matters: Understanding public sentiment about using the methods for getting around the community can provide insight into what is desired/required by customers and identify gaps.

TM.CI.3 Transportation fatalities & serious injuries

Definition: The number of fatal and serious injuries (including vehicles, bikes, pedestrians, transit) by year on all roads within Vancouver per 10,000 residents.

Data source: Washington State Department of Transportation (WSDOT), Washington State Patrol, and Vancouver Police Department

Why it matters: This is a standard metric commonly used to inform transportation and road safety policy and planning and aligns with the Washington State Department of Transportation's Strategic Highway Safety Plan.

External factors and emerging issues

- How might we adjust city funding and staffing to achieve these goals?
- How might we effectively collaborate with agencies, organizations, and the Vancouver community around mobility decision-making?
- How might we lower the risk of travel-related injury and protect and promote public health?
- How might we conduct public outreach and collaboration with all transportation users to discuss prioritization and trade-offs?
- How might we ensure residents' needs are met within 15-minute neighborhoods?
- How might we prepare for and lead in leveraging rapidly evolving technology in transportation?

Economic opportunity

Strategic outcome - What are we trying to achieve?

Vancouver is a place where a wide variety of businesses of all sizes, from young startups to established enterprises, grow, and thrive. A host of education and training opportunities bring prosperity to those who live here and provide a skilled workforce for companies.

Long-term community indicators

EO.CI.1 Median household income (Disaggregated by race/ethnicity and age demographics where available)

Definition: The middle point of the range of household income levels in Vancouver.

Data source: Department of Commerce, US Census data

Why it matters: Provides information about the financial resources available to households broken down into different community groups.

EO.CI.2 Per capita income (Disaggregated by race/ethnicity and age demographics where available)

Definition: Mean money income received in the past 12 months computed for every person in a geographic area.

Data source: Department of Commerce, US Census data – American Community Survey

Why it matters: Life satisfaction is strongly correlated with per capita income. This is particularly true among disadvantaged countries, regions, and communities, because income gains in these places are associated with greatest increases in life satisfaction.

EO.CI.3 Business diversity (MWOBs [women and minority owned businesses], green economy, CREDC target sectors)

Definition: An assessment of the local businesses in our community considering sector, ownership, and size as determined by number of employees.

Data source: US Census Data, Annual Business Survey

Why it matters: Having a diversity of businesses may help contribute to a healthy and resilient local economy. Understanding the types of businesses and any disparities may provide information for improving equity and diversity.

EO.CI.4 Job creation

Definition: The number of new jobs created in Vancouver.

Data source: Bureau of Labor and Statistics (Portland/Hillsboro/Vancouver)

Why it matters: An indicator of the health of the local economy, job creation means businesses are hiring.

EO.CI.5 Unemployment (Disaggregated by race/ethnicity and age demographics where available)

Definition: The share of the labor force without a job.

Data source: Bureau of Labor and Statistics (Portland/Hillsboro/Vancouver)

Why it matters: An indicator of the health of the local economy.

EO.CI.6 Education attainment (Disaggregated by race/ethnicity, special education, English language learners, low-income)

Definition: The number of residents with high school, associate and four-year college degrees broken down by race, ethnicity, gender, and income, expressed as a percentage of all residents 25 and older in a region.

Data source: US Census Bureau American Community Survey

Why it matters: Researchers correlate higher levels of educational attainment with better economic prospects. Earnings increase with higher levels of education. A person's earning power compounds, rather than merely increases, with higher levels of educational attainment. However, the benefits of higher levels of education do not accrue evenly. White and Asian individuals receive greater economic benefit from education than Black and Hispanic individuals. In addition, for White and Asian individuals, education has a protective effect on wealth during times of recession while this benefit is absent for Black and Hispanic individuals for equal education.

EO.CI.7 Pre-k enrollment (Disaggregated by race/ethnicity, special education, English language learners, low-income)

Definition: Total count of children ages 3 to 4 enrolling in public or private preschool.

Data source: US Census Bureau

Why it matters: Preschool attendance is associated with higher reading and math skills compared to non-preschool enrollment. Some studies show preschool enrollment can facilitate labor force participation and increase educational attainment for parents.

EO.CI.8 Workforce readiness survey

Definition: Number and kinds of businesses reporting that they are able to find qualified job applicants locally.

Data source: Community survey

Why it matters: In addition to having job opportunities, our community must have a workforce that is prepared to fill those jobs.

External factors and emerging issues

- How might we ensure that all residents experience economic mobility?
- How might we maintain a resilient economy by supporting small businesses and skilled workforce that provides equitable opportunities for people and businesses?

Housing and human needs

What are we trying to achieve?

Vancouver meets basic needs and partners with organizations to support its communities. All communities have access to safe and affordable housing, healthcare, food, transportation, education, and dependable access to utilities.

Long-term community indicators

HH.CI.1 Point in time count of individuals experiencing homelessness (race/ethnicity and age)

Definition: A countywide count of people experiencing homelessness held during one day in January each year, it includes individuals living unsheltered, those living in shelter, and transitional housing programs.

Data source: Council for the Homeless, Homeless Management Information System

Why it matters: Homelessness and the many factors (shortage in shelter, affordable housing, inequity in employment/housing/education, generational poverty, untreated mental health, and substance use) that contribute to it are a priority concern based on community survey results.

HH.CI.2 Housing affordability

Definition: The Housing Affordability Index (HAI) measures whether a typical family earns enough income to qualify for a mortgage loan on a typical home. A value of 100

means that a family with the median income has exactly enough income to qualify for a mortgage on a median-priced home. For example, a composite HAI of 120.0 means a family earning the median family income has 120% of the income necessary to qualify for a conventional loan covering 80 percent of a median-priced existing single-family home.

Data source: Federal Reserve Economic Data (FRED)

Why it matters: Median home values are often tracked as an indicator of the wealth of a community. Many municipalities are funded through property tax which is closely tied to home values. Households that are cost-burdened, characterized as spending 30% or more of household income on housing, are more likely to experience marital dissatisfaction and are less likely to spend money on child enrichment, healthcare, and food. Lack of access to affordable housing can increase commute times (leading to lower quality of life) and higher rates of eviction. Typically, a household's second-largest expenditure, transportation costs, are largely a function of the characteristics of the neighborhood in which a household chooses to live. Opposing trends are at work on housing affordability: lower mortgage costs, lower home values and the health of the market economy all contribute to a higher score.

HH.CI.3 Children in poverty (race/ethnicity, special education, English language learners, low-income)

Definition: The number of children under 18 living below the federally defined poverty line, expressed as a percentage of all children under 18.

Data source: US Census Bureau

Why it matters: Childhood poverty is strongly and negatively correlated with children's mental, emotional, and behavioral health in childhood and long-term life chances. Children in low socioeconomic status households are less likely to graduate from high school and more likely to experience developmental and academic difficulties.

HH.CI.4 Percentage of residents who are healthy food insecure (Disaggregated by race/ethnicity and age)

Definition: Food insecurity is defined by the United States Department of Agriculture as the lack of access, at times, to enough food for an active, healthy life.

Data source: Feeding America's Mind the Meal Gap

Why it matters: Food insecurity is associated with numerous adverse social and health outcomes and is increasingly considered a critical public health issue. Key drivers of food insecurity include unemployment, poverty, and income shocks, which can prevent adequate access to food.

External factors and emerging issues

- How might we increase equitably distributed options for household availability in all parts of Vancouver?
- How might we leverage both prevention and service delivery to reduce the number of people experiencing homelessness?
- How might we proactively create conditions that result in optimal physical, mental, and behavioral health, and ensure access to health services are available to all Vancouver residents?
- How might we ensure race, ethnicity, gender, age, sexual orientation, education, geographic location, and income level do not pre-determine whether individuals are able to achieve better health?

Vibrant and distinct neighborhoods

What are we trying to achieve?

Vancouver offers a variety of accessible places and spaces to interact and enjoy nature, art, culture, food, shopping, and community. Neighbors care for each other and show up in times of need.

Long-term community indicators

VDN.CI.1 Neighborhood cohesion

Definition: Percent of adults who report a sense of high social cohesion (trust and feeling connected) in their neighborhoods.

Data source: Community survey

Why it matters: A cohesive society is one where people are protected against life risks, trust their neighbors and the institutions of the state, and can work towards a better future for themselves and their families. Social cohesion, built on social inclusion, social capital, and social mobility, is the glue that holds society together.

VDN.CI.2 Diversity of businesses in neighborhood districts

Definition: An assessment of local businesses within a neighborhood district considering sector, ownership, and size as determined by number of employees.

Data source: US Census Data, Annual Business Survey

Why it matters: Having a diversity of businesses may help contribute to a healthy and resilient local, neighborhood economy. Understanding the types of businesses and any disparities may provide information for improving equity and diversity.

External factors and emerging issues

- How might we create equitable access to parks, trails, open space, and recreational opportunities?
- How might we support more connected communities, strengthening our community well-being and enabling more effective responses and recoveries tied to major events?

Culture and heritage

What are we trying to achieve?

Vancouver celebrates culture and heritage. Public events, museums, cultural centers, concerts, and exhibits offer opportunities for communities to learn about different cultures and experiences.

Long-term community indicators

CH.CI.1 Arts-related businesses

Definition: Total Number of Arts-Related Businesses and Rate per 1,000. Businesses include those in the North American Industry Classification System (NAICS) code 71: art galleries, camera and photographic supply stores, bookstores, performing arts companies, performing arts promoters, independent artists, writers and performers, musical instrument stores, compact disc and record stores, and museums.

Data source: US Census Data, County Business Patterns

Why it matters: The activities of art-related businesses and cultural and heritage organizations foster cultural and creative vitality. A growing number of arts-related businesses also provides opportunities for individuals to learn and participate in a rich array of arts, culture, and heritage activities. They are also essential to supplying arts and cultural organizations with products and services. Consequently, their number reflects, in part, the strength of the arts sector in a regional economy.

CH.CI.2 Economic impact of arts, culture, and heritage

Definition: The portion of community members employed by Arts & Culture businesses as defined by North American Industry Classification System (NAICS) code, and the compensation they receive. The value of the goods and services produced in an area related to arts, culture, historic preservation, and heritage.

Data source: Bureau of Economic Analysis, National Endowment for the Arts, US Census Data

Why it matters: The Vancouver community recognizes the educational, recreational, aesthetic, environmental, and economic development value of having a large area replete with public art, preserved landmarked buildings, and beautiful green spaces. This indicator helps measure the economic value of arts, culture, historic preservation, and heritage in our community so that we can make informed decisions about developing a healthy local creative economy and supporting ongoing stewardship, conservation, public access, and interpretation.

External factors and emerging issues

- How might we inclusively honor and preserve Vancouver’s unique and diverse history, culture, and traditions?
- How might we ensure the creative industry has equitable access to capacity building and revenue development resources and capital?
- How might we increase the supply of affordable public and private spaces (e.g., housing, work, studio, performance) for our creative industry to survive?

Existing city plans & initiatives related to this focus area

- Culture, Arts & Heritage Plan

Safe and prepared community

What are we trying to achieve?

Vancouver feels like a safe place to live, work, learn, and play. All communities are free from violence and crime and care for each other in times of need. Communities understand what to do in times of crisis because Vancouver plans for disasters and is ready to adapt to change. All communities have dependable access to utilities and buildings, bridges, and roads are designed to be modern, safe, inclusive, and accessible.

Long-term community indicators

SPC.CI.1 Residents’ perception of safety

Definition: How residents feel about public safety in their community.

Data source: Community Survey

Why it matters: Perceptions of neighborhood crime are negatively associated with level of physical activity among youth. Poorer perceptions of neighborhood safety are associated with higher levels of depressive symptoms among adults ages 50-74. Perceptions of neighborhood crime have been positively associated with other mental health problems, such as anger, depression, and anxiety, as well as vicarious victimization by exposure to violence in the neighborhood and visual signs of disorder. However, individuals who have a strong connection to their neighbors are less likely to worry about crime, even when living in areas with high levels of disorder.

SPC.CI.2 Residents’ perception of community preparedness (individual, family, neighbors) for disaster

Definition: How residents feel about the community’s preparedness for a disaster.

Data source: Community survey

Why it matters: Residents are more likely to undertake disaster preparedness if they perceive it to be effective. Government trust can directly increase perceived efficacy and indirectly increase self-efficacy.

External factors and emerging issues

- How might we engage and inform the community to ensure that public safety services are delivered to a diverse community and vulnerable populations in a safe, timely, and proactive manner given the challenges of significant population growth, racial inequities, and traffic congestion?
- How might we build meaningful community relationships that transform our organizations, foster trust and legitimacy, and increase compliance with laws and regulations?
- How might we strengthen local and regional partnerships to prevent, prepare for, and respond to natural and human-caused hazards?

Climate and natural systems

What are we trying to achieve?

Environmental stewardship and efforts to address climate change ensure that everyone has a sustainable future. We recognize the intrinsic value of the land beyond the economic benefits it provides. Vancouver protects, restores, and cares for the natural environment upon which all living things depend. The health of our natural systems supports the health of all who live, work, and play in our community.

Long-term community indicators

CN.CI.1 Greenhouse gas emissions

Definition: Greenhouse gases (GHGs) include carbon dioxide, methane, and nitrous oxide and cause climate change.

Data source: Periodic greenhouse gas emission inventory of community and of city operations.

Why it matters: Addressing climate change and the many impacts associated with it begins with decreasing the amount of greenhouse gases emitted.

CN.CI.2 Waste diversion

Definition: Tons of solid waste diverted to recycling/composting as a ratio of tons of solid waste collected in the waste stream.

Data source: City of Vancouver solid waste contract records

Why it matters: This indicator tracks how much solid waste is collected for recycling or otherwise diverted from disposal each year. Diverting solid waste from a landfill conserves valuable resources, saves energy, reduces greenhouse gas emissions and other harmful environmental pollutants, conserves landfill space, and creates jobs. Greater public outreach can change personal behavior and increase waste diversion.

CN.CI.3 Tree canopy

Definition: The percentage of land area covered by tree foliage.

Data source: GIS maps and aerial imaging.

Why it matters: Tree canopy contributes to air and stormwater quality and minimizes urban heat island effect. For maximum benefits, a 40% cover is recommended.

CN.CI.4 Parkland acreage per 1000 residents

Definition: This metric is calculated by dividing the total number of City of Vancouver park acres by city population and multiplying the factor by 1,000.

Data source: City Parks, Recreation and Cultural Services Staff, Census data

Why it matters: According to the National Recreation and Park Association, greenspace exposure corresponds with improved physical health, including decreases in stress, blood pressure, heart rate, and risk of chronic disease (cancer, diabetes, cardiovascular heart disease). Children with access to parks and facilities have shown decreased prevalence of obesity compared to children without access. Time spent in nature positively impacts mental health by increasing cognitive performance and well-being and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers. For climate benefits, Parks lower ground temperatures with tree canopy, clean water, reduce flooding and contribute to healthier air. Trees and vegetation in parks help reduce air pollution directly by removing pollutants and reducing air temperature. Urban parks can improve the environment, enhance storm water management, reduce traffic noise and increase biodiversity.

External factors and emerging issues

- How might we proactively identify, assess, and manage risks related to the quality, reliability, and access to critical infrastructure given the challenges of an aging infrastructure, greater climate impacts, and population growth?
- How might we improve our approach to facilities and infrastructure management to ensure a high-quality, efficient, and sustainable portfolio that supports both staff and the customer?

Existing city plans & initiatives related to this focus area

- Urban Forestry Plan
- Climate Action Framework
- Comprehensive Solid Waste Management Plan
- Comprehensive Parks, Recreation, Arts & Culture Plan

High performing government

What are we trying to achieve?

Vancouver's government is reliable, fiscally responsible, equitable, and open to compromise. Decision-making processes are transparent. City leaders have integrity and work with the community to plan for the future.

Long-term community indicators

HPG.CI.1 Price of government (city services) per capita as percentage of real median household income (race/ethnicity and age)

Definition: Sum of all taxes, fees, and charges collected by a city or county as a percentage of aggregate personal income. That is, all revenue excluding that which comes from "Other Financing Sources" (Long-term debt proceeds, sale of capital assets, transfers from other funds, insurance proceeds) and "Non-Revenues" (Cash received for accounting purposes but is not technically revenue).

Data source: Revenues: Washington State Auditor's Office, City of Vancouver Budget Office. Personal Income: US Census, total population in City of Vancouver, per capita income.

Why it matters: This indicator allows a local government to monitor the level of resources available to provide critical services within its jurisdiction and helps inform the price range within which residents and businesses are willing to pay for living in a city with those services.

HPG.CI.2 Resident satisfaction with municipal services (race/ethnicity, age, income, disability)

Definition: How satisfied residents are with municipal services in their community.

Data source: Community survey

Why it matters: Government services are often compulsory and serve a broad base of customers. Assessing the level of satisfaction with service can provide information about service gaps to certain populations or barriers to adequate service delivery.

HPG.CI.3 Municipal bond rating

Definition: Credit rating or assessment of the financial health of the organization as determined by third party sources.

Data source: Moody's and S&P

Why it matters: Bond ratings convey a sense of confidence and ability of the organization to finance projects to create a vibrant, safe, and diverse community.

External factors and emerging issues

- How might we address the fact that currently data maturity of organization is individualized?
- How might we foster and model relationships of trust, welcome diverse viewpoints, and confront racism at all levels (personal, cultural, and institutional) in our community and in the City organization?
- How might we create systems that recognize the ability of underrepresented communities to co-create solutions with local government and with each other?
- How might we achieve more equitable outcomes and deliver services that meet or exceed the expectations of the people we serve?

- How might we continue to meet the needs of a rapidly growing city while managing organizational capacity and ensuring fiscal responsibility?
- How might we attract and retain a talented workforce that sustains a workplace culture of engagement, community focus, and high performance?
- How might we mature the City's data and technology capabilities to provide secure and scalable solutions that enable staff to deliver accessible, modern, and impactful services to all residents?

Next steps

This plan reflects a foundational vision for the City of Vancouver. It provides a mechanism for the City and community to ensure accountability to the core values and focus areas by assessing and measuring progress against the outlined indicators and measures.

The Strategic Plan will inform future efforts by:

1. Connecting the Strategic Plan focus areas to the City budget and investments. City Council will examine budget proposals through the lens of the Strategic Plan to ensure programmatic investments and policies align with the indicators and measures.
2. Creating a community dashboard to demonstrate transparency and ensure community members can evaluate progress over time.
3. Aligning other City processes, plans, and policies with the overall values embraced within the Strategic Plan.
4. Maintaining an ongoing SPAC to periodically assess progress, provide feedback, and inform decision-making as it relates to implementation of programs and actions connected to the focus areas and aligned with the core values.
5. Developing and maintaining communications that support ongoing community engagement and awareness of the Strategic Plan. Sharing opportunities to participate in other planning processes connected to the indicators and measures.



Staff Report: 077-23

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/8/2023

SUBJECT Interlocal Agreement for Justice Assistance Grant (JAG) 2021 Award

Key Points

- The City of Vancouver and Clark County co-apply for the Justice Assistance Grant each year. Vancouver submitted the JAG 2021 application and will disburse a share of the grant funding to Clark County.
- There are no substantive changes to the terms of the interlocal agreement.
- No local match or ongoing costs are required.

Strategic Plan Alignment

Goal 2: Provide effective, innovative and well-resourced police, fire and emergency medical services

Present Situation

The United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance will award Justice Assistance Grant (JAG) funds to the City of Vancouver, Washington, in the amount of \$107,942 for the Federal Fiscal Year 2021. JAG funds are intended to support a wide range of activities to reduce and prevent crime based on the needs and conditions of local jurisdictions. Allowable purpose areas include law enforcement equipment and supplies, technology, and training to enhance criminal justice. The City of Vancouver will administer this grant and disburse budgeted funds for the Clark County Sheriff's Office through an interlocal agreement. When funding is awarded in spring 2023, the City of Vancouver will receive \$53,971 to purchase police training. The grant award term ends September 30, 2024.

Advantage(s)

1. JAG funding will help to enhance law enforcement operations and public safety by providing funding for expenses that are not currently funded in the local budget.
2. Vancouver will receive \$53,971 for police training and leadership development.
3. This grant requires no local match or ongoing expenses, and funding can be used through

September 30, 2024.

Disadvantage(s)

None

Budget Impact

There is no local funding match or ongoing subsidy required, and no net impact to the General Fund. The appropriation of revenues and budget for expenditures associated with this grant will come forward as part of the City's next Supplemental Budget Appropriation process.

Prior Council Review

None

Action Requested

Authorize the City Manager or designee to execute an interlocal agreement with Clark County for disbursement of Justice Assistance Grant (JAG) funds from the United States Department of Justice and take any and all action necessary to enforce the terms thereof.

Jeff Mori, Police Chief, 360-487-7472

ATTACHMENTS:

- ▣ JAG 2021 Application & Award
- ▣ JAG 2021 Interlocal Agreement with Clark County

Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738

Project Abstract

Applicant: City of Vancouver, Washington with disparate agency partner Clark County, Washington

Title of Project: JAG 2021 Reducing and Preventing Crime in Clark County, Washington

The City of Vancouver and Clark County law enforcement agencies serve a diverse mix of primarily suburban and rural communities with a total population of nearly 500,000. Partnerships among our local agencies and with state and federal agencies are vital to the success of our efforts to reduce the number of violent and property crimes and to investigate the crimes that do occur. We also work closely with the community, involving citizen volunteers in many of our public service efforts. We seek to support and enhance the effectiveness of local law enforcement and the criminal justice system through planning and implementation of evidence-based strategies. JAG funding will be used to enhance community policing and problem-solving strategies to improve safety and quality of life for all our residents, businesses and visitors. It will provide our law enforcement agencies with much-needed funding for training, technology, and equipment to improve police leadership, operations, investigations and safety for police officers and the community we serve.

Project Identifiers:

- Law Enforcement Leadership
- Officer Safety
- Computer Software/Hardware
- Equipment – General
- Equipment - Tactical

Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738

Program Narrative

The JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on local needs and conditions. As a certified disparate jurisdiction, Clark County and the City of Vancouver, Washington propose to share the Fiscal Year 2021 JAG Local award totaling \$107,942.

Clark County and the City of Vancouver continue to work closely together to coordinate efforts involving JAG and related justice funds. As in other jurisdictions, local budgets are stretched, leaving many needs unfunded. A review of public safety priorities and criminal justice system needs in our community has led to the prioritization of the following programs.

Clark County will receive \$53,971 and the City of Vancouver will receive \$53,971 to make strategic investments in police equipment, training, and technology to address community safety and improve the criminal justice system and law enforcement operations.

Clark County and the City of Vancouver will use this JAG award to supplement and enhance existing state and local budgets, leveraging current resources to maximize the impact of our proposed programs and activities. We will not supplant or replace local budgets or non-federal funds appropriated for the same purpose.

Each participating agency will ensure that all drawdowns and grant expenditures are tracked separately from other funding sources and are compliant with federal, state, and local guidelines. Specific budget numbers and project codes will be assigned so that all expenditures and revenues under this grant can be precisely identified, tracked, and reported to the grant agency.

Grant funds will help us to enhance the effectiveness of the criminal justice system by supporting areas of national focus and priority, while helping to integrate evidence-based and proven practices into our everyday work. The funds will help local law enforcement to maximize use of existing resources and to target emerging and chronic crime problems. Our agencies share the goal of preventing violent crimes, in order to save lives and reduce the burdens on courts, corrections, the justice system, and our community as a whole.

Project activities will be completed within the four-year federal funding period. In addition to collecting data for federal performance measures and reporting requirements, Clark County and the City of Vancouver will also assess how well grant objectives are being met. We will document supported activities for each reporting period and will evaluate the progress our local government agencies are making toward the Department of Justice's key mission - reducing and preventing crime and violence.

**Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738**

Budget Detail Worksheet and Budget Narrative

Total Grant: \$107,942

JAG Program Areas

1. Law Enforcement: \$107,942

Clark County Budget \$53,971

JAG funds will be used to purchase equipment and technology to improve safety and operational efficiency of local law enforcement and the criminal justice system.

- A. Personnel & Fringe Benefits – N/A
- B. Travel & Training – N/A
- C. Consultants & Contracts – N/A
- D. Equipment - \$53,971

Police Equipment: Technology, and Safety Gear - \$53,971. Equipment and supplies are needed to enhance police technology and safety. This equipment will be used to support officer safety and operational effectiveness in administrative functions, field operations and criminal investigations.

City of Vancouver Budget \$53,971

JAG funds will be used to enhance police department leadership, development, and training, enhancing public safety and the administration of justice by raising law enforcement standards, promoting operational effectiveness, and cultivating an environment of openness, accountability, and trust in community policing.

- A. Personnel & Fringe Benefits – N/A
- B. Travel & Training – \$53,971

Police Training: Training consultants, registration fees, travel expenses, reference materials, training subscription fees, and other training related costs - \$53,971. These investments will contribute significantly to the development of police knowledge, skills, and abilities among our personnel, including police leadership, administration, planning, operations, supervision, communications, community policing, and other priority areas.

- C. Consultants & Contracts – N/A
- D. Equipment – N/A

All items will be procured according to the policies and procedures of local jurisdictions, which include determination and use of the lowest responsible bidder, formal quotations and bids, and justification for sole source vendor requests, in addition to all applicable Federal requirements.

Clark County	\$53,971
City of Vancouver	\$53,971

Total	\$107,942

The applicants do not propose to make any subawards or enter into any procurement contracts related to this award.

The State of Washington has certified both the Clark County Sheriff's Office and the Vancouver Police Department as NIBRS compliant agencies. Therefore, no set-aside of funds for NIBRS projects or administrative costs is required.

Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738

Indirect Cost Rate Agreement

Neither the Clark County Sheriff's Office nor the Vancouver Police Department expects to claim reimbursement of indirect costs in conjunction with this grant. Therefore, no indirect cost rate agreement is included, and neither agency elects here to use a "de minimis" rate.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: Clark County, WA

Street1: 1300 Franklin Street

Street2: Box 5000

City: Vancouver

State: WASHINGTON

Zip Code: 98666-5000

2. Authorized Representative's Name and Title:

Prefix: First Name: Kathleen Middle Name:

Last Name: Otto Suffix:

Title: Interim County Manager

3. Phone: (564) 397-2232

4. Fax: 6058

5. Email: kathleen.otto@clark.wa.gov

6. Year Established:
1845

7. Employer Identification Number (EIN):
916001299

8. DUNS Number:
30783757

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Washington State Auditor's Office

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 1

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$ 0

Were material weaknesses noted in the report or opinion? ☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	☒ Yes ☐ No ☐ Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	☒ Yes ☐ No ☐ Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	☒ Yes ☐ No ☐ Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	☒ Yes ☐ No ☐ Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	☒ Yes ☐ No ☐ Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	☒ Yes ☐ No ☐ Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	☒ Yes ☐ No ☐ Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	☒ Yes ☐ No ☐ Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? ☒ Yes ☐ No (b) adhere to the Federal Travel Regulation (FTR)? ☒ Yes ☐ No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Greg Kimsey

Date: 2021-07-29

Title: ☐ Executive Director ☒ Chief Financial Officer ☐ Chairman

☐ Other:

[Redacted]

Phone: (564) 397-2078



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **City of Vancouver**

Street1: **PO Box 1995**

Street2:

City: **Vancouver**

State: **WA**

Zip Code: **98668-1995**

2. Authorized Representative's Name and Title:

Prefix: **Mr** First Name: **Eric**

Middle Name:

Last Name: **Holmes**

Suffix:

Title: **City Manager**

3. Phone: **360-487-8600**

4. Fax: **360-487-8625**

5. Email: **vancmo@cityofvancouver.us**

6. Year Established:

1857

7. Employer Identification Number (EIN):

91-600-1288

8. DUNS Number:

10734663

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☐ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Washington State Auditor's Office

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☐ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 1

Enter the dollar amount of questioned costs (if none, enter "\$0"): 0

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	☒ Yes ☐ No ☐ Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	☒ Yes ☐ No ☐ Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	☒ Yes ☐ No ☐ Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	☒ Yes ☐ No ☐ Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	☒ Yes ☐ No ☐ Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	☒ Yes ☐ No ☐ Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	☒ Yes ☐ No ☐ Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	☒ Yes ☐ No ☐ Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? ☒ Yes ☐ No (b) adhere to the Federal Travel Regulation (FTR)? ☒ Yes ☐ No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☐ No ☒ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Eric Holmes

Date: 7-20-2021

Title: ☐ Executive Director ☐ Chief Financial Officer ☐ Chairman

☒ Other: City Manager

Phone: 360-487-8600

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year quarter date of last report	
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier , if known: Clark County, WA PO Box 5000 Vancouver, WA 98666-5000 Congressional District, if known: Third			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:		
6. Federal Department/Agency: US Department of Justice Bureau of Justice Assistance			7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant: Local Solicitation CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A (None to Declare)			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: Kathleen Otto Print Name: Kathleen Otto Title: County Manager Telephone No.: (564) 397-4307 Date: 8/14/2020		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year quarter date of last report
4. Name and Address of Reporting Entity: ☐ Prime ☒ Subawardee Tier , if known: City of Vancouver PO Box 1995 Vancouver, WA 98668-1995 Congressional District, if known: Third	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: US Department of Justice Bureau of Justice Assistance	7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant: Local Solicitation CFDA Number, if applicable: 16.738	
8. Federal Action Number, if known: BJA-2021-135004	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): CFM Advocates 311 Massachusetts Ave NE #2 Washington, DC 20002	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Rubin, Joel	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Eric Holmes</u> Print Name: <u>Eric Holmes</u> Title: <u>City Manager</u> Telephone No.: <u>(360) 487-8600</u> Date: <u>7/13/2021</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

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2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
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7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738

Disclosure of Pending Applications

Clark County, Washington and the City of Vancouver, Washington do not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support any project being proposed under this solicitation. Neither jurisdiction has a pending application that requests funding to cover identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

**Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738**

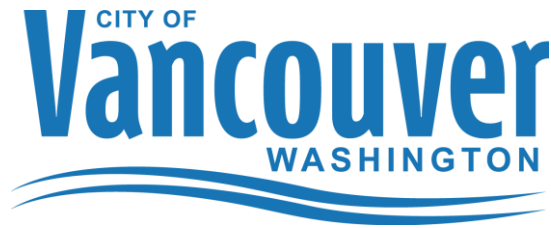
Applicant Disclosure of Risk Status

Neither Clark County nor the City of Vancouver is currently designated high risk by any federal grant making agency. Neither is under additional oversight by any federal agency due to past programmatic or financial concerns.

Edward Byrne Memorial Justice Assistance Grant: FY 2021 Local Solicitation
Grant Solicitation No. O-BJA-2021-135004
Category 2 Competition ID # C-BJA-2021-00150-PROD – awards \$25,000 and over
CFDA #16.738

Research and Evaluation Independence and Integrity

Neither Clark County nor the City of Vancouver proposes to use any funds awarded under this solicitation for projects involving research or evaluation.



May 7, 2020

Jeffrey S. Felten-Green, State Policy Advisor
Bureau of Justice Assistance, Office of Justice Programs
U.S. Department of Justice
810 7th Street, NW
Washington, D.C. 20531

RE: Signing Authority for the City of Vancouver, Washington

Dear Mr. Felten-Green,

Please accept this letter to provide written confirmation that the Vancouver City Manager is authorized by the Mayor and City Council to enter into contracts for the City of Vancouver. The City Manager is authorized to apply for federal funding and accept grant terms, certifications, and assurances on behalf of the City of Vancouver. Our current City Manager is Eric Holmes, and he, or his designee, have my approval to serve as signing authority for federal grants for the City of Vancouver, Washington.

Thank you for this opportunity to continue to partner with the Bureau of Justice Assistance to enhance public safety. If you need any additional information on this grant application or any of our justice programs, please contact Management Analyst Brenda Tryon with the Vancouver Police Department at Brenda.tryon@cityofvancouver.us or by calling 360-487-7497.

With warm regards,

A handwritten signature in black ink that reads "Anne McEnery-Ogle". The signature is written in a cursive style with a large, stylized "A" and "O".

Anne McEnery-Ogle
Mayor of the City of Vancouver

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☒ Application ☐ Changed/Corrected Application		* 2. Type of Application: ☒ New ☐ Continuation ☐ Revision		* If Revision, select appropriate letter(s): * Other (Specify): 	
* 3. Date Received: Completed by Grants.gov upon submission.		4. Applicant Identifier: 			
5a. Federal Entity Identifier: 			5b. Federal Award Identifier: 		
State Use Only:					
6. Date Received by State:		7. State Application Identifier:			
8. APPLICANT INFORMATION:					
* a. Legal Name: City of Vancouver, Washington					
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-6001288			* c. Organizational DUNS: 0107346630000		
d. Address:					
* Street1:		PO Box 1995			
Street2:					
* City:		Vancouver			
County/Parish:					
* State:		WA: Washington			
Province:					
* Country:		USA: UNITED STATES			
* Zip / Postal Code:		98668-1995			
e. Organizational Unit:					
Department Name: 			Division Name: 		
f. Name and contact information of person to be contacted on matters involving this application:					
Prefix:		* First Name: James			
Middle Name:					
* Last Name:		McElvain			
Suffix:		Ph.D.			
Title:					
Organizational Affiliation: 					
* Telephone Number: 360-487-7473			Fax Number:		
* Email: vanpd@cityofvancouver.us					

Application for Federal Assistance SF-424

* 9. Type of Applicant 1: Select Applicant Type:

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

* 10. Name of Federal Agency:

Bureau of Justice Assistance

11. Catalog of Federal Domestic Assistance Number:

16.738

CFDA Title:

Edward Byrne Memorial Justice Assistance Grant Program

* 12. Funding Opportunity Number:

O-BJA-2021-35004

* Title:

BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

13. Competition Identification Number:

C-BJA-2021-00150-PROD

Title:

Category 2 - Applicants with eligible allocation amounts of \$25,000 or more

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

* 15. Descriptive Title of Applicant's Project:

2021 JAG Initiatives for Reducing and Preventing Crime

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	107,942.00
* b. Applicant	0.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	107,942.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on .
- ☒ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☐ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013

Expiration Date: 02/28/2022

1. * Type of Federal Action: ☐ a. contract ☒ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. * Status of Federal Action: ☐ a. bid/offer/application ☒ b. initial award ☐ c. post-award	3. * Report Type: ☒ a. initial filing ☐ b. material change
--	--	--

4. Name and Address of Reporting Entity:
☒ Prime ☐ SubAwardee

 * Name

 * Street 1 Street 2

 * City State Zip

 Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: US Department of Justice	7. * Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant Program CFDA Number, if applicable: 16.738
---	---

8. Federal Action Number, if known: 	9. Award Amount, if known: \$
--	--

10. a. Name and Address of Lobbying Registrant:

 Prefix * First Name Middle Name

 * Last Name Suffix

 * Street 1 Street 2

 * City State Zip

b. Individual Performing Services (including address if different from No. 10a)

 Prefix * First Name Middle Name

 * Last Name Suffix

 * Street 1 Street 2

 * City State Zip

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: Completed on submission to Grants.gov	* Name: Prefix * First Name Eric Middle Name * Last Name Holmes Suffix
Title: City Manager	Telephone No.: 360-487-8600
Date: Completed on submission to Grants.gov	

Federal Use Only:

Authorized for Local Reproduction
 Standard Form - LLL (Rev. 7-97)

Funded Award

(15PBJA-21-GG-01971-JAGX)

PENDING-AWARD ACCEPTANCE

Entity Legal Name (CITY OF VANCOUVER)

Doing Business As: ()

Actions

Solicitation Title: BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Solicitation Category: Category 2 - Applicants with eligible allocation amounts of \$25,000 or more

Project Title: 2021 JAG Initiatives for Reducing and Preventing Crime

Project Period: 10/1/20 - 9/30/24

Managing Office: OJP

DOJ Grant Manager: Jeffrey Felten-Green

Grant Award Administrator: Brenda Tryon

FAW Case ID FAW-166280

Federal Award Amount \$107,942.00

Unpaid Balance:

Program Office: BJA

DUNS: 10734663

TIN: 916001288

Award Letter

October 13, 2021

Dear Eric Holmes,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by CITY OF VANCOUVER for an award under the funding opportunity entitled 2021 BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. The approved award amount is \$107,942.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

Congratulations, and we look forward to working with you.

Maureen Henneberg
Deputy Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

NEPA Coordinator

First Name

Orbin

Middle Name

Last Name

Terry

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information**Recipient Name**

CITY OF VANCOUVER

DUNS Number

010734663

UEI**Street 1**

415 W 6TH ST

Street 2**City**

VANCOUVER

State/U.S. Territory

Washington

Zip/Postal Code

98660

Country

United States

County/Parish**Province****Award Details****Federal Award Date**

10/13/21

Award Type

Initial

Award Number

15PBJA-21-GG-01971-JAGX

Supplement Number

00

Federal Award Amount

\$107,942.00

Funding Instrument Type

Grant

Assistance Listing Number	Assistance Listings Program Title
---------------------------	--------------------------------------

16.738

Statutory Authority

Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151-10158); see also 28 U.S.C. 530C(a).

I have read and understand the information presented in this section of the Federal Award Instrument.

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2021 BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Application Number

GRANT13429108

Awarding Agency

OJP

Program Office

BJA

Grant Manager Name

Jeffrey Felten-Green

Phone Number

[202-514-8874](tel:202-514-8874)

E-mail Address

Jeffrey.S.Felten-Green@ojp.usdoj.gov

Project Title

2021 JAG Initiatives for Reducing and Preventing Crime

Performance Period Start Date

10/01/2020

Performance Period End Date

09/30/2024

Budget Period Start Date

10/01/2020

Budget Period End Date

09/30/2024

Project Description

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation) and 8) mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

This JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Funded programs or initiatives may include multijurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, justice information sharing initiatives, or other programs aimed at reducing crime and/or enhancing public/officer safety.

_____ I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

_____ I have read and understand the information presented in this section of the Federal Award Instrument.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2021 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2021 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2021 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any

subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

2

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

3

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2019, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2019, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at

<https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

4

Safe policing and law enforcement subrecipients

If this award is a discretionary award, the recipient agrees that it will not make any subawards to State, local, college, or university law enforcement agencies unless such agencies have been certified by an approved independent credentialing body or have started the certification process. To become certified, law enforcement agencies must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. For detailed information on this certification requirement, see <https://cops.usdoj.gov/SafePolicingEO>.

5

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

6

Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ")

may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

7

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or

refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

8

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

9

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

10

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

11

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

12

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

13

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

14

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

15

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

16

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as

posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

17

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

18

Compliance with general appropriations-law restrictions on the use of federal funds (FY 2021)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2021, are set out at <https://ojp.gov/funding/Explore/FY21AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

19

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient)

officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

21

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to

contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

22

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

23

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.

24

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

25

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

26

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

27

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

28

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

29

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any

other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

30

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

31

FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than

\$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

32

Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

33

Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

34

Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

35

Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

36

Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

37

Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

38

Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

39

Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

40

Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

41

Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

42

"Methods of Administration" - monitoring compliance with civil rights laws and nondiscrimination provisions

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with applicable federal civil rights laws and nondiscrimination provisions. Within 90 days of the date of award acceptance, the recipient must submit to OJP's Office for Civil Rights (at CivilRightsMOA@usdoj.gov) written Methods of Administration ("MOA") for subrecipient monitoring with respect to civil rights requirements. In addition, upon request by OJP (or by another authorized federal agency), the recipient must make associated documentation available for review.

The details of the recipient's obligations related to Methods of Administration are posted on the OJP web site at <https://ojp.gov/funding/Explore/StateMethodsAdmin-FY2017update.htm> (Award condition: "Methods of Administration" - Requirements applicable to States (FY 2017 Update)), and are incorporated by reference here.

43

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

44

Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first

determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bja.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

46

All State and Local JAG recipients must submit quarterly Federal Financial Reports (SF-425). Additionally, State JAG and Local JAG Category Two (\$25K or more) must submit semi-annual performance reports through JustGrants and Local JAG Category One (Less than \$25K) must submit annual performance reports through JustGrants. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

47

Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

48

Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that

extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

49

Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2020

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2020), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

50

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

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51

Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.

52

Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

53

Certification of body armor "mandatory wear" policies

If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that law enforcement agencies receiving body armor purchased with funds from this award have a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for

body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

54

Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with JAG award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

55

Body armor - impact on eligibility for other program funds

The recipient understands that the use of funds under this award for purchase of body armor may impact eligibility for funding under the Bulletproof Vest Partnership (BVP) program, a separate program operated by BJA, pursuant to the BVP statute at 34 USC 10531(c)(5).

56

BJA- JAG - Withholding of Funds for MOU

Withholding of funds: Memorandum of Understanding

The recipient may not expend or draw down any award funds until OJP has reviewed and approved the Memorandum of Understanding (MOU), and an Award Condition Modification has been issued to remove this condition.

____ *I have read and understand the information presented in this section of the Federal Award Instrument.*

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

— *I have read and understand the information presented in this section of the Federal Award Instrument.*

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official

Deputy Assistant Attorney General

Name of Approving Official

Maureen Henneberg

Signed Date And Time

9/16/21 7:31 PM

Authorized Representative

Entity Acceptance

Title of Authorized Entity Official

Signed Date And Time

Award Information Application Number GRANT13429108 **Funding**

Instrument Type: Grant

Award Number

15PBJA-21-GG-01971-JAGX **Supplement Number**

00

Award Acceptance Date

Assistance Listings Number

16.738

Statutory Authority

Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10151-10726), including subpart 1 of part 530C(a).

Current Authorized Representative

Title of Authorized Representative

Name of Authorized Representative

Eric Holmes

Solicitation Information**Solicitation Title**

2021 BJA FY 21 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

Project Title

2021 JAG Initiatives for Reducing and Preventing Crime

Project Description

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation) and 8) mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

This JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Funded programs or initiatives may include multijurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, justice information sharing initiatives, or other programs aimed at reducing crime and/or enhancing public/officer safety.

Project Budget Summary

This award did not receive a budget review as indicated by the budget review selection made when publishing a solicitation.

Award Package

Award Conditions

Award Details

Award Attachments

Performance Management

[Funding Balance and Availability](#)

Award Number / ASAP Account ID

15PBJA-21-GG-01971-JAGX

ASAP Account Status

ASAP Account Balance

Last Updated Date

ROID

5391363

Total Hold Amount

Legal Name

CITY OF VANCOUVER

Drawdown Total

DUNS

010734663

UEI

Project Period Start

01-Oct-2020

Project Period End

30-Sep-2024

Status of Award

Federal Award Amount

\$107,942.00

Funding Source Information

Application Number

GRANT13429108

Supplement Number

00

Advance Funding

advance

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Justice Assistance Grant Program FY 2021 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2021 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Eric Holmes

Printed Name of Chief Executive

City of Vancouver, Washington

Name of Applicant Unit of Local Government

Date of Certification

City Manager

Title of Chief Executive

To be posted on City of Vancouver website pursuant to the Revised Code of Washington (RCW 39.34.040).

RETURN ADDRESS

City of Vancouver
City Clerk's Office
PO Box 1995
Vancouver, WA 98668-1995

FEDERAL GRANT AWARD #15PBJA-21-GG-01971-JAGX

**THE STATE OF WASHINGTON
CLARK COUNTY**

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF VANCOUVER, WA AND CLARK COUNTY, WA
2021 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into effective May 1, 2023, by and between the City of Vancouver, a first class city of the state of Washington, hereinafter referred to as CITY, acting by and through its governing body, the City Council; and Clark County, acting by and through its governing body, the Clark County Council, hereinafter referred to as COUNTY, both of Clark County, State of Washington, witnesseth:

WHEREAS, this Agreement is made under the authority of RCW 39.34; and

WHEREAS, the Bureau of Justice Assistance (BJA) as the administering organization of the JAG program has certified the CITY and COUNTY as disparate jurisdictions, requiring that they submit a joint application for the aggregate of funds allocated to them; and

WHEREAS, the BJA requires that the CITY and COUNTY designate one jurisdiction to serve as applicant/fiscal agent for the joint funds; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party.

NOW THEREFORE, the CITY and COUNTY agree as follows:

Section 1. CITY agrees to act as applicant/fiscal agent for the \$107,942 of aggregate 2021 JAG funds.

Section 2. CITY agrees to make \$53,971 of the aggregate fund available to the COUNTY to be used for local initiatives, technical assistance, training, equipment, supplies, contractual support, and information systems in accordance with the requirements set forth by BJA for JAG funds.

Section 3. COUNTY agrees to timely comply with all reporting obligations required by grant terms.

Section 4. COUNTY agrees to maintain and retain accounting and financial records in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Office of the Comptroller set forth in the U.S. Department of Justice (DOJ) Grants Financial Guide, including without limitation in accordance with the Office of Management and Budget (OMB) Circulars, Uniform Administrative Requirements Code of Federal Regulations Title 2, and all other applicable requirements. All of these documents are to be retained for a minimum of six years after the grant has been closed and available for review, upon request, to federal, state and City employees or their agents or officers. Review may occur at any time, even after six years, if the records are still available.

Section 5. COUNTY agrees no federal funds made available by this award will be used to supplant local funds, but will instead be used to increase funding for law enforcement activities within the JAG guidelines.

Section 6. COUNTY agrees to provide the CITY with progress reports, financial reports, and audit reports when required by the CITY in the form reasonably required by the CITY.

Section 7. Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 8. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 9. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 10. No separate legal or administrative entity is created by this Agreement and this Agreement does not affect the organization or functions of the parties, except as provided herein.

Section 11. The duration of this agreement shall begin May 1, 2023, and end September 30, 2024.

Section 12. This Agreement may be terminated by either party with thirty (30) days written notice. A final reconciliation of costs and a report of completed activities shall be completed by the City and submitted within 30 days of the end of the quarter.

CITY OF VANCOUVER

CLARK COUNTY COUNCIL

Eric Holmes, City Manager

Karen Dill Bowerman, Chair

Approved as to form only:

Glen Yung, Councilor

Jonathan Young, City Attorney

Michelle Belkot, Councilor

Attest:

Gary Medvigy, Councilor

Natasha Ramras, City Clerk

Sue Marshall, Councilor

Approved as to form only:

Leslie Lopez, County Civil Attorney

Attest:

Rebecca Messinger, Clerk to the Board

* By law, the City Attorney's Office and Prosecuting Attorney's Office may only advise or approve contracts or legal documents on behalf of their respective clients. They may not advise or approve a contract or legal document on behalf of other parties. Their review of this document was conducted solely from the legal perspective of their respective clients. Their approval as to form of this document was offered solely for the benefit of their respective clients. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).



Staff Report: 078-23

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/8/2023

SUBJECT Interlocal Agreement for Justice Assistance Grant (JAG) 2022 Award

Key Points

- The City of Vancouver and Clark County co-apply for the Justice Assistance Grant each year. Clark County submitted the JAG 2022 application and will disburse a share of the grant award to Vancouver.
- There are no substantive changes to the terms of the interlocal agreement.
- No local match or ongoing costs are required.

Strategic Plan Alignment

Goal 2: Provide effective, innovative and well-resourced police, fire and emergency medical services

Present Situation

The United States Department of Justice, Office of Justice Programs, Bureau of Justice Assistance will award Justice Assistance Grant (JAG) funds to Clark County, Washington, in the amount of \$120,575 for the Federal Fiscal Year 2022. JAG funds are intended to support a wide range of activities to reduce and prevent crime based on the needs and conditions of local jurisdictions. Allowable purpose areas include law enforcement equipment and supplies, technology, and training to enhance criminal justice. Clark County will administer this grant and disburse budgeted funds for the Vancouver Police Department through an interlocal agreement. When funding is awarded in spring 2023, the City of Vancouver will receive \$60,287.50 to purchase police equipment and supplies. The grant award term ends September 30, 2025.

Advantage(s)

1. JAG funding will help to enhance law enforcement operations and public safety by providing funding for expenses that are not currently funded in the local budget.
2. Vancouver will receive \$60,287.50 for police supplies and equipment.
3. This grant requires no local match or ongoing expenses, and funding can be used through

September 30, 2025.

Disadvantage(s)

None

Budget Impact

There is no local funding match or ongoing subsidy required, and no net impact to the General Fund. The appropriation of revenues and budget for expenditures associated with this grant will come forward as part of the City's next Supplemental Budget Appropriation process.

Prior Council Review

None

Action Requested

Authorize the City Manager or designee to execute an interlocal agreement with Clark County for disbursement of Justice Assistance Grant (JAG) funds from the United States Department of Justice and take any and all action necessary to enforce the terms thereof.

Jeff Mori, Police Chief, 360-487-7472

ATTACHMENTS:

- ▣ JAG 2022 Interlocal Agreement with Clark County
- ▣ JAG 2022 Application & Award

To be posted on City of Vancouver website pursuant to the Revised Code of Washington (RCW 39.34.040).

RETURN ADDRESS

City of Vancouver
City Clerk's Office
PO Box 1995
Vancouver, WA 98668-1995

FEDERAL GRANT AWARD #15PBJA-22-GG-02113-JAGX

**THE STATE OF WASHINGTON
CLARK COUNTY**

**INTERLOCAL AGREEMENT
BETWEEN THE CITY OF VANCOUVER, WA AND CLARK COUNTY, WA
2022 BYRNE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD**

This Agreement is made and entered into effective May 1, 2023, by and between Clark County, acting by and through its governing body, the Clark County Council, hereinafter referred to as COUNTY, and the City of Vancouver, acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Clark County, State of Washington, witnesseth:

WHEREAS, this Agreement is made under the authority of RCW 39.34; and

WHEREAS, the Bureau of Justice Assistance (BJA) as the administering organization of the JAG program has certified the COUNTY and the CITY as disparate jurisdictions, requiring that they submit a joint application for the aggregate of funds allocated to them; and

WHEREAS, the BJA requires that the COUNTY and the CITY designate one jurisdiction to serve as applicant/fiscal agent for the joint funds; and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1. COUNTY agrees to act as applicant/fiscal agent for the \$120,575 of aggregate 2022 JAG funds.

Section 2. COUNTY agrees to make \$60,287 of the aggregate fund available to the CITY to be used for local initiatives, technical assistance, training, equipment, supplies, contractual support, and information systems in accordance with the requirements set forth by BJA for JAG funds.

Section 3. CITY agrees to timely comply with all reporting obligations required by grant terms.

Section 4. CITY agrees to maintain and retain accounting and financial records in accordance with Generally Accepted Accounting Principles (GAAP) and the standards of the Office of the Comptroller set forth in the U.S. Department of Justice (DOJ) Grants Financial Guide, including without limitation in accordance with the Office of Management and Budget (OMB) Circulars, Uniform Administrative Requirements Code of Federal Regulations Title 2, and all other applicable requirements. All of these documents are to be retained for a minimum of six years after the grant has been closed and available for review, upon request, to federal, state and County employees or their agents or officers. Review may occur at any time, even after six years, if the records are still available.

Section 5. CITY agrees no federal funds made available by this award will be used to supplant local funds, but will instead be used to increase funding for law enforcement activities within the JAG guidelines.

Section 6. CITY agrees to provide the COUNTY with progress reports, financial reports, and audit reports when required by the COUNTY in the form reasonably required by the COUNTY.

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Section 8. The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 9. By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

Section 10. No separate legal or administrative entity is created by this Agreement and this Agreement does not affect the organization or functions of the parties, except as provided herein.

Section 11. The duration of this agreement shall begin May 1, 2023, and end September 30, 2025.

Section 12. This Agreement may be terminated by either party with thirty (30) days written notice. A final reconciliation of costs and a report of completed activities shall be completed by the City and submitted within 30 days of the end of the quarter.

CITY OF VANCOUVER

CLARK COUNTY COUNCIL

Eric Holmes, City Manager

Karen Dill Bowerman, Chair

Approved as to form only:

Glen Yung, Councilor

Jonathan Young, City Attorney

Michelle Belkot, Councilor

Attest:

Gary Medvigy, Councilor

Natasha Ramras, City Clerk

Sue Marshall, Councilor

Approved as to form only:

Leslie Lopez, County Civil Attorney

Attest:

Rebecca Messinger, Clerk to the Board

*** By law, the City Attorney's Office and Prosecuting Attorney's Office may only advise or approve contracts or legal documents on behalf of their respective clients. They may not advise or approve a contract or legal document on behalf of other parties. Their review of this document was conducted solely from the legal perspective of their respective clients. Their approval as to form of this document was offered solely for the benefit of their respective clients. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).**

Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738

Project Abstract

Applicant: Clark County, Washington

Title of Project: JAG 2022 Strategies for Reducing and Investigating Crime in Clark County, Washington

Clark County law enforcement agencies serve a diverse mix of suburban and rural communities with a total population of about 500,500. Partnerships among our local agencies and with state and federal agencies are vital to the success of our efforts to reduce the number of violent and property crimes and to investigate the crimes that do occur. We also work closely with the community, involving citizen volunteers in many of our public service efforts. We seek to support and enhance the effectiveness of local law enforcement and the criminal justice system through the planning and implementation of evidence-based strategies. JAG funding will be used to enhance community policing and problem-solving strategies to improve safety and quality of life for all of our residents and visitors. It will provide leadership training for police, technologies to improve reporting and investigation, and equipment to enhance public protection and officer safety.

Project Identifiers:

- Computer Software/Hardware
- Equipment – General
- Equipment - Tactical
- Law Enforcement Leadership
- Officer Safety

Edward Byrne Memorial Justice Assistance Grant: FY 2023 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738

Program Narrative

The JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on local needs and conditions. As a certified disparate jurisdiction, Clark County and the City of Vancouver, Washington propose to share the Fiscal Year 2022 JAG Local award totaling \$120,575.

Clark County and the City of Vancouver continue to work closely together to coordinate efforts involving JAG and related justice funds. As in other jurisdictions, local budgets are stretched, leaving many needs unfunded. A review of the public safety priorities and criminal justice system needs in our community has led to the prioritization of the following programs.

Clark County will receive \$60,287.50 and the City of Vancouver will receive \$60,287.50 to make strategic investments in technologies, equipment, and supplies to make more effective our regional response to community safety problems, improve our criminal justice system and law enforcement operations, and serve our local community better.

Clark County and the City of Vancouver will use federal funds to supplement existing state and local funds, leveraging current resources to maximize the impact of our proposed programs and activities. We will not supplant or replace local budgets or non-federal funds appropriated for the same purpose.

Each participating agency will ensure that all drawdowns and grant expenditures are tracked separately from other funding sources and are compliant with federal, state, and local guidelines. Specific budget numbers and project codes will be assigned so that all expenditures and revenues under this grant can be precisely identified, tracked, and reported to the grant agency.

Grant funds will maximize the effectiveness of the criminal justice system by supporting areas of national focus and priority and integrating evidence-based proven practices into our everyday work. The funds will help local law enforcement to maximize the use of existing resources and to target emerging and chronic crime problems. Our agencies share the goal of preventing crimes before they occur, ultimately reducing the burden on courts, corrections, and the justice system as a whole.

Project activities, goals, and objectives will be fully completed within the four-year federal funding period. In addition to collecting data for federal PMT requirements, Clark County and the City of Vancouver will assess how well grant objectives are being met. We will document supported activities for each reporting period and will evaluate the progress our local government agencies are making toward the Department of Justice's key mission - reducing and preventing crime and violence.

**Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738**

Budget Detail Worksheet and Budget Narrative

Total Grant: \$120,575

JAG Program Areas

1. Law Enforcement: \$120,575

Clark County Budget \$60,287.50

JAG funds will be used to purchase technology, equipment, and supplies that will improve the operational efficiency of local law enforcement and the criminal justice system. Officer and citizen safety will be key components to determining procurement priorities. Clark County hopes to continue its replacement taser program, because some older models are relatively ineffective and no longer supported by the manufacturer.

A. Personnel & Fringe Benefits – N/A

B. Travel & Training – N/A

C. Consultants & Contracts – N/A

D. Equipment - \$60,287.50

Police Equipment: Technology, and Safety Gear - \$60,287.50. Equipment and supplies are needed to enhance police technology and safety. This equipment will be used to support officer safety and to develop operational effectiveness in field operations and criminal investigations.

City of Vancouver Budget \$60,287.50

JAG funds will be used to purchase technology, equipment, and supplies that will allow the Vancouver Police Department to improve upon service delivery and public safety to its citizens. Technology and equipment that keeps officers safe, and that will improve relationships within the community will be prioritized. Vancouver hopes to replace outdated safety equipment, and purchase new equipment that will help with the recruitment and retainment of officers.

A. Personnel & Fringe Benefits – N/A

B. Travel & Training – N/A

C. Consultants & Contracts – N/A

D. Equipment – \$60,287.50

Police Equipment: Technology, Safety, and Outreach – \$60,287.50. Old safety equipment needs to be replaced with newer, modern, and safer equipment. New equipment also needs to be purchased to help increase outreach within the community, enhance officer recruitment efforts, and help retain current employees.

All items will be procured according to the policies and procedures of local jurisdictions, which include determination and use of the lowest responsible bidder, formal quotations and bids, and justification for sole source vendor requests, in addition to all applicable Federal requirements.

Clark County	\$60,287.50
City of Vancouver	\$60,287.50

Total	\$120,575

The applicants do not propose to make any subawards or enter into any procurement contracts related to this award.

The State of Washington has certified both the Clark County Sheriff's Office and the Vancouver Police Department as NIBRS compliant agencies.

**Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738**

Indirect Cost Rate Agreement

Neither the Clark County Sheriff's Office nor the Vancouver Police Department expects to claim reimbursement of indirect costs in conjunction with this grant. Therefore, no indirect cost rate agreement is included, and neither agency elects here to use a "de minimis" rate.



Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name: **ClarkCounty, WA**

Street1: **1300 Franklin Street**

Street2: **Box 5000**

City: **Vancouver**

State: **Washington**

Zip Code: **98666-5000**

2. Authorized Representative's Name and Title:

Prefix: First Name: **Kathleen**

Middle Name:

Last Name: **Otto**

Suffix:

Title: **County Manager**

3. Phone: **564-397-2232**

4. Fax: **6058**

5. Email: **kathleen.otto@clark.wa.gov**

6. Year Established: **1845**

7. Employer Identification Number (EIN): **916001299**

8. Unique Entity Identifier (UEI) Number: **JNQEQSEEC1E5**

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☒ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Washington State Auditor's Office

AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): \$0

Were material weaknesses noted in the report or opinion?

☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	☒ Yes ☐ No ☐ Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	☒ Yes ☐ No ☐ Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	☒ Yes ☐ No ☐ Not Sure
PROPERTY STANDARDS AND PROCUREMENT STANDARDS	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	☒ Yes ☐ No ☐ Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	☒ Yes ☐ No ☐ Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	☒ Yes ☐ No ☐ Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	☒ Yes ☐ No ☐ Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system (www.sam.gov) for suspended or debarred sub-grantees and contractors, prior to award?	☒ Yes ☐ No ☐ Not Sure
TRAVEL POLICY	
24. Does the applicant entity: (a) maintain a standard travel policy? ☒ Yes ☐ No (b) adhere to the Federal Travel Regulation (FTR)? ☒ Yes ☐ No	
SUBRECIPIENT MANAGEMENT AND MONITORING	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	☒ Yes ☐ No ☐ Not Sure ☐ N/A - Applicant does not make subawards under any OJP awards



26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure
☐ N/A - Applicant does not make subawards under any OJP awards

DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: **Greg Kimsey**

Date:

[Redacted]

Title: ☐ Executive Director ☒ Chief Financial Officer ☐ Chairman

☐ Other:

[Redacted]

Phone: **(464) 397-2078**

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

Approved by OMB
0348-0046

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance	2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award	3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year quarter date of last report
4. Name and Address of Reporting Entity: ☒ Prime ☐ Subawardee Tier if known: Clark County, WA PO Box 5000 Vancouver, WA 98666-5000 Congressional District, if known: Third		5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known:
6. Federal Department/Agency: US Department of Justice Bureau of Justice Assistance	7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant: Local Solicitation CFDA Number, if applicable: 16.738	
8. Federal Action Number, if known: BJA FY 22 JAG- LOCAL	9. Award Amount, if known: \$ 120,575.00	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A (None to Declare)	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Kathleen Otto</u> Print Name: <u>Kathleen Otto</u> Title: <u>County Manager</u> Telephone No.: <u>(564) 397-4307</u> Date: <u>8/1/2022</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738

Disclosure of Pending Applications

Clark County, Washington and the City of Vancouver, Washington do not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support any project being proposed under this solicitation. Neither jurisdiction has a pending application that requests funding to cover identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

**Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738**

Applicant Disclosure of Risk Status

Neither Clark County nor the City of Vancouver is currently designated high risk by any federal grant making agency. Neither is under additional oversight by any federal agency due to past programmatic or financial concerns.

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Justice Assistance Grant Program FY 2022 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2022 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Kathleen Otto
Signature of Chief Executive of the Applicant Unit of
Local Government

Kathleen Otto
Printed Name of Chief Executive

8/1/2022
Date of Certification

County Manager
Title of Chief Executive

Name of Applicant Unit of Local Government

**Edward Byrne Memorial Justice Assistance Grant: FY 2022 Local Solicitation
Grant Application No. BJA FY 22 JAG- LOCAL
CFDA #16.738**

Research and Evaluation Independence and Integrity

Neither the Clark County Sheriff's Office nor the Vancouver Police Department expects to use JAG funds for research or development projects. Funds will be limited to the purchase of existing technology, the expansion of current outreach efforts, or improved training.

✓ Award Letter

September 29, 2022

Dear Brian Salsig,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Justice Programs (OJP) has approved the application submitted by COUNTY OF CLARK for an award under the funding opportunity entitled 2022 BJA FY 22 Edward Byrne Memorial Justice Assistance Grant Program - Local Solicitation. The approved award amount is \$120,575.

Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by OJP, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Maureen Henneberg
Deputy Assistant Attorney General

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the

Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a nondiscriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOPs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEOP requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Ongoing NEPA Compliance Incorporated into Further Developmental Stages

NEPA Letter

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in

office, household, recreational, or education environments; and
e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required.

For more information about Mitigation Plan requirements, please see

<https://www.bja.gov/Funding/nepa.html>.

NEPA Coordinator

First Name

Middle Name

Last Name

Orbin

—

Terry

▼ Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



Recipient Information

Recipient Name

COUNTY OF CLARK

UEI

JNQEQSEEC1E5

Street 1

1300 FRANKLIN ST

Street 2

City

VANCOUVER

State/U.S. Territory

Washington

Zip/Postal Code

98660

Country

United States

County/Parish

—

Province

—



Award Details

Federal Award Date

9/29/22

Award Type

Initial

Award Number

15PBJA-22-GG-02113-JAGX

Supplement Number

00

Federal Award Amount

\$120,575.00

Funding Instrument Type

Grant

Assistance Listing Number Assistance Listings Program Title

16.738

Edward Byrne Memorial Justice Assistance Grant Program

Statutory Authority

Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)



I have read and understand the information presented in this section of the Federal Award Instrument.

▼ Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2022 BJA FY 22 Edward Byrne Memorial
Justice Assistance Grant Program - Local
Solicitation

Awarding Agency

OJP

Program Office

BJA

Application Number

GRANT13686998

Grant Manager Name Phone NumberJeffrey Felten-Green [202-514-8874](tel:202-514-8874)**E-mail Address**

Jeffrey.Felten-Green@usdoj.gov

Project Title

JAG 2022 Law Enforcement Technology, Equipment, and Training

**Performance Period Start
Date**

10/01/2021

**Performance Period End
Date**

09/30/2025

Budget Period Start Date

10/01/2021

Budget Period End Date

09/30/2025

Project Description

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice or civil proceedings, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; 7) crime victim and witness programs (other than compensation); 8) mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams; and 9) implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to: mental health courts; drug courts; veterans courts; and extreme risk protection order programs.



I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



I have read and understand the information presented in this section of the Federal Award Instrument.

✓ Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.



Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.



Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed

by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3

Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

4

OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

5

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6

Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.



Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" (ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

10

Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

11

Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

12

Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

13

Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

14

Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de

minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

15

Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

17

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

18

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

19

Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

20

Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States

that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

21

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

22

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

23

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

24

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

25

Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26

Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

27

Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

28

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the

recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

29

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

30

FFATA reporting: Subawards and executive compensation

The recipient must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subgrantees") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at <https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

31

The recipient agrees to comply with OJP grant monitoring guidelines, protocols, and procedures, and to cooperate with BJA and OCFO on all grant monitoring requests, including requests related to desk reviews, enhanced programmatic desk reviews, and/or site visits. The recipient agrees to provide to BJA and OCFO all documentation necessary to complete monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by BJA and OCFO for providing the requested documents. Failure to cooperate with BJA's/OCFO's grant monitoring activities may result in sanctions affecting the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to grant funds; referral to the Office of the Inspector General for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

32

Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable

conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.

33

Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

34

Justice Information Sharing

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

35

Avoidance of duplication of networks

To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the recipient can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

36

Compliance with 28 C.F.R. Part 23

With respect to any information technology system funded or supported by funds under this award, the recipient (and any subrecipient at any tier) must comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 34 U.S.C. 10231(c)-(d). The recipient may not satisfy such a fine with federal funds.

37

Protection of human research subjects

The recipient (and any subrecipient at any tier) must comply with the requirements of 28 C.F.R. Part 46 and all OJP policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

38

Confidentiality of data

The recipient (and any subrecipient at any tier) must comply with all confidentiality requirements of 34 U.S.C. 10231 and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. The recipient further agrees, as a condition of award approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, 28 C.F.R. 22.23.

39

The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.

40

The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

41

Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership (www.ctfli.org). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership (www.ctfli.org).

42

Justification of consultant rate

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

43

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

44

Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National

Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bj.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

45

Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.

46

All State and Local JAG recipients must submit quarterly Federal Financial Reports (SF-425). Additionally, State JAG and Local JAG Category Two (\$25K or more) must submit semi-annual performance reports through JustGrants and Local JAG Category One (Less than \$25K) must submit annual performance reports through JustGrants. Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more

detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

47

Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.

48

Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

49

Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2021

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2021), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via an Award Condition Modification (ACM)). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through an Award Condition Modification (ACM), the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

50

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS. No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA. Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS. Booking agencies should work with their state CODIS agency to ensure all requirements are met for participation in Rapid DNA (see National Rapid DNA Booking Operational Procedures Manual).

[Load more](#)



I have read and understand the information presented in this section of the Federal Award Instrument.

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
Deputy Assistant Attorney General	Maureen Henneberg	9/21/22 8:18 AM

Authorized Representative



Declaration and Certification

Entity Acceptance

Title of Authorized Entity Official

Sr. Management Analyst

Name of Authorized Entity Official

Brian Salsig

Signed Date And Time

10/17/2022 11:48 AM

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS**

Edward Byrne Justice Assistance Grant Program FY 2022 Local Solicitation

Certifications and Assurances by the Chief Executive of the Applicant Government

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2022 Edward Byrne Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

Signature of Chief Executive of the Applicant Unit of
Local Government

Eric Holmes

Printed Name of Chief Executive

City of Vancouver, Washington

Name of Applicant Unit of Local Government

Date of Certification

City Manager

Title of Chief Executive

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: ☒ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☒ a. bid/offer/application ☐ b. initial award ☐ c. post-award		3. Report Type: ☒ a. initial filing ☐ b. material change For Material Change Only: year quarter date of last report	
4. Name and Address of Reporting Entity: ☐ Prime ☐ Subawardee Tier , if known: City of Vancouver PO Box 1995 Vancouver, WA 98668-1995 Congressional District, if known: Third			5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Clark County PO Box 5000 Vancouver, WA 98668-5000 Congressional District, if known: Third		
6. Federal Department/Agency: US Department of Justice Bureau of Justice Assistance			7. Federal Program Name/Description: Edward Byrne Memorial Justice Assistance Grant: Local Solicitation CFDA Number, if applicable: 16.738		
8. Federal Action Number, if known:			9. Award Amount, if known: \$		
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): CFM Advocates 311 Massachusetts Ave NE #2 Washington, DC 20002			b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): Rubin, Joel		
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature: _____ Print Name: _____ Title: City Manager Telephone No.: (360) 487-8600 Date: 4/20/2023		
Federal Use Only:				Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	



Staff Report: 079-23

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/8/2023

SUBJECT Increase spending limit on Contract C-100689

Key Points

- The original quote listed the Ford F-550 cab and chassis as the base for two Fire Paramedic/Squad trucks.
- Due to supply chain shortages the dealer was unable to procure two Ford F-550's. They were able to find two Dodge 5500 cab and chassis, which are more expensive than the Ford chassis.
- One unit is to be paid for by The City of Vancouver with the second unit to be funded by Fire District #5.
- The original contract was competitively bid and conforms to the bidding requirements set forth by the State of Washington.

Strategic Plan Alignment

Goal 2: Provide effective, innovative and well resourced police, fire and emergency medical services.

Present Situation

The Vancouver Fire Department has prior City Council approval to add two Fire Paramedic/Squad units to the fleet. A Fire Paramedic/Squad starts with acquisition of a cab and chassis as the base that is then equipped with a specialized service body housing fire suppression and emergency medical equipment. These units were originally quoted to be built using a Ford F550 chassis. With ongoing supply chain shortages, they were switched to a Dodge 5500 cab and chassis, which added cost of \$34,116 more per vehicle. Sufficient budget resources are available to cover the increased cost, but the specific contract must be adjusted to reflect the new amount. Staff is requesting an increase to the approved contract to cover the amount of this purchase to include the price of the chassis change and all other change orders to ensure the vehicles are completely outfitted to Vancouver Fire specifications.

Advantage(s)

1. Vancouver is using equipment specifications and pricing from another municipality's contract, e.g. "piggyback" procurement.
2. Piggyback purchasing creates efficiency while saving time and other City resources. Specifically, it eliminates the lengthy process of gathering quotes and evaluating built designs that will not meet the needs of our department.

Disadvantage(s)

None

Budget Impact

The City will utilize the contract for purchasing high priority equipment and will stay within the current authorized budget.

Action Requested

Authorize the City Manager, or their designee, to approve additional funds needed for this purchase under C-100689 with Cascade Fire Equipment for the life of the contract up to the current authorized budget.

Dan Zenger, Equipment Superintendent, 360-487-8205

ATTACHMENTS:

- ▢ MPA 1905 LOC and Fouts Executed
- ▢ Amendment 1
- ▢ Amendment 2
- ▢ Amendment 3
- ▢ Amendment 4
- ▢ Amendment 5
- ▢ Amendment 6
- ▢ Amendment 7
- ▢ Amendment 8
- ▢ Amendment 9

LEAGUE OF OREGON CITIES

MASTER PRICE AGREEMENT

This Master Price Agreement is effective as of the date of the last signature below (the "Effective Date") by and between the LEAGUE OF OREGON CITIES, an Oregon public corporation under ORS Chapter 190 ("LOC" or "Purchaser") and FOUTS BROTHERS ("Vendor").

RECITALS

WHEREAS, the Vendor is in the business of selling certain FIRE APPARATUS, as further described herein; and

WHEREAS, the Vendor desires to sell and the Purchaser desires to purchase certain products and related services all upon and subject to the terms and conditions set forth herein; and

WHEREAS, through a solicitation for FIRE APPARATUS the Vendor was awarded the opportunity to complete a Master Price Agreement with the LEAGUE OF OREGON CITIES as a result of its response to Request for Proposal No. 1905 for FIRE APPARATUS; and

WHEREAS, the LEAGUE OF OREGON CITIES asserts that the solicitation and Request for Proposal meet Oregon public contracting requirements (ORS 279, 279A, 279B and 279C et. seq.); and

WHEREAS, Purchaser and Vendor desire to extend the terms of this Master Price Agreement to benefit other qualified government members of National Purchasing Partners, LLC dba Public Safety GPO, dba First Responder GPO, dba Law Enforcement GPO and dba NPPGov;

NOW, THEREFORE, Vendor and Purchaser, intending to be legally bound, hereby agree as follows:

ARTICLE 1 – CERTAIN DEFINITIONS

1.1 "Agreement" shall mean this Master Price Agreement, including the main body of this Agreement and Attachments A-F attached hereto and by this reference incorporated herein, including Purchaser's Request for Proposal No. 1905 (herein "RFP") and Vendor's Proposal submitted in response to the RFP (herein "Vendor's Proposal") as referenced and incorporated herein as though fully set forth (sometimes referred to collectively as the "Contract Documents").

1.2 "Applicable Law(s)" shall mean all applicable federal, state and local laws, statutes, ordinances, codes, rules, regulations, standards, orders and other governmental requirements of any kind.

1.3 "Employee Taxes" shall mean all taxes, assessments, charges and other amounts whatsoever payable in respect of, and measured by the wages of, the Vendor's employees (or subcontractors), as required by the Federal Social Security Act and all amendments thereto and/or any other applicable federal, state or local law.

1.4 "Purchaser's Destination" shall mean such delivery location(s) or destination(s) as Purchaser may prescribe from time to time.

1.5 “Products and Services” shall mean the products and/or services to be sold by Vendor hereunder as identified and described on Attachment A hereto and incorporated herein, as may be updated from time to time by Vendor to reflect products and/or services offered by Vendor generally to its customers.

1.6 “Purchase Order” shall mean any authorized written order for Products and Services sent by Purchaser to Vendor via mail, courier, overnight delivery service, email, fax and/or other mode of transmission as Purchaser and Vendor may from time to time agree.

1.7 “Unemployment Insurance” shall mean the contribution required of Vendor, as an employer, in respect of, and measured by, the wages of its employees (or subcontractors) as required by any applicable federal, state or local unemployment insurance law or regulation.

1.8 “National Purchasing Partners” or “(NPP)” is a subsidiary of two nonprofit health care systems. The Government Division of NPP, hereinafter referred to as “NPPGov”, provides group purchasing marketing and administrative support for governmental entities within the membership. NPPGov’s membership includes participating public entities across North America.

1.9 “Lead Contracting Agency” shall mean the LEAGUE OF OREGON CITIES, which is the governmental entity that issued the Request for Proposal and awarded this resulting Master Price Agreement.

1.10 “Participating Agencies” shall mean members of National Purchasing Partners for which Vendor has agreed to extend the terms of this Master Price Agreement pursuant to Article 2.6 and Attachment C herein. For purposes of cooperative procurement, “Participating Agency” shall be considered “Purchaser” under the terms of this Agreement.

1.11 “Party” and “Parties” shall mean the Purchaser and Vendor individually and collectively as applicable.

ARTICLE 2 – AGREEMENT TO SELL

2.1 Vendor hereby agrees to sell to Purchaser such Products and Services as Purchaser may order from time to time by Purchase Order, all in accordance with and subject to the terms, covenants and conditions of this Agreement. Purchaser agrees to purchase those Products and Services ordered by Purchaser by Purchase Order in accordance with and subject to the terms, covenants and conditions of this Agreement.

2.2 Vendor may add additional products and services to the contract provided that any additions reasonably fall within the intent of the original RFP specifications. Pricing on additions shall be equivalent to the percentage discount for other similar products. Vendor may provide a web-link with current product listings, which may be updated periodically, as allowed by the terms of the resulting Master Price Agreement. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is equal or superior to the original products offered, is discounted in a similar or to a greater degree, and if the products meet the requirements of the solicitation. No products may be added to avoid competitive procurement requirements. LOC may reject any additions without cause.

2.3 All Purchase Orders issued by Purchaser to Vendor for Products during the term (as hereinafter defined) of this Agreement are subject to the provisions of this Agreement as though fully set forth in such Purchase Order. The Vendor retains authority to negotiate above and beyond the terms of this Agreement to meet the Purchaser or Vendor contract requirements. In the event that the provisions of this Agreement conflict with any Purchase Order issued by Purchaser to Vendor, the provisions of this Agreement shall

govern. No other terms and conditions, including, but not limited to, those contained in Vendor's standard printed terms and conditions, on Vendor's order acknowledgment, invoices or otherwise, shall have any application to or effect upon or be deemed to constitute an amendment to or to be incorporated into this Agreement, any Purchase Order, or any transactions occurring pursuant hereto or thereto, unless this Agreement shall be specifically amended to adopt such other terms and conditions in writing by the Parties.

2.4 Notwithstanding any other provision of this Agreement to the contrary, the Lead Contracting Agency shall have no obligation to order or purchase any Products and Services hereunder and the placement of any Purchase Order shall be in the sole discretion of the Participating Agencies. This Agreement is not exclusive. Vendor expressly acknowledges and agrees that Purchaser may purchase at its sole discretion, Products and Services that are identical or similar to the Products and Services described in this Agreement from any third party.

2.5 In case of any conflict or inconsistency between any of the Contract Documents, the documents shall prevail and apply in the following order of priority:

- (i) This Agreement;
- (ii) The RFP;
- (iii) Vendor's Proposal;

2.6 Extension of contract terms to Participating Agencies:

2.6.1 Vendor agrees to extend the same terms, covenants and conditions available to Purchaser under this Agreement to Participating Agencies, that have executed an Intergovernmental Cooperative Purchasing Agreement ("IGA") as may be required by each Participating Agency's local laws and regulations, in accordance with Attachment C. Each Participating Agency will be exclusively responsible for and deal directly with Vendor on matters relating to ordering, delivery, inspection, acceptance, invoicing, and payment for Products and Services in accordance with the terms and conditions of this Agreement as if it were "Purchaser" hereunder. Any disputes between a Participating Agency and Vendor will be resolved directly between them under and in accordance with the laws of the State in which the Participating Agency exists. Pursuant to the IGA, the Lead Contracting Agency shall not incur any liability as a result of the access and utilization of this Agreement by other Participating Agencies.

2.6.2 *This Solicitation meets the public contracting requirements of the Lead Contracting Agency and may not be appropriate under or meet Participating Agencies' procurement laws. Participating Agencies are urged to seek independent review by their legal counsel to ensure compliance with all local and state solicitation requirements.*

2.6.3 Vendor acknowledges execution of a Vendor Administration Fee Agreement with NPPGov, pursuant to the terms of the RFP.

2.7 Oregon Public Agencies are prohibited from use of Products and Services offered under this Agreement that are already provided by qualified nonprofit agencies for disabled individuals as listed on the Department of Administrative Service's Procurement List ("Procurement List") pursuant to ORS 279.835-.855. See www.OregonRehabilitation.org/qrf for more information. Vendor shall not sell products and services identified on the Procurement List (e.g., reconditioned toner cartridges) to Purchaser or Participating Agencies within the state of Oregon.

ARTICLE 3 – TERM AND TERMINATION

3.1 The initial contract term shall be for three (3) calendar years from the Effective Date of this Agreement ("Initial Term"). Upon termination of the original three (3) year term, this Agreement shall automatically extend for up to three (3) successive one (1) year periods; (each a "Renewal Term"); provided, however, that the Lead Contracting Agency and/or the Vendor may opt to decline extension of the MPA by providing notification in writing at least thirty (30) calendar days prior to the annual automatic extension anniversary of the Initial Term.

3.2 Either Vendor or the Lead Contracting Agency may terminate this Agreement by written notice to the other party if the other Party breaches any of its obligations hereunder and fails to remedy the breach within thirty (30) days after receiving written notice of such breach from the non-breaching party.

ARTICLE 4 – PRICING, INVOICES, PAYMENT AND DELIVERY

4.1 Purchaser shall pay Vendor for all Products and Services ordered and delivered in compliance with the terms and conditions of this Agreement at the pricing specified for each such Product and Service on Attachment A, including shipping. Unless Attachment A expressly provides otherwise, the pricing schedule set forth on Attachment A hereto shall remain fixed for the Initial Term of this Agreement; provided that manufacturer pricing is not guaranteed and may be adjusted based on the next manufacturer price increase. Pricing contained in Attachment A shall be extended to all NPPGov, Public Safety GPO, First Responder GPO and Law Enforcement GPO members upon execution of the IGA.

4.2 Vendor shall submit original invoices to Purchaser in form and substance and format reasonably acceptable to Purchaser. All invoices must reference the Purchaser's Purchase Order number, contain an itemization of amounts for Products and Services purchased during the applicable invoice period and any other information reasonably requested by Purchaser, and must otherwise comply with the provisions of this Agreement. Invoices shall be addressed as directed by Purchaser.

4.3 Unless otherwise specified, Purchaser is responsible for any and all applicable sales taxes. Attachment A or Vendor's Proposal (Attachment D) shall specify any and all other taxes and duties of any kind which Purchaser is required to pay with respect to the sale of Products and Services covered by this Agreement and all charges for packing, packaging and loading.

4.4 Except as specifically set forth on Attachments A and F, Purchaser shall not be responsible for any additional costs or expenses of any nature incurred by Vendor in connection with the Products and Services, including without limitation travel expenses, clerical or administrative personnel, long distance telephone charges, etc. ("Incidental Expenses").

4.5 Price reductions or discount increases may be offered at any time during the contract term and shall become effective upon notice of acceptance from Purchaser.

4.6 Notwithstanding any other agreement of the Parties as to the payment of shipping/delivery costs, and subject to Attachments A, D, and F herein, Vendor shall offer delivery and/or shipping costs prepaid FOB Destination. If there are handling fees, these also shall be included in the pricing.

4.7 Unless otherwise directed by Purchaser for expedited orders, Vendor shall utilize such common carrier for the delivery of Products and Services as Vendor may select; provided, however, that for expedited orders Vendor shall obtain delivery services hereunder at rates and terms not less favorable than those paid by Vendor for its own account or for the account of any other similarly situated customer of Vendor.

4.8 Vendor shall have the risk of loss of or damage to any Products until delivery to Purchaser. Purchaser shall have the risk of loss of or damage to the Products after delivery to Purchaser. Title to

Products shall not transfer until the Products have been delivered to and accepted by Purchaser at Purchaser's Destination.

ARTICLE 5 – INSURANCE

5.1 During the term of this Agreement, Vendor shall maintain at its own cost and expense (and shall cause any subcontractor to maintain) insurance policies providing insurance of the kind and in the amounts generally carried by reasonably prudent manufacturers in the industry, with one or more reputable insurance companies licensed to do business in Oregon and any other state or jurisdiction where Products and Services are sold hereunder. Such certificates of insurance shall be made available to the Lead Contracting Agency upon 48 hours' notice. BY SIGNING THE AGREEMENT PAGE THE VENDOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF THIS MASTER PRICE AGREEMENT.

5.2 All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of this Agreement is satisfactorily completed and formally accepted. Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect the Lead Contracting Agency. The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to the Lead Contracting Agency under such policies. Vendor shall be solely responsible for the deductible and/or self-insured retention and the Lead Contracting Agency, at its option, may require Vendor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

5.3 Vendor shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Vendor's employees engaged in the performance of the work or services, as well as Employer's Liability insurance. Vendor waives all rights against the Lead Contracting Agency and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Vendor pursuant to this Agreement.

5.4 Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty days (30 days) prior written notice to the Lead Contracting Agency.

ARTICLE 6 – INDEMNIFICATION AND HOLD HARMLESS

6.1 Vendor agrees that it shall indemnify, defend and hold harmless Lead Contracting Agency, its respective officials, directors, employees, members and agents (collectively, the "Indemnitees"), from and against any and all damages, claims, losses, expenses, costs, obligations and liabilities (including, without limitation, reasonable attorney's fees), suffered directly or indirectly by any of the Indemnitees to the extent of, or arising out of, (i) any breach of any covenant, representation or warranty made by Vendor in this Agreement, (ii) any failure by Vendor to perform or fulfill any of its obligations, covenants or agreements set forth in this Agreement, (iii) the negligence or intentional misconduct of Vendor, any subcontractor of Vendor, or any of their respective employees or agents, (iv) any failure of Vendor, its subcontractors, or their respective employees to comply with any Applicable Law, (v) any litigation, proceeding or claim by any third party relating in any way to the obligations of Vendor under this Agreement or Vendor's performance under this Agreement, (vi) any Employee Taxes or Unemployment Insurance, or (vii) any claim alleging that the Products and Services or any part thereof infringe any third party's U.S. patent, copyright, trademark, trade secret or other intellectual property interest. Such obligation to indemnify shall not apply where the damage,

claim, loss, expense, cost, obligation or liability is due to the breach of this Agreement by, or negligence or willful misconduct of, Lead Contracting Agency or its officials, directors, employees, agents or contractors. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph. The indemnity obligations of Vendor under this Article shall survive the expiration or termination of this Agreement for two years.

6.2 LIMITATION OF LIABILITY: IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR INJURIES TO PERSONS OR TO PROPERTY OR LOSS OF PROFITS OR LOSS OF FUTURE BUSINESS OR REPUTATION, WHETHER BASED ON TORT OR BREACH OF CONTRACT OR OTHER BASIS, EVEN IF IT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

6.3 The same terms, conditions and pricing of this Agreement may be extended to government members of National Purchasing Partners, LLC. In the event the terms of this Agreement are extended to other government members, each government member (procuring party) shall be solely responsible for the ordering of Products and Services under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a procuring party, and the procuring party shall hold non-procuring parties or unrelated purchasing parties harmless from any liability that may arise from action or inaction of the procuring party.

ARTICLE 7 – WARRANTIES

Purchaser shall refer to Vendor's Proposal for all Vendor and manufacturer express warranties, as well as those warranties provided under Attachment B herein.

ARTICLE 8 - INSPECTION AND REJECTION

8.1 Purchaser shall have the right to inspect and test Products at any time prior to shipment, and within a reasonable time after delivery to the Purchaser's Destination. Products not inspected within a reasonable time after delivery shall be deemed accepted by Purchaser. The payment for Products shall in no way impair the right of Purchaser to reject nonconforming Products, or to avail itself of any other remedies to which it may be entitled.

8.2 If any of the Products are found at any time to be defective in material or workmanship, damaged, or otherwise not in conformity with the requirements of this Agreement or any applicable Purchase Order, as its exclusive remedy, Purchaser may at its option and at Vendor's sole cost and expense, elect either to (i) return any damaged, non-conforming or defective Products to Vendor for correction or replacement, or (ii) require Vendor to inspect the Products and remove or replace damaged, non-conforming or defective Products with conforming Products. If Purchaser elects option (ii) in the preceding sentence and Vendor fails promptly to make the necessary inspection, removal and replacement, Purchaser, at its option, may inspect the Products and Vendor shall bear the cost thereof. Payment by Purchaser of any invoice shall not constitute acceptance of the Products covered by such invoice, and acceptance by Purchaser shall not relieve Vendor of its warranties or other obligations under this Agreement.

8.3 The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 9 – SUBSTITUTIONS

Except as otherwise permitted hereunder, Vendor may not make any substitutions of Products, or any portion thereof, of any kind without the prior written consent of Purchaser.

ARTICLE 10 - COMPLIANCE WITH LAWS

10.1 Vendor agrees to comply with all Applicable Laws and at Vendor's expense, secure and maintain in full force during the term of this Agreement, all licenses, permits, approvals, authorizations, registrations and certificates, if any, required by Applicable Laws in connection with the performance of its obligations hereunder. At Purchaser's request, Vendor shall provide to Purchaser copies of any or all such licenses, permits, approvals, authorizations, registrations and certificates.

10.2 Purchaser has taken all required governmental action to authorize its execution of this Agreement and there is no governmental or legal impediment against Purchaser's execution of this Agreement or performance of its obligations hereunder.

ARTICLE 11 – PUBLICITY / CONFIDENTIALITY

11.1 No news releases, public announcements, advertising materials, or confirmation of same, concerning any part of this Agreement or any Purchase Order issued hereunder shall be issued or made without the prior written approval of the Parties. Neither Party shall in any advertising, sales materials or in any other way use any of the names or logos of the other Party without the prior written approval of the other Party.

11.2 Any knowledge or information which Vendor or any of its affiliates shall have disclosed or may hereafter disclose to Purchaser, and which in any way relates to the Products and Services covered by this Agreement shall not, unless otherwise designated by Vendor, be deemed to be confidential or proprietary information, and shall be acquired by Purchaser, free from any restrictions, as part of the consideration for this Agreement.

ARTICLE 12 - RIGHT TO AUDIT

Subject to Vendor's reasonable security and confidentiality procedures, Purchaser, or any third party retained by Purchaser, may at any time upon prior reasonable notice to Vendor, during normal business hours, audit the books, records and accounts of Vendor to the extent that such books, records and accounts pertain to sale of any Products and Services hereunder or otherwise relate to the performance of this Agreement by Vendor. Vendor shall maintain all such books, records and accounts for a period of at least three (3) years after the date of expiration or termination of this Agreement. The Purchaser's right to audit under this Article 12 and Purchaser's rights hereunder shall survive the expiration or termination of this Agreement for a period of three (3) years after the date of such expiration or termination.

ARTICLE 13 - REMEDIES

Except as otherwise provided herein, any right or remedy of Vendor or Purchaser set forth in this Agreement shall not be exclusive, and, in addition thereto, Vendor and Purchaser shall have all rights and remedies under Applicable Law, including without limitation, equitable relief. The provisions of this Article shall survive the expiration or termination of this Agreement.

ARTICLE 14 - RELATIONSHIP OF PARTIES

Vendor is an independent contractor and is not an agent, servant, employee, legal

representative, partner or joint venture of Purchaser. Nothing herein shall be deemed or construed as creating a joint venture or partnership between Vendor and Purchaser. Neither Party has the power or authority to bind or commit the other.

ARTICLE 15 - NOTICES

All notices required or permitted to be given or made in this Agreement shall be in writing. Such notice(s) shall be deemed to be duly given or made if delivered by hand, by certified or registered mail or by nationally recognized overnight courier to the address specified below:

If to Lead Contracting Agency:

LEAGUE OF OREGON CITIES
1201 Court St. NE
Suite 200
Salem OR 97301
ATTN: Jamie Johnson-Davis
Email: rfp@ORCities.org

If to Vendor:

FOUTS BROTHERS
138 Roberson Mill Rd
Milledgeville GA 31061
ATTN: Dylan Coyne
Email: dcoyne@foutsfire.com

Either Party may change its notice address by giving the other Party written notice of such change in the manner specified above.

ARTICLE 16 - FORCE MAJEURE

Except for Purchaser's obligation to pay for Products and Services delivered, delay in performance or non-performance of any obligation contained herein shall be excused to the extent such failure or non-performance is caused by force majeure. For purposes of this Agreement, "force majeure" shall mean any cause or agency preventing performance of an obligation which is beyond the reasonable control of either Party hereto, including without limitation, fire, flood, sabotage, shipwreck, embargo, strike, explosion, labor trouble, accident, riot, acts of governmental authority (including, without limitation, acts based on laws or regulations now in existence as well as those enacted in the future), acts of nature, and delays or failure in obtaining raw materials, supplies or transportation. A Party affected by force majeure shall promptly provide notice to the other, explaining the nature and expected duration thereof, and shall act diligently to remedy the interruption or delay if it is reasonably capable of being remedied. In the event of a force majeure situation, deliveries or acceptance of deliveries that have been suspended shall not be required to be made upon the resumption of performance.

ARTICLE 17 - WAIVER

No delay or failure by either Party to exercise any right, remedy or power herein shall impair such Party's right to exercise such right, remedy or power or be construed to be a waiver of any default or an acquiescence therein; and any single or partial exercise of any such right, remedy or power shall not preclude any other or further exercise thereof or the exercise of any other right, remedy or power. No waiver hereunder shall be valid unless set forth in writing executed by the waiving Party and then only to the extent expressly set forth in such writing.

ARTICLE 18 - PARTIES BOUND; ASSIGNMENT

This Agreement shall inure to the benefit of and shall be binding upon the respective successors and assigns of the Parties hereto, but it may not be assigned in whole or in part by Vendor without prior written notice to Purchaser which shall not be unreasonably withheld or delayed.

ARTICLE 19 - SEVERABILITY

To the extent possible, each provision of this Agreement shall be interpreted in such a manner as to be effective and valid under Applicable Law. If any provision of this Agreement is declared invalid or unenforceable, by judicial determination or otherwise, such provision shall not invalidate or render unenforceable the entire Agreement, but rather the entire Agreement shall be construed as if not containing the particular invalid or unenforceable provision or provisions and the rights and obligations of the Parties shall be construed and enforced accordingly.

ARTICLE 20 - INCORPORATION; ENTIRE AGREEMENT

20.1 All the provisions of the Attachments hereto are hereby incorporated herein and made a part of this Agreement. In the event of any apparent conflict between any provision set forth in the main body of this Agreement and any provision set forth in the Attachments, including the RFP and/or Vendor's Proposal, the provisions shall be interpreted, to the extent possible, as if they do not conflict. If such an interpretation is not possible, the provisions set forth in the main body of this Agreement shall control.

20.2 This Agreement (including Attachments and Contract Documents hereto) constitutes the entire Agreement of the Parties relating to the subject matter hereof and supersedes any and all prior written and oral agreements or understandings relating to such subject matter.

ARTICLE 21 - HEADINGS

Headings used in this Agreement are for convenience of reference only and shall in no way be used to construe or limit the provisions set forth in this Agreement.

ARTICLE 22 - MODIFICATIONS

This Agreement may be modified or amended only in writing executed by Vendor and the Lead Contracting Agency. The Lead Contracting Agency and each Participating Agency contracting hereunder acknowledge and agree that any agreement entered into in connection with any Purchase Order hereunder shall constitute a modification of this Agreement as between the Vendor and the Participating Agency. Any modification of this Agreement as between Vendor and any Participating Agency shall not be deemed a modification of this Agreement for the benefit of the Lead Contracting Agency or any other Participating Agency.

ARTICLE 23 - GOVERNING LAW

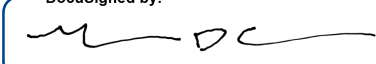
This Agreement shall be governed by and interpreted in accordance with the laws of the State of Oregon or in the case of a Participating Agency's use of this Agreement, the laws of the State in which the Participating Agency exists, without regard to its choice of law provisions.

ARTICLE 24 - COUNTERPARTS

This Agreement may be executed in counterparts all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the day and year last written below.

PURCHASER:

DocuSigned by:
Signature: 
38C548F8809143E...
Printed Name: Mike Cully
Title: Executive Director
LEAGUE OF OREGON CITIES
Dated: 5/26/2020

VENDOR:

DocuSigned by:
Signature: 
E0487A06296A43F...
Printed Name: Dylan Coyne
Title: Sales
FOUTS BROTHERS
Dated: 5/26/2020

ATTACHMENT A

to Master Price Agreement by and between **VENDOR** and **PURCHASER**.

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Fouts Brothers is pleased to offer preferred price discount of 10% off the advertised "List Price".

Pricing is for a quantity of One (1) unit. Additional Pricing discounts are negotiable for orders of two (2) or more units.

Product Description	List Price
Fouts CJ Series Commercial Chassis Pumper – T370 Kenworth single rear axle chassis, Hale QMAX-XS 1500 GPM, Akron Valves, 1000-gallon poly water tank, Amdor satin finish roll-up doors, LED compartment lights, Whelen LED warning light, rear camera w/7" monitor, Alco-Lite ground ladders.	\$366,600.00
Fouts 2000 Water Tender/Tanker – T370 Kenworth single rear axle chassis, Hale APS 500 PTO driven pump, Akron Valves, 2000-gallon poly water tank, Rear 4" tank fill, manual 180 degree 10" stainless steel swivel dump valve, 2100-gallon aluminum frame portable tank, rear view camera w/7" monitor, Whelen LED warning light package.	\$275,600.00
Fouts 3000 Water Tender/Tanker - T370 Kenworth single rear axle chassis, Hale MBP 1000 PTO driven pump, Akron Valves, 3000-gallon poly water tank, Rear 4" tank fill, manual 180 degree 10" stainless steel swivel dump valve, 3000-gallon aluminum frame portable tank, rear view camera w/7" monitor, Whelen LED warning light package.	\$309,249.00
Fouts F.O.U.R. "First Out Utility Rescue" - Ford F-550 4-Door 4x4 chassis, 12,000 lbs. Warn Winch, class V rear receiver hitch with plug, center counsel, Kussmaul Pump Plus 1000 battery conditioner W/20 amp Auto Eject, Hale DSD 1500 GPM Split Shaft Driven Pump, Akron Valves, Hale TRV 120, Hannay Booster Reel w/100' of 1" hose, Hale SmartFoam 2.1 Foam System, 285-gallon poly water tank, 15 gallon foam tank, 108" Aluminum body, satin finish roll-up doors, Whelen LED warning light package.	\$275,600.00
Fouts Type 6 Patrol W/108" Body - Ford F-550 4-Door 4x4 chassis, 12,000 lbs. Warn Winch, class V rear receiver hitch with plug, center counsel, Kussmaul Pump Plus 1000 battery conditioner W/20 amp Auto Eject, CET Gas Driven Pump, Honda gas motor, Akron Valves, Hannay Booster Reel w/150' of 1" hose, Scotty Foam System, 300-gallon poly water tank, 10 gallon foam tank, 108" Aluminum body, satin finish roll-up doors, Whelen LED warning light package.	\$178,100.00
Fouts Type 6 Patrol W/132" Body - Ford F-550 4-Door 4x4 chassis, 12,000 lbs. Warn Winch, class V rear receiver hitch with plug, center counsel, , CET Gas Driven Pump, Honda gas motor, Akron Valves, Hannay Booster Reel w/150' of 1" hose, Scotty Foam System, 300-gallon poly water tank, 10 gallon foam tank, 132" Aluminum body, satin finish roll-up doors, Whelen LED warning light package.	\$184,100.00

Fouts Brush Attack - Ford F-550 2-Door 4x4 chassis equipped with <u>Super Singles</u> , 12,000 lbs. Warn Winch, class V rear receiver hitch with plug, center counsel, , CET Gas Driven Pump, Honda gas motor, Akron Valves, Hannay Booster Reel w/150' of 1" hose, Bumper mounted TFT remote controlled monitor. Scotty Foam System, 300-gallon poly water tank, 10-gallon foam tank, Flat Bed Aluminum locker compartments, Whelen LED warning light package.	\$178,100.00
Fouts Light Rescue/Medic - Ford F-550 4-Door 4x4 chassis, class V rear receiver hitch with plug, center counsel, 108" Aluminum body, Slide Master 100% rear slide try, satin finish roll-up doors, Whelen LED warning light package.	\$152,100.00

Fouts Brothers Optional Equipment

Product	Item Description	List Price
---------	------------------	------------

Water Tender/Tanker Options

Hale SmartFoam System	\$ 7,800.00
(2) Pole Lights	\$ 5,200.00
Hydrant Spanner Set	\$ 520.00
6' Fiberglass Pike Pole	\$ 156.00
8' Fiberglass Pike Pole	\$ 162.50
LED Tank Level Indicator on rear	\$ 780.00
Hosebed Divider	\$ 1,560.00
12', 24', 10' Ladders w/ Brackets	\$ 3,250.00
Q2B Siren	\$ 3,900.00
(4) SCBA Compartments	\$ 2,600.00

Commercial Pumper Options

Hale SmartFoam System	\$ 9,100.00
(2) Pole Lights	\$ 5,200.00
Hydrant Spanner Set	\$ 520.00
6' Fiberglass Pike Pole	\$ 156.00
8' Fiberglass Pike Pole	\$ 162.50
LED Tank Level Indicator on rear	\$ 780.00
Q2B Siren	\$ 3,900.00

Type 6/Patrol Option

CAFS System	\$ 45,500.00
Darley Vanguard Gas Pump 375 GMP	\$ 14,300.00
Darley Kubota Diesel Pump	\$ 24,700.00
(2) Pole Lights	\$ 5,200.00
(3) SCBA Compartments	\$ 3,250.00

Fouts F.O.U.R

(2) Pole Lights	\$	5,200.00
Additional Hosebed Divider	\$	1,560.00

Additional Options

12,000 lb Warn Winch	\$	3,022.50
Go Light	\$	1,560.00
Traffic Advisor	\$	2,210.00
(2) Akron Scene Star 12V LED 14K Lumens	\$	3,900.00

Pricing contained in this Attachment A shall be extended to all NPPGov members upon execution of the Intergovernmental Agreement.

Participating Agencies may purchase from Vendor's authorized dealers and distributors, as applicable, provided the pricing and terms of this Agreement are extended to Participating Agencies by such dealers and distributors. Vendor's authorized dealers and distributors, as applicable, are identified in a [list, link found at <http://>], as may be updated from time to time. [A current list may be obtained from Vendor.]

ATTACHMENT B

to Master Price Agreement by and between VENDOR and PURCHASER.

ADDITIONAL SELLER WARRANTIES

To the extent possible, Vendor will make available all warranties from third party manufacturers of Products not manufactured by Vendor, as well as any warranties identified in this Agreement and Vendor's Proposal.

ATTACHMENT C

to Master Price Agreement by and between VENDOR and PURCHASER.

PARTICIPATING AGENCIES

The Lead Contracting Agency in cooperation with National Purchasing Partners (NPPGov) entered into this Agreement on behalf of other government agencies that desire to access this Agreement to purchase Products and Services. Vendor must work directly with any Participating Agency concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing, and payment. The Lead Contracting Agency shall not be held liable for any costs, damages, etc., incurred by any Participating Agency.

Any subsequent contract entered into between Vendor and any Participating Agency shall be construed to be in accordance with and governed by the laws of the State in which the Participating Agency exists. Each Participating Agency is directed to execute an Intergovernmental Cooperative Purchasing Agreement ("IGA"), as set forth on the NPPGov web site, www.nppgov.com. The IGA allows the Participating Agency to purchase Products and Services from the Vendor in accordance with each Participating Agency's legal requirements as if it were the "Purchaser" hereunder.

ATTACHMENT D

to Master Price Agreement by and between VENDOR and PURCHASER.

Vendor's Proposal

(The Vendor's Proposal is not attached hereto.)

(The Vendor's Proposal is incorporated by reference herein.)

ATTACHMENT E

to Master Price Agreement by and between VENDOR and PURCHASER.

Purchaser's Request for Proposal

(The Purchaser's Request for Proposal is not attached hereto.)

(The Purchaser's Request for Proposal is incorporated by reference herein.)

ATTACHMENT F

to Master Price Agreement by and between VENDOR and PURCHASER.

ADDITIONAL VENDOR TERMS OF PURCHASE, IF ANY.

Certificate of Completion

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Source Envelope:	
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Certificate Pages: 5	Initials: 0
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Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1100 Olive Way
	Suite 1020
	Seattle, WA 98101
	bill.demars@nppgov.com
	IP Address: 173.29.186.28

Record Tracking

Status: Original	Holder: Bill DeMars	Location: DocuSign
5/24/2020 9:38:29 AM	bill.demars@nppgov.com	

Signer Events

Dylan Coyne
dcoyne@foutsfire.com
Sales

Security Level: Email, Account Authentication
(None)

Signature

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Signature Adoption: Pre-selected Style
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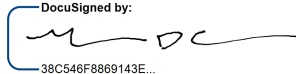
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Signed: 5/26/2020 6:13:02 AM

Electronic Record and Signature Disclosure:

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Mike Cully
mcully@orcities.org
Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:

38C546F8869143E...

Signature Adoption: Drawn on Device
Using IP Address: 71.63.237.219

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Viewed: 5/26/2020 1:10:26 PM
Signed: 5/26/2020 1:10:40 PM

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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

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Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	5/26/2020 1:10:40 PM
Completed	Security Checked	5/26/2020 1:10:40 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through your DocuSign, Inc. (DocuSign) Express user account. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. For such copies, as long as you are an authorized user of the DocuSign system you will have the ability to download and print any documents we send to you through your DocuSign user account for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of your DocuSign account. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use your DocuSign Express user account to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through your DocuSign user account all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bruce.busch@mynpp.com

To advise National Purchasing Partners of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in DocuSign.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bruce.busch@mynpp.com and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign account, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bruce.busch@mynpp.com and in the body of such request you must state your e-mail, full name, US Postal Address, telephone number, and account number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows2000? or WindowsXP?
Browsers (for SENDERS):	Internet Explorer 6.0? or above
Browsers (for SIGNERS):	Internet Explorer 6.0?, Mozilla FireFox 1.0, NetScape 7.2 (or above)
Email:	Access to a valid email account
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	•Allow per session cookies •Users accessing the internet behind a Proxy Server must enable HTTP 1.1 settings via proxy connection

** These minimum requirements are subject to change. If these requirements change, we will provide you with an email message at the email address we have on file for you at that time providing you with the revised hardware and software requirements, at which time you will have the right to withdraw your consent.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I Agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify National Purchasing Partners as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by National Purchasing Partners during the course of my relationship with you.

First Amendment to Master Price Agreement for FIRE APPARATUS

Product Line Addition

This Amendment to the Master Price Agreement is entered into this 28 day of April, 2021 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of FIRE APPARATUS.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add a new product to the product catalog as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about April 26, 2021, to add product High Water Rescue with a 10% discount to the product catalog in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product line addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

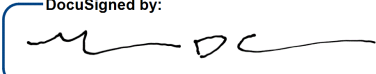
1. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product addition:

Product	List Price	Discount	Net Price
High Water Rescue - M1078 LMTV 4x4 Chassis, GASOLINE PORTABLE PUMP, A DARLEY model number 2BE 18 Vanguard gasoline powered, skid, Two (2) Hannay Wet Booster Reels, 500 Gallon Water Tank, FRC Crestlight Brow Light	\$238,000.00	10%	\$214,200.00

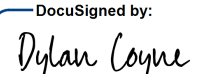
2. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

28C548F8860143E...
BY: Mike Cully Date April 28, 2021 | 6:20 AM PDT
ITS: Executive Director

FOUTS BROTHERS

DocuSigned by:

F0407A9C29C443F...
BY: Dylan Coyne Date April 28, 2021 | 5:05 AM PDT
ITS: sales

Certificate Of Completion

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Status: Completed

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Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

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Initials: 0

Marshall Stiles

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1100 Olive Way

Envelopeld Stamping: Enabled

Suite 1020

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Seattle, WA 98101

marshall.stiles@mynpp.com

IP Address: 73.239.90.189

Record Tracking

Status: Original

Holder: Marshall Stiles

Location: DocuSign

4/27/2021 6:47:03 PM

marshall.stiles@mynpp.com

Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)

Signature

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Signature Adoption: Pre-selected Style
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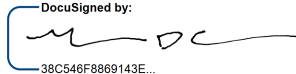
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Mike Cully

mcully@orcities.org

Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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Signature Adoption: Drawn on Device
Using IP Address: 174.204.206.158
Signed using mobile

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Signed: 4/28/2021 6:20:43 AM

Electronic Record and Signature Disclosure:

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

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Witness Events

Signature

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Notary Events

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Envelope Summary Events

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Timestamps

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Completed	Security Checked	4/28/2021 6:20:43 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Second Amendment to Master Price Agreement for FIRE APPARATUS

Product Line Addition

This Amendment to the Master Price Agreement is entered into this 28 day of April, 2021 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of FIRE APPARATUS.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add a two new chassis options to the product catalog as permitted under the terms of the Master Price Agreement; and

WHEREAS, due to manufacture cost increase Vendor desires to update the list price for the Traffic Advisor option as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about April 27, 2021, to add products Kenworth T440 and Kenworth T880 with a 10% discount to the product catalog and to update the list price of the Traffic Advisor option in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product line addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product additions:

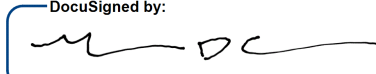
Chassis Options	List Price	Discount	Net Price
Kenworth T440	\$39,500.00 increase add to base truck price	10%	\$35,550.00
Kenworth T880	\$64,650.00 increase add to base truck price	10%	\$58,185.00

Additional Options	List Price	Discount	Net Price
Traffic Advisor	\$5,380.00	10%	\$4,842.00

2. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

 38C546F8869143E...
 BY: Mike Cully
 ITS: Executive Director

Date April 28, 2021 | 2:53 PM PDT

FOUTS BROTHERS

DocuSigned by:

 E0487A06296A43F...
 BY: Dylan Coyne
 ITS: sales

Date April 28, 2021 | 1:53 PM PDT

Certificate of Completion

Envelope Id: 81204867E21F4DD0A863E65C6CE7A334

Status: Completed

Subject: Please DocuSign: MPA Amendment 2 RFP 1905 Fouts Bros - FINAL.pdf

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Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:


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Timestamp

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Signed: 4/28/2021 1:53:46 PM

Electronic Record and Signature Disclosure:

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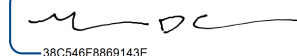
Mike Cully

mcully@orcities.org

Executive Director

Security Level: Email, Account Authentication
(None)

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Viewed: 4/28/2021 2:53:37 PM

Signed: 4/28/2021 2:53:43 PM

Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 2:53:37 PM

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In Person Signer Events

Signature

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Editor Delivery Events

Status

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Agent Delivery Events

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Intermediary Delivery Events

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Certified Delivery Events

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Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	4/28/2021 2:53:43 PM
Completed	Security Checked	4/28/2021 2:53:43 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To withdraw your consent with National Purchasing Partners

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Third Amendment to Master Price Agreement for FIRE APPARATUS

Product Line Addition

This Amendment to the Master Price Agreement is entered into this 19th day of July, 2021 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of FIRE APPARATUS.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add a new product to the product catalog as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about July 15, 2021 to add product Fouts Brothers Paramedic Squad, Model C-LA-100 with a 10% discount to the product catalog in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product line addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product addition:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

PRODUCTS. SERVICES. SPECIFICATIONS AND PRICES

Product	List Price	Discount	Net Price
Fouts Brothers Paramedic Squad, Model C-LA-100 - Ford F-450 4-Door chassis, class V rear receiver hitch with plug, center counsel, Kenwood Dual Radio Package, Sigtronics 4-Position Intercom, 111" Galvanneal Steel body, Pan Type Flush Doors Opticom Emitter, Scene Lighting, Whelen LED warning light package.	\$236,564.95	10%	\$212,908.46

2. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2021 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

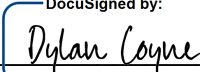
IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date July 20, 2021 | 12:57 PM PDT
BY: Mike Curry
ITS: Executive Director

FOUTS BROTHERS

DocuSigned by:

Date July 20, 2021 | 5:11 AM PDT
BY: Dylan Coyne
ITS: sales

Certificate Of Completion

Envelope Id: 5CF495BA04E84060A863FF5B228C27C7

Status: Completed

Subject: Please DocuSign: MPA Amendment 3 Fouts Bros 1905 FINAL.pdf

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Initials: 0

Marshall Stiles

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1100 Olive Way

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Suite 1020

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Seattle, WA 98101

marshall.stiles@mynpp.com

IP Address: 73.254.237.236

Record Tracking

Status: Original

Holder: Marshall Stiles

Location: DocuSign

7/19/2021 4:36:09 PM

marshall.stiles@mynpp.com

Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:

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Signed: 7/20/2021 5:11:40 AM

Signature Adoption: Pre-selected Style

Using IP Address: 206.246.226.27

Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 5:04:08 AM

ID: f4450fc0-ced9-4f25-8cec-9d3b03bcd045

Mike Cully

mcully@orcities.org

Executive Director

Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:

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Envelope Sent

Hashed/Encrypted

7/19/2021 4:40:25 PM

Certified Delivered

Security Checked

7/20/2021 12:57:08 PM

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Completed	Security Checked	7/20/2021 12:57:30 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

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All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Fourth Amendment to Master Price Agreement for FIRE APPARATUS

Pricing Increase and Product Line Additions

This Amendment to the Master Price Agreement is entered into this 10th day of March 2022 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, due to material cost increases, Vendor desires to increase the List Price for the Apparatus product line and continue a 10% off List Price discount as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor desires to add two new products - Hale SmartFoam System and FC94 - to the product catalog as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about March 7, 2022, of the price increases and new product additions in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the price increases and product line addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Pricing Update.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following new pricing:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Fouts Brothers is pleased to offer preferred price discount of 10% off the advertised “List Price”.

Pricing is for a quantity of One (1) unit. Additional Pricing discounts are negotiable for orders of two (2) or more units.

Product Description	List Price
Fouts CJ Series Commercial Chassis Pumper	\$ 405,600.00
Fouts 2000 Water Tender/Tanker	\$ 373,100.00
Fouts 3000 Water Tender/Tanker	\$ 386,100.00
Fouts F.O.U.R. “First Out Utility Rescue”	\$ 326,300.00
Fouts Type 6 Patrol W/108” Body	\$ 210,600.00
Fouts Type 6 Patrol W/132” Body	\$ 221,000.00
Fouts Brush Attack	\$ 204,100.00
Fouts Light Rescue/Medic	\$ 217,100.00

2. **Product Additions.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product additions:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Fouts Brothers is pleased to offer preferred price discount of 10% off the advertised “List Price”.

Pricing is for a quantity of One (1) unit. Additional Pricing discounts are negotiable for orders of two (2) or more units.

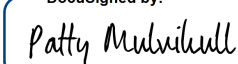
PRODUCT	LIST PRICE
Hale SmartFoam System	\$ 7,800.00

CHASSIS OPTIONS	LIST PRICE
FC94	\$120,000.00 increase add to base truck price

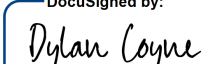
3. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date March 10, 2022 | 7:34 PM PST
BY: Patty Mulvihill
ITS: Interim Executive Director

FOUTS BROTHERS

DocuSigned by:

Date March 10, 2022 | 1:07 PM PST
BY: Dylan Coyne
ITS: Sales

Certificate Of Completion

Envelope Id: 9317E885D11F4C7D8C2F7330B1D02475
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Status: Completed

Envelope Originator:
 Marshall Stiles
 17930 International Boulevard
 Suite 900
 SeaTac, WA 98188
 marshall.stiles@mynpp.com
 IP Address: 98.232.37.85

Record Tracking

Status: Original
 3/10/2022 12:38:57 PM

Holder: Marshall Stiles
 marshall.stiles@mynpp.com

Location: DocuSign

Signer Events

Dylan Coyne
 dcoyne@foutsfire.com
 Sales
 Security Level: Email, Account Authentication
 (None)

Signature

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Signature Adoption: Pre-selected Style
 Using IP Address: 206.246.226.27

Timestamp

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Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 5:04:08 AM
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Patty Mulvihill
 pmulvihill@orcities.org
 Interim Executive Director
 Security Level: Email, Account Authentication
 (None)

DocuSigned by:

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Signature Adoption: Pre-selected Style
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 Signed: 3/10/2022 7:34:56 PM

Electronic Record and Signature Disclosure:

Accepted: 3/10/2022 7:34:42 PM
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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Marshall Stiles
 marshall.stiles@mynpp.com
 Contract Administrator
 NPP & NPPGov
 Security Level: Email, Account Authentication
 (None)

VIEWED

Using IP Address: 98.232.37.85
 Viewed using mobile

Sent: 3/10/2022 1:07:54 PM
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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Completed	Security Checked	3/10/2022 7:34:56 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Fifth Amendment to Master Price Agreement for FIRE APPARATUS

Product Line Addition

This Amendment to the Master Price Agreement is entered into this 14th day of April 2022 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fourth Amendment to the Master Price Agreement on or about March 10, 2022 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add a new product to the product catalog as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about April 13, 2022 to add product 4000 Gallon Water Tanker with a 10% discount to Attachment A in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product line addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product addition:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

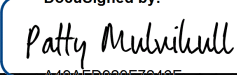
PRODUCTS. SERVICES. SPECIFICATIONS AND PRICES

Product	List Price	Discount	Net Price
4,000 Gallon Water Tender/Tanker: T880 Kenworth tandem rear axle, Hale PTO 500GPM – 1500GPM Pump, Akron Valves, 4000-gallon poly water tank, Rear 4” and 2.5” Direct tank fill, 180 degree 10” stainless steel swivel dump valve, 4000 -gallon aluminum frame portable tank, rear view camera w/7” monitor, Whelen LED warning light package.	\$581,100.00	10%	\$ 522,990.00

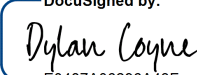
2. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date April 15, 2022 | 5:24 AM PDT
BY: Patty Mulvihill
ITS: Interim Executive Director

FOUTS BROTHERS

DocuSigned by:

Date April 14, 2022 | 7:57 AM PDT
BY: Dylan Coyne
ITS: sales

Certificate Of Completion

Envelope Id: E9466A7F437542C2AF1154EFF738A22A

Status: Completed

Subject: Please DocuSign: Amendment 5 Fouts Bros 1905 FINAL.pdf

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Document Pages: 3

Signatures: 2

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Initials: 0

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Envelope Originator:

Marshall Stiles

17930 International Boulevard

Suite 900

SeaTac, WA 98188

marshall.stiles@mynpp.com

IP Address: 98.232.37.85

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Status: Original

4/13/2022 8:57:59 PM

Holder: Marshall Stiles

marshall.stiles@mynpp.com

Location: DocuSign

Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

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Signature Adoption: Pre-selected Style

Signed by link sent to dcoyne@foutsfire.com

Using IP Address: 206.246.226.27

Timestamp

Sent: 4/13/2022 9:00:48 PM

Viewed: 4/14/2022 7:57:01 AM

Signed: 4/14/2022 7:57:15 AM

Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 5:04:08 AM

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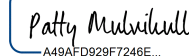
Patty Mulvihill

pmulvihill@orcities.org

Interim Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:


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Signature Adoption: Pre-selected Style

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Using IP Address: 73.25.9.177

Sent: 4/14/2022 8:26:34 AM

Viewed: 4/15/2022 5:24:41 AM

Signed: 4/15/2022 5:24:55 AM

Electronic Record and Signature Disclosure:

Accepted: 4/15/2022 5:24:41 AM

ID: 26d039e3-7894-4252-8eec-9f586146f863

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Marshall Stiles

marshall.stiles@mynpp.com

Contract Administrator

NPP & NPPGov

Security Level: Email, Account Authentication
(None)

Using IP Address: 98.232.37.85

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Sent: 4/14/2022 7:57:16 AM

Viewed: 4/14/2022 8:26:34 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/13/2022 9:00:48 PM
Certified Delivered	Security Checked	4/15/2022 5:24:41 AM
Signing Complete	Security Checked	4/15/2022 5:24:55 AM
Completed	Security Checked	4/15/2022 5:24:55 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Sixth Amendment to Master Price Agreement for FIRE APPARATUS

Pricing Increase and Product Additions

This Amendment to the Master Price Agreement is entered into this 17th day of May 2022 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fourth Amendment to the Master Price Agreement on or about March 10, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fifth Amendment to the Master Price Agreement on or about April 15, 2022 and by this reference incorporated herein; and

WHEREAS, due to material cost increases, Vendor desires to increase the List Price for the Apparatus product line and continue a 10% off List Price discount as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor desires to add eight new product options to the product catalog in Attachment A as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about May 16, 2022 of the price increases and new product additions in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the price increases and product additions.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Pricing Update.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following new pricing:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

PRODUCTS. SERVICES. SPECIFICATIONS AND PRICES

Product	List Price	Discount	Net Price
Fouts 2000 Water Tender/Tanker	\$ 392,600.00	10%	\$ 353,340.00
Fouts 3000 Water Tender/Tanker	\$ 425,100.00	10%	\$ 382,590.00
Fouts CJ Series Commercial Chassis Pumper	\$ 418,600.00	10%	\$ 376,740.00
Fouts F.O.U.R. "First Out Utility Rescue"	\$ 339,300.00	10%	\$ 305,370.00
Fouts Type 6 Patrol W/108" Body	\$ 223,600.00	10%	\$ 201,240.00
Fouts Type 6 Patrol W/132" Body	\$ 269,100.00	10%	\$ 242,190.00
Fouts Brush Attack	\$ 236,600.00	10%	\$ 212,940.00
Fouts Light Rescue/Medic	\$ 223,600.00	10%	\$ 201,240.00
Fouts Paramedic Squad, Model C-LA-100	\$ 269,100.00	10%	\$ 242,190.00

2. **Product Additions.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product additions:

ATTACHMENT A

to Master Price Agreement by and between **VENDOR** and **PURCHASER.**

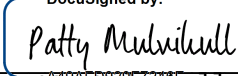
PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Product	Item Description	List Price	Discount	Net Price
Water Tender/Tanker	Telma Retarder	\$ 27,500.00	10%	\$ 24,750.00
	Locking Rear Differential	\$ 2,624.00	10%	\$ 2,361.60
	CARB Emissions	\$ 4,136.00	10%	\$ 3,722.40
Type 6/ Patrol/ Brush Truck	Darley HM 500 Pump	\$ 37,950.00	10%	\$ 34,155.00
	Super Single Tire Kit	\$ 26,400.00	10%	\$ 23,760.00
	Akron Monitor	\$ 7,480.00	10%	\$ 6,732.00
	Flat bed with Man Wells	\$ 9,020.00	10%	\$ 8,118.00
Additional Options	Dodge Chassis in lieu of Ford	\$ 12,500.00	10%	\$ 11,250.00

3. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date May 19, 2022 | 7:11 PM PDT
BY: Patty Mulvihill
ITS: Interim Executive Director

FOUTS BROTHERS

DocuSigned by:

Date May 17, 2022 | 12:50 PM PDT
BY: Dylan Coyne
ITS: Sales

Certificate Of Completion

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Status: Completed

Subject: Please DocuSign: Amendment 6 Fouts Bros 1905 FINAL.pdf

Source Envelope:

Document Pages: 4

Signatures: 2

Certificate Pages: 5

Initials: 0

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Envelope Originator:

Marshall Stiles

17930 International Boulevard

Suite 900

SeaTac, WA 98188

marshall.stiles@mynpp.com

IP Address: 98.232.37.85

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marshall.stiles@mynpp.com

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Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

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Signature Adoption: Pre-selected Style

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Timestamp

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Viewed: 5/17/2022 12:48:29 PM

Signed: 5/17/2022 12:50:12 PM

Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 5:04:08 AM

ID: f4450fc0-ced9-4f25-8cec-9d3b03bcd045

Patty Mulvihill

pmulvihill@orcities.org

Interim Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:

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Signature Adoption: Pre-selected Style

Signed by link sent to pmulvihill@orcities.org

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Viewed: 5/19/2022 7:11:37 PM

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Electronic Record and Signature Disclosure:

Accepted: 5/19/2022 7:11:37 PM

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Marshall Stiles

marshall.stiles@mynpp.com

Contract Administrator

NPP & NPPGov

Security Level: Email, Account Authentication
(None)

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VIEWED

Sent: 5/17/2022 12:50:13 PM

Viewed: 5/19/2022 8:10:04 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

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Witness Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	5/19/2022 7:11:37 PM
Signing Complete	Security Checked	5/19/2022 7:11:47 PM
Completed	Security Checked	5/19/2022 7:11:47 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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To advise National Purchasing Partners of your new email address

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

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To withdraw your consent with National Purchasing Partners

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Seventh Amendment to Master Price Agreement for FIRE APPARATUS

Product Addition

This Amendment to the Master Price Agreement is entered into this 22nd day of September 2022 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fourth Amendment to the Master Price Agreement on or about March 10, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fifth Amendment to the Master Price Agreement on or about April 15, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Sixth Amendment to the Master Price Agreement on or about May 19, 2022 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add two new product options to the product catalog in Attachment A as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about September 29, 2022 to add two new product options in the Master Price Agreement; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product additions.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product additions:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

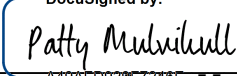
PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Product	Item Description	List Price	Discount	Net Price
Water Tender/Tanker	Spartan FC-94	\$ \$195,000	10%	\$ 175,500
	Kenworth T880	\$ \$145,000	10%	\$ 130,500

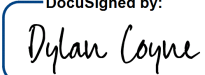
2. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date September 22, 2022 | 4:59 PM PDT
BY: Patty Mulvihill
ITS: Interim Executive Director

FOUTS BROTHERS

DocuSigned by:

Date September 21, 2022 | 6:11 PM PDT
BY: Dylan Coyne
ITS: sales

Certificate Of Completion

Envelope Id: 5957053B7A4443AD8E372E7B41D4CDDF

Status: Completed

Subject: Please DocuSign: Amendment 7 Fouts Bros 1905 FINAL.pdf

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Marshall Stiles

AutoNav: Enabled

17930 International Boulevard

Envelopeld Stamping: Enabled

Suite 900

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

SeaTac, WA 98188

marshall.stiles@mynpp.com

IP Address: 66.212.64.166

Record Tracking

Status: Original

Holder: Marshall Stiles

Location: DocuSign

9/21/2022 3:03:06 PM

marshall.stiles@mynpp.com

Signer Events

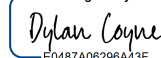
Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:


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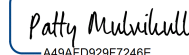
Patty Mulvihill

pmulvihill@orcities.org

Interim Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:


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Viewed: 9/22/2022 4:59:34 PM

Signed: 9/22/2022 4:59:44 PM

Signature Adoption: Pre-selected Style

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Electronic Record and Signature Disclosure:

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Marshall Stiles

marshall.stiles@mynpp.com

Contract Administrator

NPP & NPPGov

Security Level: Email, Account Authentication
(None)

Using IP Address: 66.212.64.166

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

VIEWED

Sent: 9/21/2022 6:11:49 PM

Viewed: 9/22/2022 12:51:00 PM

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Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	9/22/2022 4:59:34 PM
Signing Complete	Security Checked	9/22/2022 4:59:44 PM
Completed	Security Checked	9/22/2022 4:59:44 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Eighth Amendment to Master Price Agreement for FIRE APPARATUS

Pricing Increase and Product Addition

This Amendment to the Master Price Agreement is entered into this 1st day of December 2022 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fourth Amendment to the Master Price Agreement on or about March 10, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fifth Amendment to the Master Price Agreement on or about April 15, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Sixth Amendment to the Master Price Agreement on or about May 19, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Seventh Amendment to the Master Price Agreement on or about September 22, 2022 and by this reference incorporated herein; and

WHEREAS, due to material cost increases, Vendor desires to increase the price for seven products and continue a 10% discount off the List Price on Attachment A as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor desires to add a new product - Fouts Custom Chassis Pumper - to the product catalog on Attachment A as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about November 30, 2022, of the product pricing increases and of the product addition; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the price increases and product addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Pricing Update.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following new pricing:

ATTACHMENT A

to Master Price Agreement by and between **VENDOR** and **PURCHASER.**

PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Fouts Brothers is pleased to offer preferred price discount of 10% off the advertised "List Price".

Pricing is for a quantity of One (1) unit. Additional Pricing discounts are negotiable for orders of two (2) or more units.

Product	List Price	Discount	Net Price
Fouts 2000 Water Tender/Tanker	\$ 532,004.00	10%	\$ 483,640.00
Fouts 3000 Water Tender/Tanker	\$ 539,000.00	10%	\$ 490,000.00
Fouts CJ Series Commercial Chassis Pumper	\$ 502,720.00	10%	\$ 457,000.00
Fouts FOUR "First Out Utility Rescue	\$ 274,797.00	10%	\$ 305,370.00
Type 6 Patrol W/ 108" Body	\$ 266,200.00	10%	\$ 242,000.00
Type 6 Patrol W/ 132" Body	\$ 269,500.00	10%	\$ 245,000.00
Fouts Light Rescue/ Medic	\$ 231,000.00	10%	\$ 210,000.00

2. **Product Addition.** Attachment A to the Master Price Agreement shall be amended in part to reflect the following product addition:

ATTACHMENT A

to Master Price Agreement by and between **VENDOR** and **PURCHASER.**

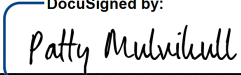
PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Product	List Price	Discount	Net Price
Fouts Custom Chassis Pumper	\$ 621,500.00	10%	\$ 565,000.00

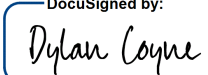
3. **Full Force and Effect.** In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

Date December 5, 2022 | 7:22 AM PST
BY: Patty Mulvihill
ITS: Interim Executive Director

FOUTS BROTHERS

DocuSigned by:

Date December 1, 2022 | 7:39 PM PST
BY: Dylan Coyne
ITS: Sales

Certificate Of Completion

Envelope Id: DEBFCD48BFBB470C9DF4B7CC2C87703D

Status: Completed

Subject: Complete with DocuSign: Amendment 8 MPA 1905 Fouts Bros FINAL.pdf

Source Envelope:

Document Pages: 3

Signatures: 2

Certificate Pages: 5

Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:

Marshall Stiles

17930 International Boulevard

Suite 900

SeaTac, WA 98188

marshall.stiles@mynpp.com

IP Address: 4.79.109.94

Record Tracking

Status: Original

12/1/2022 12:40:37 PM

Holder: Marshall Stiles

marshall.stiles@mynpp.com

Location: DocuSign

Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

DocuSigned by:


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Signature Adoption: Pre-selected Style

Using IP Address: 99.122.189.63

Signed using mobile

Timestamp

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Viewed: 12/1/2022 7:39:27 PM

Signed: 12/1/2022 7:39:41 PM

Electronic Record and Signature Disclosure:

Accepted: 4/28/2021 5:04:08 AM

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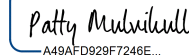
Patty Mulvihill

pmulvihill@orcities.org

Interim Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:


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Signature Adoption: Pre-selected Style

Using IP Address: 65.152.168.162

Sent: 12/1/2022 2:35:27 PM

Viewed: 12/5/2022 7:21:46 AM

Signed: 12/5/2022 7:22:00 AM

Electronic Record and Signature Disclosure:

Accepted: 12/5/2022 7:21:46 AM

ID: 0febcd8d-2370-43ba-a024-fa02383c1e97

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

12/1/2022 2:35:27 PM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	12/5/2022 7:22:00 AM
Completed	Security Checked	12/5/2022 7:22:00 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

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- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

Ninth Amendment to Master Price Agreement for FIRE APPARATUS

Product Addition

This Amendment to the Master Price Agreement is entered into this 19th day of April 2023 by LEAGUE OF OREGON CITIES LOC ("Purchaser") and FOUTS BROTHERS ("Vendor") based upon the sales and/or service of Fire Apparatus.

RECITALS

WHEREAS, Purchaser and Vendor entered into a Master Price Agreement numbered PS20225 on or about May 26, 2020 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the First Amendment to the Master Price Agreement on or about April 27, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Second Amendment to the Master Price Agreement on or about April 28, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Third Amendment to the Master Price Agreement on or about July 20, 2021 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fourth Amendment to the Master Price Agreement on or about March 10, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Fifth Amendment to the Master Price Agreement on or about April 15, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Sixth Amendment to the Master Price Agreement on or about May 19, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Seventh Amendment to the Master Price Agreement on or about September 22, 2022 and by this reference incorporated herein; and

WHEREAS, Purchaser and Vendor entered into the Eighth Amendment to the Master Price Agreement on or about December 5, 2022 and by this reference incorporated herein; and

WHEREAS, Vendor desires to add a new product – Dodge Chassis - to the product catalog on Attachment A as permitted under the terms of the Master Price Agreement; and

WHEREAS, Vendor has provided notice, on or about April 18, 2023, of the product addition to Attachment A; and

WHEREAS, Purchaser and Vendor desire that the Master Price Agreement shall be amended in part to reflect the product addition.

NOW, THEREFORE, Purchaser and Vendor enter into the following:

AMENDMENT TO MASTER PRICE AGREEMENT

1. **Product Addition**. Attachment A to the Master Price Agreement shall be amended in part to reflect the following product additions:

ATTACHMENT A

to Master Price Agreement by and between VENDOR and PURCHASER.

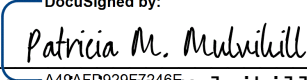
PRODUCTS, SERVICES, SPECIFICATIONS AND PRICES

Product	List Price	Discount	Net Price
Dodge Chassis	\$ 20,000.00	10%	\$ 18,000.00
Dodge Chassis Truck	\$ 83,500.00	10%	\$ 75,150.00

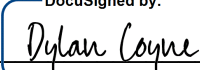
2. **Full Force and Effect**. In each and every other respect, the terms of the Master Price Agreement, as amended, entered into between the parties on or about May 26, 2020 shall remain in full force and effect during the term of the agreement and the parties hereto hereby ratify said Master Price Agreement in its entirety, as if fully set out herein, along with the modifications identified herein.

IN WITNESS WHEREOF, the parties have hereto signed this Amendment on the day and year first above written.

LEAGUE OF OREGON CITIES

DocuSigned by:

 BY: Patricia M. Mulvihill
 ITS: Executive Director
 Date April 20, 2023 | 1:13 PM PDT

FOUTS BROTHERS

DocuSigned by:

 BY: Dylan Coyne
 ITS: sales
 Date April 19, 2023 | 2:37 PM PDT

Certificate Of Completion

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Envelope Originator:

Marshall Stiles

17930 International Boulevard

Suite 900

SeaTac, WA 98188

marshall.stiles@mynpp.com

IP Address: 66.212.64.166

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Status: Original

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Holder: Marshall Stiles

marshall.stiles@mynpp.com

Location: DocuSign

Signer Events

Dylan Coyne

dcoyne@foutsfire.com

Sales

Security Level: Email, Account Authentication
(None)**Signature**

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Signature Adoption: Pre-selected Style

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Sent: 4/19/2023 2:32:21 PM

Viewed: 4/19/2023 2:36:56 PM

Signed: 4/19/2023 2:37:10 PM

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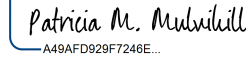
Patricia M. Mulvihill

pmulvihill@orcities.org

Executive Director

Security Level: Email, Account Authentication
(None)

DocuSigned by:

A49AFD929F7246E...

Signature Adoption: Pre-selected Style

Using IP Address: 65.152.168.162

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Viewed: 4/20/2023 1:13:14 PM

Signed: 4/20/2023 1:13:25 PM

Electronic Record and Signature Disclosure:

Accepted: 4/20/2023 1:13:14 PM

ID: 4db0d176-184b-45ad-86f6-c7cdf00d5b0a

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp**

Marshall Stiles

marshall.stiles@mynpp.com

Contract Administrator

NPP & NPPGov

Security Level: Email, Account Authentication
(None)

Using IP Address: 4.79.109.94

VIEWED

Sent: 4/19/2023 2:37:11 PM

Viewed: 4/20/2023 1:07:06 PM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	4/19/2023 2:32:21 PM
Certified Delivered	Security Checked	4/20/2023 1:13:14 PM
Signing Complete	Security Checked	4/20/2023 1:13:25 PM
Completed	Security Checked	4/20/2023 1:13:25 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, National Purchasing Partners (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact National Purchasing Partners:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: marshall.stiles@mynpp.com

To advise National Purchasing Partners of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bruce.busch@mynpp.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from National Purchasing Partners

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with National Purchasing Partners

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to marshall.stiles@mynpp.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify National Purchasing Partners as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by National Purchasing Partners during the course of your relationship with National Purchasing Partners.

VOUCHER APPROVAL

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

\$ 11,411,019.22 this 8th day of May 2023.

DocuSigned by:
Anne McEnerny-Ogle
MAYOR

Cyndi A. Turner
Digitally signed by Cyndi A. Turner
Date: 2023.05.01 17:01:18 -07'00'
AUDITING OFFICER

DocuSigned by:
Ty Stob
COUNCILMEMBER

DocuSigned by:
[Signature]
COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
April 24, 2023 - April 30, 2023	Accounts Payable Checks (see attached)	\$ 7,680,704.03
April 24, 2023 - April 30, 2023	Hansen City Payments (see attached)	\$ 8,212.65
April 24, 2023 - April 30, 2023	Visa Refunds (see attached)	\$ 2,467.10
April 24, 2023 - April 30, 2023	Payroll Checks (see attached)	\$ 3,719,635.44
TOTAL		\$ 11,411,019.22

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Supplier Payment	Check	10876	4/25/2023	6,907.53	Aflac	
Supplier Payment	Check	10877	4/25/2023	5,361.34	AFSCME Local #307	
Supplier Payment	Check	10878	4/25/2023	531.57	California State Disbursement Unit	
Supplier Payment	Check	10879	4/25/2023	491.00	Hawaii SDU	
Supplier Payment	Check	10880	4/25/2023	792.75	IAM Local #1374	
Supplier Payment	Check	10881	4/25/2023	9,016.35	Life Insurance Company of North America	
Supplier Payment	Check	10882	4/25/2023	675.00	MFS Service Center Inc	
Supplier Payment	Check	10883	4/25/2023	150.00	OPEIU Local #11	
Supplier Payment	Check	10884	4/25/2023	3,997.48	OPEIU Local #11	
Supplier Payment	Check	10885	4/25/2023	529.68	State of Washington Department of Labor and Industries	
Supplier Payment	Check	10886	4/25/2023	640.00	Teamsters Local #58	
Supplier Payment	Check	10887	4/25/2023	262.50	UA Local #290	
Supplier Payment	Check	10888	4/25/2023	3,198.20	Western Conference of Teamsters	
Supplier Payment	Check	10889	4/25/2023	1,106.76	Western Metal Industry Pension Plan	
Miscellaneous Payment	Check	10890	4/26/2023	105.00	Alyssa Wyckoff	Voucher #2010478.030
Miscellaneous Payment	Check	10891	4/26/2023	126.00	Amanda McCallum	LUP-83242 (jobsite: 5304 Arizona Drive)
Miscellaneous Payment	Check	10892	4/26/2023	3,000.00	Anna Muntian	Claim Payment - DOL: 03/04/23 - Risk
Miscellaneous Payment	Check	10893	4/26/2023	122.09	Dmitriy Tolmachev	RES-335511 (jobsite: 7325 NE 56th St)
Miscellaneous Payment	Check	10894	4/26/2023	122.09	Dmitriy Tolmachev	RES-335518 (jobsite: 7329 NE 56th St)
Miscellaneous Payment	Check	10895	4/26/2023	122.09	Dmitriy Tolmachev	RES-335432 (jobsite: 7333 NE 56th St)
Miscellaneous Payment	Check	10896	4/26/2023	100.00	Fishers Creek Neighborhood Association	2023 Resource Conservation Challenge
Miscellaneous Payment	Check	10897	4/26/2023	91.00	Heritage Place Condominiums	Refund duplicate payment of invoice #77048971
Miscellaneous Payment	Check	10898	4/26/2023	61.47	Just-In-Time Electrical Inc	MPE-336228 (jobsite: 13501 NE 50th Way)
Miscellaneous Payment	Check	10899	4/26/2023	84.00	Katie Richards	Activity Refund
Miscellaneous Payment	Check	10900	4/26/2023	100.00	Northfield Neighborhood Association	2023 Resource Conservation Challenge
Miscellaneous Payment	Check	10901	4/26/2023	61.47	Prairie Electric	MPE-336401 (jobsite: 7475 Delaware Lane)
Miscellaneous Payment	Check	10902	4/26/2023	61.47	Prairie Electric	MPE-336513 (jobsite: 3106 Yeoman Avenue)
Miscellaneous Payment	Check	10903	4/26/2023	500.00	Salmon Creek Congregation of Jehovah's Witnesses	Damage Deposit Refund
Miscellaneous Payment	Check	10904	4/26/2023	295.50	Vancouver School District	ENG-83338 (jobsite: 5802 MACARTHUR BLVD 1 OF 2)
Miscellaneous Payment	Check	10905	4/26/2023	100.00	Village at Fisher's Landing Neighborhood Association	2023 Resource Conservation Challenge
Miscellaneous Payment	Check	10906	4/26/2023	61.47	Wolfer's Inc.	MPE-336250 (jobsite: 7018 NE 55th St)
Miscellaneous Payment	Check	10907	4/26/2023	61.47	Wolfer's Inc.	MPE-328972 (jobsite: 11511 NE 17th Street)
Supplier Payment	Check	10908	4/26/2023	3,112.39	Accurate Corporate Services Inc	
Supplier Payment	Check	10909	4/26/2023	120,869.41	Allplay Systems LLC	
Supplier Payment	Check	10910	4/26/2023	14,250.00	Andrea L. Stefan	
Supplier Payment	Check	10911	4/26/2023	8,850.00	Angela Tracey Yountz	
Supplier Payment	Check	10912	4/26/2023	29,474.32	Arborscape Ltd Inc	
Supplier Payment	Check	10913	4/26/2023	1,631.78	Axon Enterprises Inc	
Supplier Payment	Check	10914	4/26/2023	8,641.65	Bloomberg Finance LP - Remit-To: Bloomberg - Boston	
Supplier Payment	Check	10915	4/26/2023	300.00	Bradford Davis	
Supplier Payment	Check	10916	4/26/2023	10,159.35	Brown & Wilson Partnership LLC	
Supplier Payment	Check	10917	4/26/2023	1,065.25	Brown and Caldwell - Remit-To: Brown & Caldwell - San Francisco	
Supplier Payment	Check	10918	4/26/2023	10,700.00	Bruce K Paulsen	
Supplier Payment	Check	10919	4/26/2023	1,337.72	Bud Bowie	
Supplier Payment	Check	10920	4/26/2023	21,634.50	Century West Engineering Corp	
Supplier Payment	Check	10921	4/26/2023	13,002.00	CFM Strategic Communications, Inc.	
Supplier Payment	Check	10922	4/26/2023	8,648.25	City of Washougal	
Supplier Payment	Check	10923	4/26/2023	16,100.00	Claire Ann Coine	
Supplier Payment	Check	10924	4/26/2023	3,375.00	Clark County Fire District 5	
Supplier Payment	Check	10925	4/26/2023	273.09	Clark County - Remit-To: Clark County - Treasurer Seattle	
Supplier Payment	Check	10926	4/26/2023	729,157.49	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Supplier Payment	Check	10927	4/26/2023	3,300.00	Clark County Title Company - Remit-To: Clark County - Reconveyance Fees	
Supplier Payment	Check	10928	4/26/2023	1,015.73	Clark Public Utility District No. 1	

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Supplier Payment	Check	10929	4/26/2023	381,171.76	Clark Public Utility District No. 1	
Supplier Payment	Check	10930	4/26/2023	25,000.00	Columbia River Economic Development Council Inc	
Supplier Payment	Check	10931	4/26/2023	15,000.00	Columbia Springs	
Supplier Payment	Check	10932	4/26/2023	188.33	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Supplier Payment	Check	10933	4/26/2023	9,452.21	Copiers Northwest	
Supplier Payment	Check	10934	4/26/2023	4,100.00	Craig Ryan Hargreaves	
Supplier Payment	Check	10935	4/26/2023	1,670.27	Cummins-Allison Corp.	
Supplier Payment	Check	10936	4/26/2023	13,550.00	Daniel Michael Windon	
Supplier Payment	Check	10937	4/26/2023	10,160.36	Elite Contracting Co Inc	
Supplier Payment	Check	10938	4/26/2023	2,800.00	Elizabeth J. Bell	
Supplier Payment	Check	10939	4/26/2023	9,181.00	Esther Short Commons LLP	
Supplier Payment	Check	10940	4/26/2023	27,232.28	Ferguson Enterprises - Remit-To: Ferguson - Dallas	
Supplier Payment	Check	10941	4/26/2023	304.34	General Pacific Inc	
Supplier Payment	Check	10942	4/26/2023	9,600.00	Genuine Senior Living	
Supplier Payment	Check	10943	4/26/2023	12,800.00	Geoffrey Tyson	
Supplier Payment	Check	10944	4/26/2023	9,600.00	George Brice IV	
Supplier Payment	Check	10945	4/26/2023	2,900.00	George W Go	
Supplier Payment	Check	10946	4/26/2023	10,450.00	Gloria M Chan	
Supplier Payment	Check	10947	4/26/2023	13,673.19	GreenWorks, P.C.	
Supplier Payment	Check	10948	4/26/2023	600.00	H&H Wood Recyclers	
Supplier Payment	Check	10949	4/26/2023	7,670.00	Hawks Ridge Assisted Living	
Supplier Payment	Check	10950	4/26/2023	14,200.00	Heather M Fox	
Supplier Payment	Check	10951	4/26/2023	23,793.84	Herrera Environmental Consultants Inc	
Supplier Payment	Check	10952	4/26/2023	437.81	Iron Mountain Inc - Remit-To: Iron Mountain - New York	
Supplier Payment	Check	10953	4/26/2023	32.58	J-2 Blueprint Supply Co.	
Supplier Payment	Check	10954	4/26/2023	8,455.78	Janus Youth Programs Inc	
Supplier Payment	Check	10955	4/26/2023	167.00	John M Tyrpak	
Supplier Payment	Check	10956	4/26/2023	2,600.00	Joseph Robert Hawes	
Supplier Payment	Check	10957	4/26/2023	2,463.75	Keller Associates Inc	
Supplier Payment	Check	10958	4/26/2023	10,000.00	Lir Cultural Coaching LLC	
Supplier Payment	Check	10959	4/26/2023	1,877.30	Mallory Safety & Supply LLC	
Supplier Payment	Check	10960	4/26/2023	3,620.00	Margum Group LTD	
Supplier Payment	Check	10961	4/26/2023	8,277.50	Matrix Logic Corporation	
Supplier Payment	Check	10962	4/26/2023	410.00	Maul Foster & Alongi Inc	
Supplier Payment	Check	10963	4/26/2023	1,533.05	MPGTandem	
Supplier Payment	Check	10964	4/26/2023	7,372.08	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Supplier Payment	Check	10965	4/26/2023	600.00	Nagra & Atwal Corporation	
Supplier Payment	Check	10966	4/26/2023	4,997.80	National Park Service - Remit-To: National Park Service - Pearson Lease	
Supplier Payment	Check	10967	4/26/2023	11,900.00	Nick Yu	
Supplier Payment	Check	10968	4/26/2023	8,750.49	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Supplier Payment	Check	10969	4/26/2023	16,316.28	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
Supplier Payment	Check	10970	4/26/2023	1,684.85	Oregon Rifleworks	
Supplier Payment	Check	10971	4/26/2023	10,850.00	Pegasus United	
Supplier Payment	Check	10972	4/26/2023	14,400.00	Phoung Mai T Nguyen	
Supplier Payment	Check	10973	4/26/2023	140.00	Porter W Yett Company	
Supplier Payment	Check	10974	4/26/2023	3,447.36	PPC Solutions Inc	
Supplier Payment	Check	10975	4/26/2023	1,210.00	Public Safety Testing Inc	
Supplier Payment	Check	10976	4/26/2023	6,519.59	Qwest Corporation - Remit-To: Qwest Corp- Seattle	
Supplier Payment	Check	10977	4/26/2023	2,262.00	Rapid Response Bio Clean Inc.	
Supplier Payment	Check	10978	4/26/2023	3,580.50	SafeFire LLC	
Supplier Payment	Check	10979	4/26/2023	15,984.60	Scott Edwards Architecture LLP	
Supplier Payment	Check	10980	4/26/2023	27,821.86	Skillssoft Corp	
Supplier Payment	Check	10981	4/26/2023	592.41	Software House International SHI - Remit-To: SHI - Dallas	
Supplier Payment	Check	10982	4/26/2023	19,580.00	Southwest Washington Humane Society	
Supplier Payment	Check	10983	4/26/2023	17,499.40	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Supplier Payment	Check	10984	4/26/2023	50.00	State of Washington Department of Labor & Industries - Remit-To: State of WA LNI - Explosives Licensing	

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Supplier Payment	Check	10985	4/26/2023	2,932.72	State of Washington Department of Transportation	
Supplier Payment	Check	10986	4/26/2023	61,762.09	The ADT Security Corporation	
Supplier Payment	Check	10987	4/26/2023	1,512.00	The Loudenback Corporation	
Supplier Payment	Check	10988	4/26/2023	1,700.00	Thomas S. Beatty	
Supplier Payment	Check	10989	4/26/2023	434.70	Towing & Recovering Services Inc	
Supplier Payment	Check	10990	4/26/2023	686.72	Triple J Enterprises	
Supplier Payment	Check	10991	4/26/2023	300.00	VestCapital LLC	
Supplier Payment	Check	10992	4/26/2023	6,700.00	Vincent Liddicoatt	
Supplier Payment	Check	10993	4/26/2023	326.12	W.B. Sprague Co. Inc.	
Supplier Payment	Check	10994	4/26/2023	128.90	WVP OF Washington PC	
Ad Hoc Payment	Check	10995	4/26/2023	113.96	Beard,Merna	Utility Refunds: 0099049908-02
Ad Hoc Payment	Check	10996	4/26/2023	61.04	Charles and Linda Clayton Living Trust,Their Successors in Trust Under the	Utility Refunds: 0024022600-06
Ad Hoc Payment	Check	10997	4/26/2023	1,028.12	Cimarron Homeowners Association	Utility Refunds: 0087010010-01
Ad Hoc Payment	Check	10998	4/26/2023	99.96	Clayton,Linda	Utility Refunds: 0024022600-06
Ad Hoc Payment	Check	10999	4/26/2023	86.01	Columbia River NW Investments	Utility Refunds: 0079075900-15
Ad Hoc Payment	Check	11000	4/26/2023	22.13	English,Ellis or Aivy	Utility Refunds: 0000008523-03
Ad Hoc Payment	Check	11001	4/26/2023	170.52	Fabian Galeana or Maricsa Montoya	Utility Refunds: 0500001722-03
Ad Hoc Payment	Check	11002	4/26/2023	133.81	Invest West Management	Utility Refunds: 0002000111-02
Ad Hoc Payment	Check	11003	4/26/2023	130.56	Jeremiah Bolnick or Todd Barros	Utility Refunds: 0000008583-02
Ad Hoc Payment	Check	11004	4/26/2023	235.31	Key Property Services Inc	Utility Refunds: 0097030800-11
Ad Hoc Payment	Check	11005	4/26/2023	84.71	LGI Homes Group LLC	Utility Refunds: 0500005241-01
Ad Hoc Payment	Check	11006	4/26/2023	280.00	LHV LLC	Utility Refunds: 0500005811-01 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	11007	4/26/2023	67.61	Maier,Daniel	Utility Refunds: 0056082600-13
Ad Hoc Payment	Check	11008	4/26/2023	23.02	Maria or Thajj Cumberbatch	Utility Refunds: 0128000188-02
Ad Hoc Payment	Check	11009	4/26/2023	1,400.00	McGuire,Tony	Utility Refunds: 0088007100-03
Ad Hoc Payment	Check	11010	4/26/2023	209.04	Merna L Beard Revocable Living Trust	Utility Refunds: 0099049908-02
Ad Hoc Payment	Check	11011	4/26/2023	55.96	Opendoor Labs Inc	Utility Refunds: 0058028034-29
Ad Hoc Payment	Check	11012	4/26/2023	167.07	Osmanthus Properties LLC	Utility Refunds: 0156000340-02
Ad Hoc Payment	Check	11013	4/26/2023	2,469.49	Patton,Carol	Utility Refunds: 0087013004-03 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	11014	4/26/2023	69.15	Representative of the Estate of Brenda A Fivian,Jana H Arthur Personal	Utility Refunds: 0045034700-07
Ad Hoc Payment	Check	11015	4/26/2023	207.30	Stricker,Michael or Luanne	Utility Refunds: 0018092900-07
Ad Hoc Payment	Check	11016	4/26/2023	1,227.04	Swodeck,Tim	Utility Refunds: 0092004900-08 Consolidated refund created from multiple refunds
Ad Hoc Payment	Check	11017	4/26/2023	45.09	The Caris Revocable Living Trust	Utility Refunds: 0032067000-14
Ad Hoc Payment	Check	11018	4/26/2023	352.24	The McCluskey Trust dated 8/16/21 and Any Amendments Thereto	Utility Refunds: 0128543355-04
Ad Hoc Payment	Check	11019	4/26/2023	67.38	Tran,Sarah M or Long H	Utility Refunds: 0150002058-02
Ad Hoc Payment	Check	11020	4/26/2023	206.65	Viet Tran or Tam Vo	Utility Refunds: 0121001588-08
Supplier Payment	Check	11021	4/26/2023	17,800.45	Live Love Outreach	
			Check	1,969,561.65		
Cash Advance Payment	Direct Deposit	EFT-00193993	4/27/2023	45.00	Trevor Graff	Travel Advance
Expense Payment	Direct Deposit	EFT-00193994	4/27/2023	385.01	Rainy Rau	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00193995	4/27/2023	30.00	Tyson Taylor	Travel Advance
Expense Payment	Direct Deposit	EFT-00193996	4/27/2023	70.41	Kathlene O'Shannon	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00193997	4/27/2023	139.50	Chris Malone	Travel Advance
Expense Payment	Direct Deposit	EFT-00193998	4/27/2023	172.50	Zachary Allred	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00193999	4/27/2023	434.25	Jerik Laursen	Travel Advance
Expense Payment	Direct Deposit	EFT-00194000	4/27/2023	50.85	Brandon Osborn	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194001	4/27/2023	300.00	Kyle Ulsh	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194002	4/27/2023	290.00	Kassidy Flaherty	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194003	4/27/2023	172.50	Cameron McAnally	Employee Reimbursement

*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

INVOICE PAYMENTS REPORT

Payment Category	Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Expense Payment	Direct Deposit	EFT-00194004	4/27/2023	100.00	Dane Kelsey	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194005	4/27/2023	641.50	Patrick Gilbride	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194006	4/27/2023	160.00	Andrew Tryon	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194007	4/27/2023	74.00	Samuel Harrison	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194008	4/27/2023	149.00	Sheila Andrews	Employee Reimbursement
Expense Payment	Direct Deposit	EFT-00194009	4/27/2023	119.99	Shannon Williams	Employee Reimbursement
Cash Advance Payment	Direct Deposit	EFT-00194010	4/27/2023	109.75	Julie Patterson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194011	4/27/2023	111.00	Troy Rawlins	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194012	4/27/2023	206.50	Rocky Epperson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194013	4/27/2023	241.50	Nick Gillingham	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194014	4/27/2023	51.75	Eric Holmes	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194015	4/27/2023	416.00	Kassidy Flaherty	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194016	4/27/2023	416.00	LeMont Lucas	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194017	4/27/2023	416.00	Chad Lawry	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194018	4/27/2023	249.21	Paul Harris	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194019	4/27/2023	126.00	Travis Spencer	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194020	4/27/2023	206.50	Ryan Starbuck	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194021	4/27/2023	402.95	Aaron Murphy	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194022	4/27/2023	206.50	Brian Viles	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194023	4/27/2023	159.00	Brian Wilson	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194024	4/27/2023	118.50	Eric Giacchino	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194025	4/27/2023	109.75	Nathan Leek	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194026	4/27/2023	240.37	James Demmon	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194027	4/27/2023	128.25	Mike Cero	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194028	4/27/2023	206.50	Sean Suarez	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194029	4/27/2023	128.25	Timothy Buck	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194030	4/27/2023	128.25	Brian Potter	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194031	4/27/2023	126.00	Jonas Van Skike	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194032	4/27/2023	295.70	Ken Portlock	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194033	4/27/2023	126.00	Abel Lopez	Travel Advance
Cash Advance Payment	Direct Deposit	EFT-00194034	4/27/2023	126.00	Nicholas Kujava	Travel Advance
			Direct Deposit	8,386.74		
Supplier Payment	EFT	EFT-00193867	4/25/2023	15,256.60	Allegiance Benefit Plan Management Inc	
Supplier Payment	EFT	EFT-00193868	4/25/2023	950.40	Vancouver Command Guild	
Supplier Payment	EFT	EFT-00193869	4/25/2023	25,488.97	IAFF Local #452	
Supplier Payment	EFT	EFT-00193870	4/25/2023	12,050.22	Vancouver Police Officer Guild	
Supplier Payment	EFT	EFT-00193871	4/25/2023	131.22	Legal Shield	
Supplier Payment	EFT	EFT-00194035	4/27/2023	8,815.27	Linguava Interpreters Inc	
Supplier Payment	EFT	EFT-00194036	4/27/2023	70,922.81	Mead and Hunt Inc	
Supplier Payment	EFT	EFT-00194037	4/27/2023	886.40	Rotschy Inc	
Supplier Payment	EFT	EFT-00194038	4/27/2023	16,057.34	State of Washington Auditor's Office	
Supplier Payment	EFT	EFT-00194039	4/27/2023	51,270.74	Halbert Construction Services LLC	
Supplier Payment	EFT	EFT-00194040	4/27/2023	40.81	Ziply Fiber	
Supplier Payment	EFT	EFT-00194041	4/27/2023	29,217.88	Council for the Homeless	
Supplier Payment	EFT	EFT-00194042	4/27/2023	9,408.73	Columbia West Engineering	
Supplier Payment	EFT	EFT-00194043	4/27/2023	5,045.27	New Life Friends Church	
Supplier Payment	EFT	EFT-00194044	4/27/2023	7,558.10	Universal Field Services Inc	
Supplier Payment	EFT	EFT-00194045	4/27/2023	6,381.67	Boys and Girls Clubs of Southwest Washington	
Supplier Payment	EFT	EFT-00194046	4/27/2023	1,416.00	MacKay Sposito Inc	
Supplier Payment	EFT	EFT-00194047	4/27/2023	1,936.82	Lifeline Connections	
Supplier Payment	EFT	EFT-00194048	4/27/2023	3,423.66	Waxie's Enterprises Inc	
Supplier Payment	EFT	EFT-00194049	4/27/2023	5,239.66	North Cascades Excavating, LLC	
Supplier Payment	EFT	EFT-00194050	4/27/2023	177.45	Praxair Distribution Inc	
Supplier Payment	EFT	EFT-00194051	4/27/2023	53,341.89	Power Systems West	
Supplier Payment	EFT	EFT-00194052	4/27/2023	140.00	Brad Piesch Aggressive Enterprises, Inc	
Supplier Payment	EFT	EFT-00194053	4/27/2023	8,345.17	Partners in Careers	
Supplier Payment	EFT	EFT-00194054	4/27/2023	6,160.75	Otak Inc	
Supplier Payment	EFT	EFT-00194055	4/27/2023	133,134.91	Avolve Software Corp	
Supplier Payment	EFT	EFT-00194056	4/27/2023	40,019.14	Tierra Right of Way Services LTD	
Supplier Payment	EFT	EFT-00194057	4/27/2023	60,780.19	Outsiderinn.org	
Supplier Payment	EFT	EFT-00194058	4/27/2023	52,858.64	SDB Inc	
			EFT	626,456.71		
Supplier Payment	Manual Wire		4/20/2023	70,332.56	Paymentus Corporation	
Supplier Payment	Manual Wire		4/24/2023	243,612.16	Blue Cross Blue Shield of Oregon	
Supplier Payment	Manual Wire		4/24/2023	16,009.63	Washington Dental Service	
Supplier Payment	Manual Wire		4/25/2023	7,975.14	ICMA 401A (Inactive)	
Supplier Payment	Manual Wire		4/25/2023	743.50	Oregon SDU	
Supplier Payment	Manual Wire		4/25/2023	21,000.11	Western States Health & Welfare Trust	
Supplier Payment	Manual Wire		4/25/2023	262,528.67	ICMA Corp (Inactive)	
Supplier Payment	Manual Wire		4/25/2023	1,192.18	Vancouver Fire Command Officers	
Supplier Payment	Manual Wire		4/25/2023	5,078.81	Washington SDU	
Supplier Payment	Manual Wire		4/25/2023	20,700.00	Washington State Firefighters	
Supplier Payment	Manual Wire		4/25/2023	25,477.26	Vancouver Firefighters Union Health & Welfare Trust	
Supplier Payment	Manual Wire		4/25/2023	58,372.83	State of Washington Department of Retirement System (PERS)	

INVOICE PAYMENTS REPORT

<u>Payment Category</u>	<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Supplier Payment	Manual Wire		4/26/2023	1,084,318.77	Internal Revenue Service	
Supplier Payment	Manual Wire		4/26/2023	1,200,000.00	Chicago Title Company of WA	
Supplier Payment	Manual Wire		4/27/2023	807,500.00	Clark County Title Company	
Supplier Payment	Manual Wire		4/27/2023	835,900.60	State of Washington Department of Retirement System (PERS)	
Supplier Payment	Manual Wire		4/27/2023	3.00	City of Portland Revenue Division	
Supplier Payment	Manual Wire		4/27/2023	38,764.78	State of Oregon Department of Revenue	
Supplier Payment	Manual Wire		4/27/2023	10,525.63	Bank Of America N.A. - Remit-To: Charlotte NC	
Supplier Payment	Manual Wire		4/27/2023	346,208.26	State of Washington Department of Revenue	
Supplier Payment	Manual Wire		4/27/2023	14,712.04	Liberty Mutual Group Inc.	
Supplier Payment	Manual Wire		4/28/2023	5,343.00	State of Washington Department of Licensing - Remit-To: DOL - Seattle Remit	
			Manual Wire	5,076,298.93		
			Checks	1,969,561.65		
			Direct Deposit	8,386.74		
			EFT	626,456.71		
			5/1/2023	8,212.65	City Payments	Posted 04-24-23 to 04-30-23
			Hansen Total	8,212.65		
			5/1/2023	1,550.00	Miscellaneous	Parks Class Refunds FCC 04-24-23 to 04-30-23
			5/1/2023	917.10	Miscellaneous	Parks Class Refunds MCC 04-24-23 to 04-30-23
			VISA Total	2,467.10		
			Payroll Total	3,719,635.44		
			GRAND TOTAL	11,411,019.22		

City of Vancouver
Payroll Council Report
April 24, 2023 - April 30, 2023

Check No.	Date	Explanation	Amount
1161 - 1194	04/25/23	April 25th Payroll	\$ 16,436.46
192044 - 193866	04/25/23	April 25th Direct Deposit	\$ 3,662,982.70
1195 - 1201	04/28/23	4 2023 Pension Payroll	\$ 10,012.00
193872 - 193915	04/28/23	4 2023 Pension Direct Deposits	\$ 30,204.28

\$ 3,719,635.44



Staff Report: 080-23

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/8/2023

SUBJECT 2023 CDBG and HOME Action Plan

Key Points

- The City completes an annual Action Plan describing how federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds will be awarded. The draft Action Plan was posted and advertised for public review on April 7, 2023. The Action Plan will be submitted to HUD by May 15, 2023.
- Resources available for the 2023 program year (July 1, 2023 – June 30, 2024) are estimated to include \$1,392,021 in CDBG funds and \$791,895 in HOME funds. Additional HOME ARP funds and local AHF levy funds were also made available in the application process. AHF approval will be sent under a separate resolution.
- A 15-person review committee composed of 7 community representatives and 8 city staff reviewed the applications and application presentations, then scored and ranked the proposals received.
- Recommended CDBG, HOME, and HOME ARP funding would support 21 projects undertaken by community partners and benefiting people with low to moderate income. See Attachment B for a summary of projects and funding.
- Proposed outcomes from these awards include:
 - 4,830 people will benefit from various public services
 - 203 business owners will be assisted
 - 15 households will buy an affordable home
 - 13 new units of affordable housing will be acquired
 - 10 homeowners will have their housing repaired and preserved
 - 46 households will access rental assistance with case management
 - 1,500 people will have improved access to mental health services for children
 - 1,890 people will receive supportive services to resolve or prevent homelessness

Strategic Plan Alignment

Goal 3, Objective 3.2: Improve services available to underserved or vulnerable residents

Present Situation

The U.S. Department of Housing and Urban Development (HUD) requires an annual Action Plan that outlines how CDBG and HOME resources will be utilized. This document includes information regarding funds available, the prioritization process, and recommended awards and projects. The draft 2023 Action Plan was made available 30 days prior to the May 8, 2023, public hearing at www.cityofvancouver.us/cdbg. City Council and public feedback on recommended funding is welcomed and encouraged prior to plan finalization and submittal.

CDBG and HOME awards must be consistent with goals and objectives outlined in the City's 2019-2023 Five-year Consolidated Plan. Goals include:

- Affordable Housing: Increase and preserve affordable housing opportunity for low-income households and people experiencing homelessness.
- Public Services: Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives.
- Economic Development: Increase economic opportunity by supporting small businesses.
- Public Facilities and Infrastructure: Create and preserve buildings and spaces that serve the public.

The City of Vancouver allocates the majority of its CDBG and HOME funding to community partners through an annual competitive application process. A public hearing for City Council to adopt the 2023 Action Plan, which includes the proposed projects and award amounts, is scheduled for May 8, 2023.

2023 Funding Available

Funds available for program year 2023 are listed below. Available funds are subject to change based on entitlement funds from previous years and program income received.

CDBG funding

2023 Entitlement Funds \$1,392,021
Anticipated program income \$ 120,000
Unspent entitlement (previous years) \$ 141,337
TOTAL \$1,653,358

HOME funding

2023 Entitlement Funds \$ 791,895
Unspent entitlement (previous years) \$ 318,251
TOTAL \$1,110,146

HOME ARP funding

Entitlement funds (for 6 years) \$2,496,110
2023 ESTIMATED SPENDING \$ 727,904

Application and Prioritization Process

The annual application process began in October 2022. Staff invited interested parties to attend a workshop explaining the application process. Applicants submitted preapplications online through ZoomGrants. City staff advanced 36 applications with funding requests totaling just over \$6 million. The review committee, composed of community representatives and City staff ,

completed the application review process. The committee read applications, viewed applicant presentations, scored and prioritized the projects and suggested funding options. This year, the committee's awarded points were increased and objective scoring was decreased, giving the committee more influence on which applications were granted funding.

The average score for each application guided the prioritization of awards. Scoring factors included:

- Clearly defined scope, goals and outcomes
- Community needs
- Community impact
- Readiness to move forward
- Long-term financial viability
- Demonstrated equitable practices and outcomes
- Community partnerships and collaboration
- Cost benefit – people/households served and committed match funding
- Objective risk assessment score
- Additional points for projects that address homelessness needs

Staff then met with the committee to go over funding proposals. A full list of recommended projects and proposed funding is included in the Action Plan.

2023 Funding Recommendations – CDBG

Funding recommendations support the following priorities:

- Public services: Programs serving youth programs, youth who are experiencing homelessness, transitional housing services, community outreach events and eviction mediation services.
- Public facilities: Construction and rehabilitation of a behavioral health care facility.
- Economic development: Technical assistance for microenterprises and people starting new businesses.
- Housing services: Case management to help households find or maintain rental housing; paired with HOME-funded rental assistance.
- City Housing Rehab Set-aside: Low-interest loans to homeowners to assist with home repairs that address health, safety and livability issues.
- Administration: Staff and administrative costs to carry out the CDBG program and projects. The amount of CDBG funding that may be used for administration is capped by federal guidelines.

2023 Funding Recommendations – HOME

Funding recommendations for HOME awards support the following priorities:

- Rental assistance: Assistance with security deposits, rent and utilities to help households experiencing, or at risk of, homelessness afford housing. Paired with CDBG-funded housing services.
- Housing projects: Single-family home acquisition assistance for first-time buyers and new affordable rental housing. HUD requires 15% of each year's HOME entitlement to be set aside for an eligible Community Housing Development Organization (CHDO). No CHDO applications were submitted in 2022, so this was carried forward. One 2023 CHDO application was received for multifamily acquisitions, this was recommended for funding with both 2022 and 2023 CHDO set-aside.

- Unallocated Funding: These funds will be awarded as needed. If funds are unspent in 2023, they will be allocated to future projects.
- Administration: Staff and administrative costs to carry out the HOME program and projects. The amount of HOME funding that may be used for administration is capped by federal guidelines.

2023 Funding recommendations - HOME-ARP

The HOME-ARP Plan was reviewed by the public and City Council, but has not yet been approved by HUD. When approved, HOME-ARP funding will need to be expended within 6 years. HOME-ARP applications were accepted as part of the 2023 process in anticipation of the HOME-ARP Plan approval. Funding recommendations for HOME-ARP awards support the following services for people who are homeless or at risk of homelessness, per HOME-ARP rules.

- Housing Services: Supporting households who are experiencing homelessness or at risk of becoming homeless through navigating the criminal justice system, outreach, and rental assistance.
- Outreach: Supporting households who are experiencing homelessness and other vulnerable populations through outreach in the community.
- Administration: Staff and administrative costs to carry out the HOME-ARP program and projects. The HOME-ARP funding used for administration is capped by federal guidelines at 15% over 6 years. The admin costs are estimated to be spent in four years.

Advantage(s)

Project awards will serve Vancouver residents with low to moderate income (LMI), build or preserve housing that will remain affordable, and assist small businesses that are new or struggling. The recommended awards would allow the City to continue making progress toward meeting the five-year projected outcomes identified in the 2019-2023 Consolidated Plan. (Projects funded in one program year may be implemented and/or completed in subsequent program years.)

Disadvantage(s)

None

Budget Impact

Proposed funding is through the city's federal CDBG and HOME entitlements and program income. Revenue and expenses have been budgeted adequately in the 2023-24 budget. If the estimated funding changes drastically, revenues and expenses will be adjusted in the Fall Supplemental accordingly

Prior Council Review

None

Action Requested

Approve a resolution adopting the proposed 2023 CDBG, HOME, and HOME-ARP funding awards.

Samantha Whitley, Housing Programs Manager, 360-487-7952

ATTACHMENTS:

- ▣ Draft of 2023 Action Plan
- ▣ 2023 Action Plan infographic
- ▣ Workshop Council Memo - 2023 CDBG HOME Action Plan
- ▣ 2023 Action Plan Resolution
- ▣ Action Plan Presentation

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The 2023 City of Vancouver Action Plan covers the final year of the 2019-2023 Consolidated Plan for Housing and Community Development. The Five-Year Consolidated Plan determines community needs, resources, priorities, and proposed activities to be undertaken through funding provided by the Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME) Programs and other Housing and Urban Development (HUD) programs. The Consolidated Plan is updated annually through Action Plans. Action Plans provide information to the public regarding proposed funding allocation for programs and projects for the upcoming program year.

Program year 2023 marks Vancouver's 21st year as a CDBG entitlement jurisdiction and its 15th year receiving HOME funds. In addition, Vancouver has received other grants from HUD in recent years:

CDBG-CV: In response to the 2020 outbreak of COVID-19, the federal government passed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The CARES Act provided \$5 billion nationally in supplemental CDBG-CV funding for grants to prevent, prepare for and respond to coronavirus. The City of Vancouver received funds from two tranches of CDBG-CV funding, totaling \$1,896,536. This funding was allocated through an amendment to the 2019 Action Plan to speed up distribution of funds. To date, 100% of these funds have been committed to programs and 80% have been spent.

HOME-ARP: Additionally, Vancouver received \$2,496,110 in HOME-ARP funding through the American Rescue Plan. This funding must be used to support people who are homeless, or at risk of becoming homeless. The HOME-ARP plan has been submitted to HUD as an amendment to the 2021 Action Plan and proposes to award all HOME-ARP program funding to supportive service activities. This includes rental assistance, behavioral health services, case management, outreach, employment programs, legal assistance, and other services to assist people with moving into safe and stable housing or maintaining housing if they are at risk of losing it. With the 2023 funding cycle, Vancouver is proposing to award \$634,300 in HOME-ARP to four supportive service programs. Services include street outreach and medicine, rental assistance, and legal services to assist with housing barriers.

Section 108 Loan: In 2021, the City applied for a \$4.1 million Section 108 loan to assist with acquisition of the Fourth Plain Commons Community Center located at 2220 Norris Road. Fourth Plain Commons construction is nearly complete and includes a 9,750 square foot Community Center on the ground floor along with 106 affordable apartments on the upper floors. The Community Center includes a commercial kitchen and business incubator, an open plaza for gatherings, and space for nonprofit organizations to provide services. The Center is scheduled to open in July 2023. Net income generated from the community center will be used to pay the Section 108 loan along with future CDBG entitlement funding as needed.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City of Vancouver identified the following four goals through the Consolidated Planning process:

- Increase and preserve affordable housing opportunity for low-income households and people who are experiencing homelessness.
- Public Services to reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing community initiatives and target funding to align with City strategic planning efforts.
- Economic Development to increase economic opportunity by supporting small businesses.
- Public Facilities and Infrastructure- to create and preserve buildings and spaces that serve the public.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2023 Action Plan is the final year of the 5-year Consolidated Plan. The table below outlines the progress made under each program goal.

Projected outcomes for 2022 activities are still ongoing. Final outcome totals will be reported with the Consolidated Annual Performance Evaluation Report (CAPER) in September 2023.

Table 1 –

Goal	Outcomes	5-yr Plan	2019	2020*	2021*	2022
Affordable Housing	New Rental Units	165 units	0 units	0 units	107 units	6 units
	Rental Rehab	100 units	0 units	25 units	0 units	0 units
	Homeowner Rehab	35 units	9 units	13 units	5 units	10 units
	New Ownership Units	10 units	0 units	0 units	0 units	0 units
	Homebuyer Assistance	8 units	0 units	0 units	1 unit	4 units
	Rental Assistance Households Served	250 households	45 households	49 households	48 households	95 households
Public Services	LMI people served	29,715 people	5,028 people	1,952 people	1,282 people	1,219 people
Economic Development	Business assisted	150 businesses	50 businesses	323 businesses	107 businesses	255 businesses
Public Facilities	LMI People served	21,375	144 people	0 people	0 people	2,158 people

*Federal funding focused on public services and business assistance to respond to the COVID-19 pandemic.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Vancouver follows a detailed citizen participation plan. All citizens are encouraged to participate in the Action Plan development and review process including people with low to moderate income, underserved and non-English-speaking persons, people with disabilities or HIV/AIDS, homeless service agencies, and residents of public and assisted housing developments.

The 2023 application cycle began in October 2022 with an online publication of the “Notice of Funding Availability.” The notice outlined the available funding for the CDBG and HOME programs and invited interested parties to attend an informational workshop. The notice of available funding, funding application guide, 5-year Consolidated Plan, and Citizen Participation Plan were posted for reference on the City of Vancouver website. The City also issued a general press release that distributes to various media outlets and formats in the Vancouver-Portland area.

The Action Plan was advertised in The Columbian newspaper 30 days prior to the date of the public hearing, posted on the website, made available at City Hall and public libraries, and distributed via e-mail to service providers across many disciplines to encourage comments on the proposed allocation funding.

The notice included:

- Anticipated amount of assistance (including grant fund, prior year funds and program income)
- Range of activities that may be undertaken
- Estimated amount that will benefit low- and moderate-income persons
- Summary of the contents and purpose of the Action Plan
- List of locations where copies of the proposed plan may be reviewed

A public hearing notice and request for comment was published in the Columbian newspaper on April 7, 2023. The draft Action Plan and request for comment was also posted on the city’s website and published through social media. Physical copies of the plan were placed in City Hall and Vancouver Public Library. The request for comments will expire May 8, 2023.

Prior to the City Council meeting, City Council received a memo that outlined the expected funding and proposed awards in the Action Plan. This memo included information about each project recommended for funding. A City Council public hearing will be conducted May 8, 2023. A link to the City Council hearing will be made available here following May 8th.

5. Summary of public comments

Public comments will be published here after they are received.

6. Summary of comments or views not accepted and the reasons for not accepting them

Comments that are not accepted and reasons for not accepting will be published here.

7. Summary

This 2023 Action Plan provides a detailed list and description of the activities which will be conducted with CDBG and HOME funding in the City of Vancouver for the 2023 program year, July 1, 2023 through June 30, 2024. All funding will be utilized to implement strategies and goals in the City's 2019-2023 Five-Year Consolidated Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Consolidated Plan preparation CDBG and HOME administration	Vancouver, WA	Economic Prosperity and Housing

Table 2 – Responsible Agencies

Narrative

The City of Vancouver is responsible for administration of CDBG and HOME programs in compliance with HUD regulations and has responsibility for the final allocation of funds for program activities. The CDBG and HOME funds received from HUD are intended to benefit individuals, households, and businesses with low to moderate income.

Consolidated Plan Public Contact Information

Samantha Whitley, Housing Programs Manager
Economic Prosperity and Housing
City of Vancouver
PO BOX 1995
Vancouver, WA 98668
Samantha.whitley@cityofvancouver.us

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

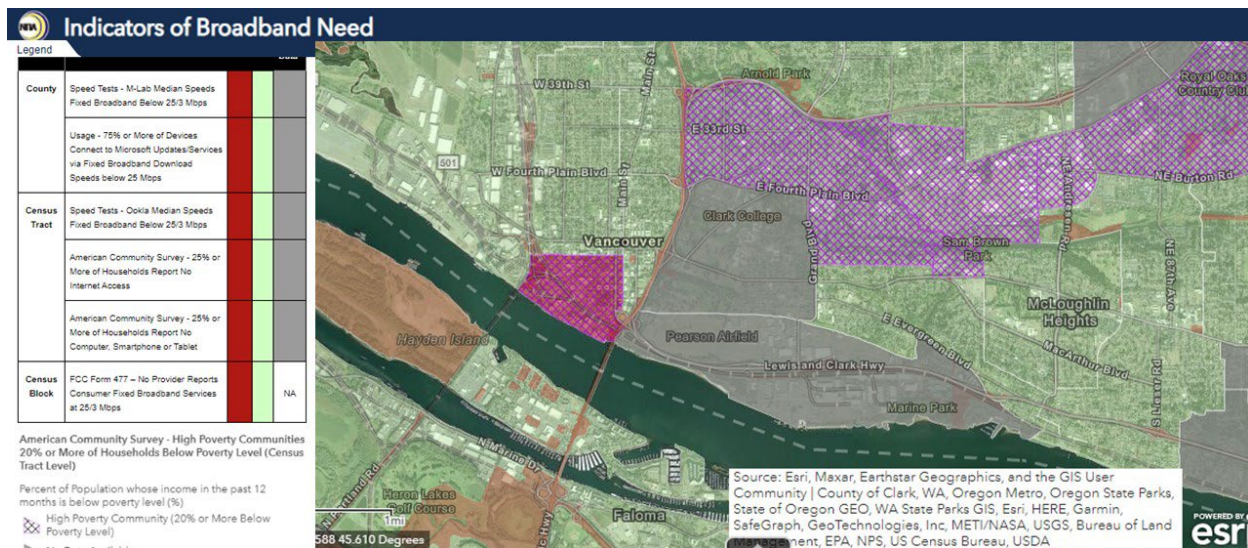
1. Introduction

The community needs far exceed the funding resources available to the City. Consulting with local community service providers helps to foster consensus on the local priority issues.

The City submitted its Five-Year Consolidated Plan to HUD in 2019. New requirements were implemented in 2020 and HUD now requires Broadband and Hazard Mitigation consultation and consideration in the planning process. Since this was not included in Vancouver's 2019-2024 Consolidated Plan, this information is included within annual Action Plans.

Broadband Access is no longer a matter of convenience or luxury. Fast, reliable internet service is an essential part of life. From employment, to schoolwork, medical appointments, grocery and household necessities, many everyday tasks are now commonly conducted online. The COVID-19 pandemic also has made internet access more essential in ways that it was not in the past.

The National Telecommunications and Information Administration (NTIA) publishes an "Indicators of Broadband Need" mapping application which uses several different data sources to show information on broadband availability in the U.S. The NTIA map for Vancouver, shown below, indicates low levels of need for broadband services within Vancouver. The map indicates that there are multiple service providers that serve all areas of Vancouver. However, the NTIA map also shows census tracts with high poverty rates (20% or more households below poverty level), indicated by purple hash lines. Households with lower income may lack access to broadband because of cost.



The federal Affordable Connectivity Program offers eligible households a benefit of \$30 per month to help pay internet costs. In addition, the Lifeline Program will provide \$9.25 monthly toward telephone and broadband service for households that earn low income.

Hazard Mitigation refers to any sustained action taken to reduce or eliminate long-term risk to life and property. City of Vancouver is a planning partner with the Clark Regional Emergency Services Agency (CRESA). CRESA updated the Clark Regional Natural Hazard Mitigation Plan in 2022. This plan was created to identify potential hazards, develop strategies to reduce risk, and coordinate resources, thereby creating more resilient communities. The plan identifies 8 potential hazards in Vancouver, ranked highest probability (1) and impact to lowest (5). The higher the ranking, the higher the likelihood and impact of the hazard. The hazards are: earthquake (1), severe weather (1), flood (2), landslide (2), wildfire (2), volcano (3), drought (4), and dam failure (5).

Specifically, severe weather has impacted vulnerable populations in the City of Vancouver. In 2021 and 2022, the region experienced unusually cold weather in the winter and severe heat in the summer. Much of the City's housing and infrastructure is not equipped to withstand severe weather. An Action item in the CRESA plan for Vancouver includes organizing outreach to vulnerable populations, including establishing and promoting accessible heating and cooling centers in the community.

Additional recommendations for Vancouver included seismic retrofitting for buildings and structures, developing programs to identify/install wildland fire water supply systems, and relocating critical facilities out of known hazard areas.

The City of Vancouver has set ambitious climate goals and adopted a Climate Action Framework (CAF) in 2022. The CAF is a blueprint to reduce greenhouse gas emissions and build resiliency to climate change impact. The goal of this framework is to reach carbon neutrality for the City of Vancouver by 2040. This plan establishes strategies to protect vulnerable communities such as low-income people, communities of color, people with health issues, the elderly, young people, and unhoused people from the impacts of climate change. CDBG and HOME activities will help support the city's climate goals by enhancing energy-efficiency improvements and preventing displacement for vulnerable populations following project recommendations in the CAF.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Vancouver enhances coordination of public, private, and non-profit housing providers, human service agencies, and social service providers through the following actions:

- Appointing the commissioners for the Vancouver Housing Authority Board (PHA).
- Continuing to work with regional jurisdictions including Clark County and the Vancouver Housing Authority to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services.
- Continuing to participate in coordinated efforts for shelter and services assisting homeless individuals and families.
- Attendance by City Council members on the Council for the Homeless Board and local Clark County Community Action Advisory Board.
- The City and County created a Joint Executive Board on Homelessness in order to support the county's more involved leadership role in addressing homelessness. The city's role is to support

the county in providing those services. The city can ensure the places frequented by residents experiencing homelessness are as safe and healthy as possible.

- Participation by City staff on the committees that provide direction for the Clark County Homeless Action Plan and other planning initiatives.
- Participation by City staff in local service provider coalition meetings and workgroups.
- Consultation with the Washington State Housing Commission.
- Participation on Washington State Department of Commerce Policy Advisory Team
- Hosting and facilitating homelessness workgroups.
- Creation of city-operated Safe Stay temporary shelter communities in partnership with local service providers.
- Administrator for Vancouver Affordable Housing Fund.
- Administrator for Multi-family Tax Exemption projects.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

City of Vancouver staff participates with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care system to end homelessness. This partnership, known as the Coalition of Service Providers, includes the collaborative efforts of more than 40 community groups, faith communities, government agencies and homeless service providers. The coalition meets regularly to discuss community issues related to homelessness, best practices, and opportunities for collaboration. Staff attends bi-monthly coalition meetings and participates in subgroups dedicated to improving data management, youth access, homelessness prevention, and assessment coordination and updating the Clark County Homeless Action Plan. City staff members are also represented on the Coalition's decision-making body (the CoC Steering Committee).

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

City of Vancouver staff members serve on our local Continuum of Care's decision-making body (CoC Steering Committee). The CoC Steering Committee meets every month and has primary responsibility for ensuring that Homeless Management Information System (HMIS) is fully funded with appropriate policies and procedures. The CoC Steering Committee also works closely with Clark County (ESG recipient) to allocate funds and monitor outcomes. In addition, a Vancouver City Council member serves on the Clark County Community Action Advisory Board which makes allocation decisions for ESG and other local funds dedicated to serve people who are homeless.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 3 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	VANCOUVER HOUSING AUTHORITY
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultations were conducted through email and phone.
2	Agency/Group/Organization	Clark County Coalition of Service Providers
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Service-Fair Housing Other government - County Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Organization of approximately 40 social service providers. Consultation occurred through virtual meetings.
3	Agency/Group/Organization	CLARK COUNTY DEPARTMENT OF COMMUNITY SERVICES
	Agency/Group/Organization Type	Other government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation through virtual meetings and email. Regular coordination on housing needs, outcomes, partner funding and joint projects.
4	Agency/Group/Organization	Clark County Community Action Advisory Board
	Agency/Group/Organization Type	Other government - County Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Meetings occur virtually. Consultation includes identification of needs and recommendations for funding programs by community-based organizations that address community needs and moving people towards self-sufficiency.
5	Agency/Group/Organization	City of Vancouver-Economic Development
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Quarterly meetings conducted remotely. Consult on identification of evolving business needs and ideas and opportunities for collaboration with local economic development service providers.

Identify any Agency Types not consulted and provide rationale for not consulting

No agency types are specifically excluded from consultation.

Consultation also included outreach to housing developers, faith partners, by and for agencies, mental health providers, schools, and neighborhoods in Vancouver.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Council for the Homeless	The majority of efforts to improve public health and address homelessness are organized through Clark County, so close collaboration between the City and the County are essential.
Public Health Strategic Plan	Clark County Public Health	
Analysis of Impediments to Fair Housing Choice	City of Vancouver	Fair housing is a complement to the other goals of affordability and inclusion listed in the Consolidated Plan.
Homeless Action Plan	Council for the Homeless	A plan created with input and feedback from members of the general community including key leaders and stakeholders, homeless service providers and individuals experiencing homelessness.
Fourth Plain Forward	City of Vancouver	Fourth Plain Forward plan is a multi-year City initiative to improve the portion of Fourth Plain Boulevard known as Vancouver's international business district. The initiative is focused on strengthening and growing small businesses, creating opportunities for entrepreneurs, improving the corridor's safety and appearance, and promoting equitable and inclusive development.
Greater Portland Comprehensive Ec-Dev Strategy	Greater Portland Inc. and Metro	Overlapping goals include expanding economic opportunities, supporting local small businesses and building resilient infrastructure.

Table 4 – Other local / regional / federal planning efforts

Narrative

A common thread in many of these plans is an increased awareness and focus on equitable outcomes. These plans recognize disparities in housing, health and economic opportunity, and seek to improve outcomes for people of color. Diversity, equity and inclusion is a key initiative for City Council and a pillar in the City's strategic plan for 2022-2027.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Vancouver follows a detailed citizen participation plan. All citizens are encouraged to participate in the Action Plan development and review process including people with low to moderate income, underserved and non-English-speaking persons, people with disabilities or HIV/AIDS, homeless service agencies, and residents of public and assisted housing developments.

The 2023 application cycle began in October 2022 with an online publication of the “Notice of Funding Availability.” The notice outlined the available funding for the CDBG and HOME programs and invited interested parties to attend an informational workshop. The notice of available funding, funding application guide, 5-year Consolidated Plan, and Citizen Participation Plan were also posted for reference on the City of Vancouver website. The City also issued a general press release that distributes to various media outlets and formats in the Vancouver-Portland area.

The Action Plan public notice was advertised in The Columbian newspaper 30 days prior to the date of the public hearing, posted on the website, and distributed via e-mail to service providers across many disciplines to encourage comments on the proposed allocation funding.

The notice included:

- Anticipated amount of assistance (including grant fund, prior year funds and program income)
- Range of activities that may be undertaken
- Estimated amount that will benefit low- and moderate-income persons
- Summary of the contents and purpose of the Action Plan
- List of locations where copies of the proposed plan may be reviewed

A public hearing notice and request for comment was published in the Columbian newspaper on April 7, 2023. The draft Action Plan and request for comment was also posted on the city’s website and published through social media. Physical copies of the plan were placed in City Hall and Vancouver Public Library. The request for comments will expire May 8, 2023.

Prior to the City Council meeting, City Council received a memo that outlined the expected funding and proposed awards in the Action Plan. This memo included information about each project recommended for funding. A City Council public hearing will be conducted May 8, 2023. A link to the City Council hearing will be made available following May 8.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Internet Outreach	Non-targeted/broad community	Notice of 2023 Funding Availability- October 1, 2022 42 individuals attended pre-application conference.			NA
Newspaper Ad	Non-targeted/broad community	Notice of Public Hearing and request for public comment -Published April 7, 2023			
Internet Outreach	Non-targeted/broad community	City of Vancouver Communications team advertised Action Plan on social media - Facebook, Be Heard page, Twitter and Neighborhood newsletter.			
Email	Non-targeted/broad community Community partners	Emailed to over 300 agency stakeholders and interested parties.			NA
Hard copy distribution	Persons with disabilities Non-targeted/broad community	Distributed copies of 2023 Action Plan to City Hall and Vancouver Library			NA
Public Hearing	Non-targeted/broad community	Public hearing scheduled for May 8, 2023.			https://www.cvtv.org/program/vancouver-city-council

Table 5 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Vancouver is responsible for administration of the CDBG and HOME programs in compliance with HUD regulations and has responsibility for the final allocation of funds for program activities. HUD released the 2023 annual entitlements on February 27, 2023.

In addition to the 2023 CDBG and HOME entitlement funding, the City of Vancouver previously received \$1,896,536 of CDBG-CV funds through the CARES Act stimulus. To date, 100% of these funds have been committed to programs and 80% have been spent. If committed projects or activity delivery are not fully spent, these funds will be awarded to 2023 activities that prevent, prepare, or respond to the impacts of COVID-19. Although these applications were awarded as part of the 2023 process, they will be detailed and accounted for in an amendment to the 2019 Action Plan, with the other COVID-response activities, per HUD guidance.

The City of Vancouver has also been allocated \$2,496,110 in HOME funds through the American Rescue Plan (ARP). The plan for this funding has been submitted to HUD and Vancouver accepted supportive service program applications as part of the 2023 application process. Although HOME-ARP funding has been awarded as part of the 2023 process, the activities are detailed and accounted for through a substantial amendment to the 2021 Action Plan per HUD guidance. All HOME ARP funds are intended specifically to mitigate the impacts of COVID-19 on people who are homeless or at risk of becoming homeless. The City is working to assess community need and develop an allocation plan for these funds.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,392,021	\$120,000	\$141,337	\$1,653,358	\$0	Prior year resources include activities that were not able to fully draw entitlement awards due to program income, which must be expended as it is received. Program income includes \$120,000 in estimated program income that will be received in the 2023 program year.
HOME	public - federal	Acquisition Homebuyer assistance Multifamily rental new construction TBRA	\$791,895	\$0	\$202,363 prior year + \$115,888 CHDO Setaside	\$1,110,146	\$0	Prior year resources include activities that were not able to fully draw entitlement funds due to program income, which must be expended as it is received. Prior year resources include \$202,363 in from a cancelled 2022 project and activities that were not able to fully draw entitlement awards due to program income. Prior year resources also include the 2022 15% CHDO setaside that was not able to be awarded in 2022 due to no applicants.

Table 6 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In 2016, Vancouver passed Proposition 1, a local property tax measure designated for affordable housing construction and preservation, homelessness prevention, and rental assistance. The levy provides \$6 million per year and will end in 2023. In February 2023, voters approved renewal and an increase for the Affordable Housing Fund. The new levy will generate \$10 million per year for ten years, from 2024 to 2033. The City of Vancouver uses CDBG and HOME funding in combination with local affordable housing funding to meet community needs.

Vancouver has taken action to assist agencies apply for available funds and leveraging other resources to implement housing strategies and programs. Vancouver works with representatives from the private lending community, financial experts, and private and nonprofit housing developers who can provide technical expertise in packaging development proposals. Vancouver has submitted letters of support and verification of consistency for project applications which support the goals and objectives found in the Housing and Community Development Plan. The CDBG and HOME applications strongly encourage leveraging funds by awarding additional points based on the amount of committed match.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Vancouver owns 25 acres of developable land within a 205-acre subarea plan to be redeveloped with affordable housing, office and retail, and amenities. The bulk of the redevelopment is within the Tower Mall area which approximately 63 acres. The plan specifies creating an equitable development that is inclusive of community members from a variety of economic and racial/ethnic backgrounds. The 20 year “build out” plan for the subarea will include 2,300 new residential units, with approximately 1,000 units varying in affordability level from deeply affordable 0-30% AMI to 100%AMI to meet the GMA targets as closely as possible.

The City’s vision for the Heights redevelopment is to create a vibrant, connected and walkable neighborhood center which will promote community in an inclusive and equitable manner through sustainability, connectivity, community health and wellness, arts and culture and economic development. There will be a mix of services and amenities including a civic plaza, neighborhood park, linear park, retail, dining and personal services all within walking distance. We propose to increase housing density from 232 units to 2,300 units with a vast range of affordable units from deeply affordable to 80%AMI. We propose to increase jobs from 650 to over 1,000, while retaining as many local small businesses as possible. Sustainability goals which will align with the City’s Climate Action Framework include increasing the tree canopy coverage, reduce heat islands and reduce carbon emissions through pedestrian-oriented streetscape design. The City is making significant investment in the public infrastructure to support private development and is currently designing and engineering the streets and open spaces. The first street project will be constructed in late 2024 with subsequent streets improvements constructed throughout 2025. The City anticipates private development occurring in 2025. The project poses a once in a generation opportunity for the City to proactively influence equitable, inclusive and sustainable development in an underserved area that is ready for revitalization.

Affordability targets will also be realized through the sale of City-owned parcels with development agreements, as well as through a new proposed multifamily tax exemption program designed to deliver density and affordability near transit, as well as other equitable development outcomes.

In late 2021, Vancouver opened its first Safe Stay Community (SSC) consisting of 20 two-person modular shelter units housing approximately 40 people experiencing homelessness. This temporary shelter site is located on city-owned land and managed by the city’s Homeless Response coordinator. In 2022, Vancouver opened a second Safe Stay site on city-owned property and a third Safe Stay will open in April 2023, although the third site is downtown, located on private property that is leased to the city for this use.

Discussion

No additional discussion.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2019	2023	Affordable Housing Public Housing Homeless		Increase and preserve affordable housing	CDBG: \$369,954 HOME: \$977,335	Homeowner Housing Rehabilitated: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 15 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 46 Households Assisted Housing acquisition: 13
2	Public Services	2019	2023	Homeless Non-Homeless Special Needs Non-Housing Community Development		Reduce poverty, increase stability	CDBG: \$250,000	Public service activities other than Low/Moderate Income Housing Benefit: 4,830 Persons Assisted
3	Economic Development	2019	2023	Non-Housing Community Development		Increase economic opportunity	CDBG: \$485,000	Businesses assisted: 192 Businesses Assisted
4	Public Facilities and Infrastructure	2019	2023	Homeless Non-Housing Community Development		Create and preserve public infrastructure	CDBG: \$250,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,500 Persons Assisted

Table 7 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing
	Goal Description	Increase and preserve affordable housing opportunity for low-income households and people who are homeless. Needs addressed: Increase and preserve affordable housing. Typical uses: New rental units constructed, existing rental units rehabilitated, homeowner housing rehabilitation, homebuyer assistance, tenant based rental assistance.
2	Goal Name	Public Services
	Goal Description	Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing community initiatives and target funding to align with City strategic planning efforts. Needs addressed: Increase and preserve affordable housing / Reduce poverty, increase stability Typical uses: Staffing costs for programs serving low income residents. Emergency grants or loans.
3	Goal Name	Economic Development
	Goal Description	Increase economic opportunities by supporting small businesses. Needs addressed: Increase economic opportunity Typical uses: Staff costs for business assistance programs. Emergency grants or loans for business assistance.
4	Goal Name	Public Facilities and Infrastructure
	Goal Description	Create and preserve buildings and spaces that serve the public. Needs addressed: Create and preserve public infrastructure. Typical uses: Construction, maintenance and rehab costs for buildings that provide services to low income residents.

Projects

AP-35 Projects – 91.220(d)

Introduction

Vancouver organizes a volunteer committee comprised of community and City program staff members to prioritize annual application funding. The committee application scores guide the prioritization of projects. Prioritized applications are then presented to Vancouver City Council. The following section describes proposed projects for funding, subject City Council approval, and the resources available in the annual allocation. This Action Plan is consistent with the statutory goals outlined in the strategies and the priority needs listed in the 2019-2023 Consolidated Plan. A detailed list of activities that are included under each project type are included as an attachment to this Action Plan.

In addition to the projects funded with 2023 entitlement funding, the city was approved for a Section 108 loan for the Fourth Plain Commons (FPC) project, a mixed-use project located on Fourth Plain Boulevard at 2200 Norris Road. FPC includes affordable housing on the upper floors and a flexible community-serving space on the ground floor. The ground floor community spaces are envisioned as flexible areas where the Fourth Plain community can gather, hold events, and access services. The following elements are currently planned for the community space:

- A commercial kitchen incubator to launch and support emerging food-based businesses
- A shared office space to co-locate services to make it easier for residents and businesses to access resources
- A community event space that can be rented for festivals, birthdays, trainings, and other events
- A public plaza with infrastructure to support a Vancouver Farmer's Market satellite market

This project is a collaboration between the Vancouver Housing Authority (VHA) and the City of Vancouver. The VHA will own and operate the housing on the upper floors and the City will own the ground floor space and partner with community-based organizations to operate it.

The Section 108 loan was approved for \$4,199,000 along with federal approval of grant number B-20-MC-53-0013. The Section 108 funding will be drawn when construction is complete, approximately June 2023, when the city will acquire the community center portion of the building from the VHA.

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The primary obstacle to addressing underserved needs is available financial resources. Allocation priorities were chosen based on:

- Consistency with HUD objectives for CDBG/HOME programs
- Alignment with the City of Vancouver Consolidated Plan goals
- Project review committee weighted scoring analysis

AP-38 Project Summary - Project Summary Information

Agency	Project Name	Recommended funding	Outcomes	Funding Source	Project Description
Public Services					
Boys and Girls Club of SW WA	Youth Violence Prevention and Intervention	\$50,000	150 youth	CDBG	Targeted outreach to youth to help them re-engage in a community where they learn, grow, connect and make healthy and safe life choices.
Community Mediation Services	Eviction Mediation Program	\$50,000	600 people at risk of eviction	CDBG	Eviction Mediation Program encouraging landlords and tenants to engage in mediation and come to a sustainable agreement outside the court system.
Council for the Homeless	Dynamic Diversion	\$50,000	90 at risk of homelessness	CDBG	Diversion assistance for clients who are experiencing homelessness to move into stable and safe housing.
Janus Youth	Oak Bridge Case Management	\$25,000	80 youth who are homeless	CDBG	Safe shelter, food, clothing, showers, laundry, crisis intervention, resource connection, and life-skills training for youth ages 9-17 experiencing homelessness.
New Life Friend's Church	Homeless to Home	\$25,000	20 people in transitional recovery housing	CDBG	Addiction recovery and reentry program that educates and encourages residents in recovery while providing limited housing.
Thrive 2 Survive	Outreach Events	\$50,000	2,000 residents experiencing homelessness	CDBG	Community events hosted by agency to bring resources to, and meet the needs of, people experiencing or at risk of homelessness.
Totals		\$250,000	2,940 people		
Public Facilities					
Family Solutions	New Integrated Health Center	\$250,000	1,500 people annually	CDBG	Fund building improvements to update space for the provision of healthcare services to low/mod income individuals.
Housing Preservation					
City of Vancouver	Homeowner Rehabilitation	\$192,338	10 households	CDBG	Low-interest loans for homeowners with low-income to repair their single-family home.

Agency	Project Name	Recommended funding*	Outcomes	Funding Source	Project Description
Business Assistance					
Fourth Plain Forward	Business Incubator	\$230,000	54 micro-enterprises	CDBG	Small business education and technical assistance providing startups and existing businesses with access to services and networking.
Hispanic Metropolitan Chamber	Latino Small Business Assistance	\$104,000	45 micro-enterprises	CDBG	Outreach, one-on-one bilingual/bicultural technical assistance and business education workshops to increase revenue and family income.
Mercy Corps NW	Vancouver Small Business Assistance	\$50,500	56 micro-enterprises	CDBG	Small business education and technical assistance with activities dedicated to business growth, which creates pathways to financial opportunity.
Micro Enterprise Services of Oregon	Vancouver Small Business Assistance	\$100,500	48 micro-enterprises	CDBG	Small business education and technical assistance with a focus on businesses in the fourth plain area, as well as expanded outreach, programs and services to new entrepreneurs and small businesses.
Totals		\$485,000*	203 businesses		

**All agencies were funded at less than their full request, because of the limited amount of CDBG funding available.*

Housing Services (CDBG)/Rental Assistance (HOME)					
Janus Youth	The Nest TBRA and Housing Services	\$202,500	30 households	CDBG/HOME	Rental assistance with intensive case management focused on life skills and connection to mental health/substance use treatment.
Lifeline Connections	TBRA for Recovery	\$79,200	6 households	CDBG/HOME	Case management and rent/utility assistance for households who are homeless and struggling with substance use and/or mental health disorders.
Second Step Housing	Transitional Housing	\$154,200	10 households	CDBG/HOME	Transitional housing program that includes rental subsidies, coordinated support, and referral to community resources.
Totals		\$435,900	46 households		

Agency	Project Name	Recommended funding	Outcomes	Funding Source	Project Description
Housing Projects					
Evergreen Habitat for Humanity	Scattered Site Home Trust	\$294,000	14 households	HOME	Down payment assistance for homebuyers, subsidizing each mortgage to make mortgage more affordable.
Proud Ground	Permanently Affordable Housing	\$100,000*	1 household	HOME	Creating homeownership affordability using a Community Land Trust model to administer assistance to first-time homebuyers.
Second Step Housing	Affordable Housing Acquisition	\$300,000	13 households	HOME	Purchase existing market rate rental units to be preserved as affordable housing units for households with children experiencing homelessness.
Totals		\$694,000	28 households		

**One agency was funded at less than their full request, because of the limited amount of HOME funding available for Housing Projects.*

HOME ARP Supportive Services					
Clark County Volunteer Lawyers Program	Housing Justice Project	\$125,000	1,240 people	HOME ARP	Provide supportive services and address the basic needs of people charged with “crimes of homelessness.”
Council for the Homeless	Coordinated Outreach	\$185,000	50 people	HOME ARP	Supporting households who are experiencing homelessness through community outreach.
Xchange Recovery	Outreach & Rental Assistance	\$249,300	450 people	HOME ARP	Supporting households who are experiencing homelessness through community outreach and providing rental assistance as a supportive service to housing.
Xchange Recovery	Medical Team Outreach	\$75,000	150 people	HOME ARP	Providing medical treatment to individuals experiencing homelessness through community outreach.
Totals		\$634,300	1,890 people		

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City does not currently distribute assistance strictly by geographic area. In the past, the City has designated certain areas of focus through Neighborhood Revitalization Strategy Areas (NRSA). At present there are no designated NRSAs in Vancouver.

Geographic Distribution

Target Area	Percentage of Funds

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Not applicable.

Discussion

No additional discussion.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City of Vancouver partners with the Vancouver Housing Authority (VHA) and several non-profit and for-profit agencies to assist in projects designed to provide affordable rental and homeowner housing opportunities. As a result of the COVID-19 pandemic the City of Vancouver has shifted housing projects funding to rental assistance and special projects. Funding for housing projects will be provided through other sources. HOME funds will be used to support the production of two affordable housing projects.

One Year Goals for the Number of Households to be Supported	
Homeless	40
Non-Homeless	37
Special-Needs	6
Total	83

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	46
The Production of New Units	
Rehab of Existing Units	10
Acquisition of Existing Units	27
Total	83

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The goals above include three projects for rental assistance and housing services: (1) Janus Youth's The Nest TBRA, (2) Lifeline Connections' TBRA for Recovery, and (3) Second Step Housing's Transitional Housing Program. The Nest TBRA program consists of long-term rental assistance with intensive case management focused on life skills and connection to mental health for 30 individuals. The TBRA for Recovery Program provides case management and rent/utility assistance for households who are experiencing homelessness and struggling with substance use and/or mental health disorders for 6 individuals. The Transitional Housing Program includes rental subsidies, coordinated support, and referral to community resources for 10 individuals. Lastly, approximately 10 households will be assisted through the City's Homeowner Rehabilitation program.

Additionally, the above goals include two housing projects: (1) Second Step Housing's Affordable Housing Acquisition and (2) Evergreen Habitat for Humanity's Scattered Site Home Trust. The Affordable Housing Acquisition consists of acquiring 13 units in to support households earning less than 60% area median income (AMI) with a preference for households experiencing homelessness. The Scattered Site Home Trust consists of the acquisition of 14 units for permanently affordable homeownership for low income households.

In addition to these HUD-related housing goals, the City of Vancouver's Affordable Housing Fund (AHF) supports the production, rehab, and acquisition of affordable housing units for residents earning under 50% AMI. Since 2016, the AHF has produced and preserved 1,061 affordable units within the city of Vancouver, provided rental assistance to 1,409 households, and supported 450 shelter beds. Through the City's annual CDBG, HOME, and AHF application process, an additional 8 applications for AHF funding were submitted, and 5 were selected for funding. The committee recommended AHF funding of \$3,500,000 for Housing Assistance and Services and \$730,000 for Temporary Shelter, totaling \$4,230,000 to serve 1,237 households earning less than 50% AMI.

AP-60 Public Housing – 91.220(h)

Introduction

Vancouver partners with the Vancouver Housing Authority (VHA) to support projects designed to provide affordable rental and homeowner housing, including assistance to people with disabilities and individuals and families experiencing homelessness. The VHA also provides Housing Choice Vouchers for households in Vancouver.

Actions planned during the next year to address the needs to public housing

Prior to 2019, the Vancouver Housing Authority (VHA) had converted all its public housing units under the Rental Assistance Demonstration (RAD) program and didn't operate public housing projects as defined by HUD. In 2019, VHA reintroduced 28 units of Public Housing with the Caples Terrace project which houses youth who are escaping homelessness and those who are aging out of foster care. Public Housing funds were used for the construction of Caples Terrace.

VHA partners with local nonprofits to develop new public housing units to better assist residents. Columbia Non-Profit Housing partnered with VHA to rehabilitate an existing complex, Englund Manor Senior Apartments, as a public housing project. This project preserved 29 units as housing for seniors experiencing low-income and was completed in 2022.

VHA also partners with other nonprofit developers to create new public housing to better assist residents. Housing Initiative, a subsidiary of Council for the Homeless, constructed two new 46-unit projects targeting individuals with behavioral health challenges and those escaping homelessness. Both The Elwood and The Meridian consist of 46 units and provide Permanent Supportive Housing units designated as public housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

To encourage more engagement in the work of the VHA, residents are encouraged to participate on the VHA Resident Advisory Board (RAB). The RAB meets to discuss and provide input on VHA initiatives. The VHA also has a Resident Commissioner who serves on the VHA Board of Commissioners. The Resident Commissioner must be housed in public housing or receive a Section 8 Housing Choice Voucher. Homeownership is encouraged for households in Public Housing and Family Self-Sufficiency programs. Family Self-Sufficiency (FSS) participants create a plan to use training, education and other community resources to become self-sufficient within five years. As part of the FSS program any increase in the tenant's share of rent due to increases in income are paid into an escrow account that becomes available to the participant upon successful completion of their plan. Many participants use the escrow account for down payment on a home.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The VHA is not a troubled housing authority, it is rated as a high-performing agency by the U.S. Department of Housing and Urban Development.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City of Vancouver continues to fund activities through service providers focused on reducing and ending homelessness for all segments of the population. The City will also continue to collaborate with the Council for the Homeless and Continuum of Care providers to prevent and end homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Vancouver's HART team does daily outreach to people living outside. The City will also continue to partner with nonprofit partners conducting outreach as well as the Council for the Homeless' Housing Solutions Center, which is the coordinated entry system for Vancouver.

The City also partners with XChange Recovery to provide street outreach and needs assessment to people experiencing homelessness and addiction and/or behavioral health challenges through the Street Medicine program. Funding supports three Xchange Recovery Certified Peer Counselor to help 150 individuals identify goals, obtain a medical provider, addiction treatment, and/or mental health therapist, and find employment opportunities to support their financial needs while working towards their occupational goals.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Vancouver will use other funding (Affordable Housing Fund) to support temporary shelters. The City also partnered with the county and the Vancouver Housing Authority to acquire a 63-room hotel that has been converted into a non-congregate shelter.

In 2021, the City's Homeless Assistance & Resource Team (HART) developed a comprehensive plan to utilize city-owned sites for people experiencing homelessness. The City hired a Homeless Response Coordinator to implement this plan and opened the first of three planned Safe Stay Communities (SSC). This site consists of 20 2-bed modular units and provides transitional housing to 40 people experiencing homelessness. In 2022, the City developed two additional SSCs, serving 40 individuals at each site. In 2023, the City plans to develop an additional two sites for a total of 5 Safe Stay Communities.

SSCs provide transitional housing for individuals, couples, and senior households. The sites are open to any member of the Vancouver community that is experiencing unsheltered homelessness, with a focus on those experiencing chronic homelessness. Potential residents of the SSC are referred by community outreach teams, complete an application, and go through a review process by the site operator prior to moving into the community. Each community has 24/7 on-site staffing and residents are expected to engage in support services and other activities offered by both the site operator and community social service providers.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Vancouver funds several organizations that assist people who are currently experiencing homelessness and are transitioning to permanent housing and independent living. The programs funded at Janus Youth are designed to assist homeless youth and young people exiting the foster home system to develop life skills and achieve independent housing through case management and rental assistance. All rental assistance programs funded by the City prioritize transitioning individuals out of homelessness. One hundred percent of the households served are projected to be off the street, temporary shelters, fleeing domestic violence or transitioning from mental health institutions.

In 2023, renters in the city of Vancouver continue to face increased housing insecurity due to the financial and health impacts of COVID-19. In response, the City has utilized its HOME allocation to support three TBRA service programs to transition and stabilize households that are experiencing or at risk of homelessness.

In addition to TBRA, the City supports housing production for families experiencing homeless through the Second Step and Evergreen Habitat for Humanity Acquisition projects that will provide a total of 27 affordable units for households experiencing low-income and homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Vancouver has entered into an agreement with the Homelessness Prevention Consortium, which brings together a number of local agencies that work to prevent homelessness through short-term rental assistance. This assistance specifically targets vulnerable people who might have a temporary crisis, such as losing a job, a sudden illness, or the breakdown from a relationship. Additionally, this assistance is open to anyone who qualifies. The provision of several months of rental assistance is a much more cost-effective way to prevent homelessness in contrast to providing services to people who have an eviction on record and are currently experiencing homelessness. HOME-funded rental assistance will be used to help eligible households plug gaps in income that might occur as the result of serious illness, relationship breakdown, or other emergency circumstances. CDBG funds will be used to staff housing-focused case management programs for tenants in these rental assistance programs and people in addiction recovery.

Vancouver and Clark County established an Ending Community Homelessness committee. According to state law, counties are the lead agencies to address homelessness. Homelessness in Clark County has been a prominent issue in the community. City Council and city staff through the HART team are

engaged operationally. The City's role is to support Clark County in providing Homeless Crisis Response services. The City endeavors to keep the places frequented by residents experiencing homelessness as safe and healthy as possible. Priority items for City Council discussion with this group include the issue of chronic homelessness and those that need immediate shelter.

Discussion

Vancouver received \$2,496,110 in HOME-ARP funding through the American Rescue Plan. This funding must be used to support people who are homeless, or at risk of becoming homeless. The HOME-ARP plan has been submitted to HUD as an amendment to the 2021 Action Plan and proposes to award all HOME-ARP program funding to supportive service activities. This includes rental assistance, behavioral health services, case management, outreach, employment programs, legal assistance, and other services to assist people with moving into safe and stable housing or maintaining housing if they are at risk of losing it. With the 2023 funding cycle, Vancouver is proposing to award \$634,300 in HOME-ARP to four supportive service programs. Services include street outreach and medicine, rental assistance, and legal services to assist with housing barriers.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

From the Vancouver Housing Action Plan, “The City of Vancouver, like much of the rest of the U.S., is experiencing a housing crisis. Years of underbuilding combined with unprecedented population growth in Clark County have created a persistent deficit in housing units of all types and affordable units in particular. This supply deficit is driving up the cost of rental housing and home prices and directly contributing to the rise in homelessness in our community.

To meet new demand and close the deficit within 10 years, Vancouver must:

- ▶ Increase annual housing production to at least 2,500 new housing units.
- ▶ Including 750 new housing units per year affordable to households earning 80% or less of area median income.

Achieving this increase in housing production will require implementation of a wide range of policies and programs to spur additional private and public development and accelerate the pace of change in the community. Many of these actions, such as land use reform or process improvements, lie within the administrative powers of the city and have the potential to stimulate the production of thousands of units of privately-funded, market rate housing. Achieving the target production of new affordable units will require new programs and new sources of funding to maximize the investment available, including the addition of funding streams beyond “traditional” affordable funds.”

Additionally, many households are still recovering from the pandemic and struggling with rapidly rising costs as inflation increases. Increased costs, loss of income, or illness can quickly lead to housing insecurity. Approximately half of all renters in Vancouver are considered cost-burdened (spending 30% or more of their income on housing). The City recognizes the importance of housing in fostering a healthy and livable community. Vancouver is committed to promoting safe, affordable housing and reducing homelessness through funding, partnership, and policy efforts.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Housing Action Plan calls for 14 strategies in four areas to increase the number of new housing units and impact housing affordability.

Land Use

1. Update the City’s Comprehensive Plan to establish citywide housing and density goals and strategies
2. Update code to remove artificial barriers to density and additional housing types
3. Update single family zoning to achieve naturally affordable housing through broad allowance for middle housing options, especially for first-time homeowners

Direct Investment

4. Renew Affordable Housing Fund Levy

5. Seek high leverage investments to maximize units and households served
6. Pursue strategic land acquisition
7. Explore additional investments- System Development Charge (SDC) waivers, Multifamily Tax Exemption (MFTE) Fee-in-lieu, etc.
8. Explore development of homeownership programs

Incentives

9. Reorient MFTE to prioritize density and expand eligibility to high density corridors and districts
10. Align infrastructure investments with high density corridors
11. Offer additional incentives for density – lower parking minimums, additional height, etc.

Process

12. Evaluate development review processes to ensure consistency and efficiency, and reduce costs and time burden where appropriate
13. Establish clear guidance and timelines on new policies (e.g., green building requirements)
14. Explore process incentives like pre-approved Accessory Dwelling Unit (ADU) designs that meet code requirements

Discussion:

No additional discussion.

AP-85 Other Actions – 91.220(k)

Introduction:

The City of Vancouver has multiple strategies to meet the needs of the community. Although the CDBG and HOME fund contributions are small, they are a very important funding component.

Actions planned to address obstacles to meeting underserved needs

Several projects proposed for funding under the 2023 Action Plan address the goal of meeting underserved needs. Janus Youth will provide rental assistance to homeless and at-risk youth aging out of foster care. Council for the Homeless will provide diversion assistance along with a separate program that will provide motel vouchers for households experiencing literal homelessness. Thrive 2 Survive will host community events, bringing resources to and meeting the needs of people experiencing or at risk of homelessness. New Life Friend's Church will provide a faith-based addiction recovery and reentry program that educates and encourages residents to build a foundation in their faith and recovery. Community Mediation Services will provide eviction mediation services to households that are at risk of eviction. The Boys and Girls Club of Southwest Washington provides targeted outreach to youth who are at risk of experiencing community violence. Additionally, Lifeline Connections provides case management alongside TBRA for people who are struggling with substance abuse and/or mental health issues.

Actions planned to foster and maintain affordable housing

The City of Vancouver utilizes the Multi-Family Tax Exemption (MFTE) program authorized by state RCW 84.14, to encourage new private multi-family development and redevelopment within designated target areas to accommodate future population growth and encourage affordable housing. This program exempts project owners from the new construction tax value cost, for residential development.

This program is currently undergoing a significant update with 9 new proposed target areas and a revision to the tax incentives to better incentivize housing affordability and density. The City anticipates implementing updates to MFTE in the 2023 program year.

The City of Vancouver also uses the Affordable Housing Fund (AHF), a voter approved levy of \$42 million (\$6 million annually over 7 years) to fund projects that benefit very low-income households within the city who earn less than 50% of area median income. Through 2023, the City will make funding available to community partners for projects and programs that:

- Build and preserve long-term affordable housing in Vancouver
- Provide temporary shelter to people experiencing homelessness
- Provide rental assistance and services to help households avoid eviction or access a rental unit

Voters recently approved a renewal and increase to the AHF levy. The existing levy expires at the end of 2023 and beginning in 2024, a new AHF levy will collect \$10 million per year over 10 years, for a total of \$100 million for affordable housing and homelessness assistance.

Actions planned to reduce lead-based paint hazards

The City continues to require lead-based testing for houses during housing quality and safety inspections and for any rental assistance units and rehabilitation work on structures built before 1978.

Actions planned to reduce the number of poverty-level families

The City of Vancouver continues to fund various assistance from rapid rehousing and homelessness prevention, substance use recovery, new and rehabilitated affordable housing units and business assistance to help stabilize at risk populations and move them toward self-sufficiency.

Actions planned to develop institutional structure

City Council members and other city staff serve on various nonprofit agency boards including service providers, economic development companies and chambers of commerce.

City of Vancouver Council members are also participants of the Community Action Advisory Board which awards various community funding to nonprofit agencies for homelessness prevention and other basic services. The City also participates in the coordination of homeless services, job training and housing programs through the Continuum of Care and Community Action Advisory Board.

Actions planned to enhance coordination between public and private housing and social service agencies

The City of Vancouver has a wide variety of programs and involve partnerships between public housing providers and private developers. The City continues to create and utilize new and innovative funding sources such as the local Affordable Housing Fund and Multifamily Tax Exemption programs that are available to private developers and nonprofit housing agencies allow the City to further supplement CDBG and HOME funding.

Discussion:

No additional discussion.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Generally, CDBG funding is dedicated solely to activities that benefit people with low to moderate income. During the COVID-19 pandemic recovery, some additional flexibility was allowed to help business owners over 80% AMI access technical assistance to modify business practices to recover from the economic slowdown.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed.	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Vancouver does not use HOME funds other than those identified by 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The 2023 Action Plan does not propose any new HOME projects that require resale or recapture guidelines.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The 2023 Action Plan does not propose any new HOME projects that require resale or recapture guidelines.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Vancouver does not anticipate using HOME funds in this manner.

The City completes an annual Action Plan describing how federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds will be awarded.



Important Dates

- April 7, 2023** – Draft Action Plan available for review and comment at cityofvancouver.us/cdbg
- May 8, 2023** – Public Hearing to adopt 2023 Action Plan
- May 15, 2023** – Action Plan submitted to Housing and Urban Development (HUD)

2023 Entitlement Funds (July 1, 2023 – June 30, 2024)

\$1,392,021

in CDBG funds

\$791,895

in HOME funds

The City of Vancouver is the administrative authority for the U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) and HOME Investment Partnerships allocation.

CDBG & HOME funding is used for a variety of programs and projects that benefit city residents with low to moderate income, including:

- Neighborhood improvements
- Rental assistance and case management
- Homeowner rehabilitation
- Community facilities
- Fair housing initiatives
- Small business assistance

Program Type and Agencies Awarded

Housing Services and Rental Assistance \$435,900

- Janus Youth
- Lifeline Connections
- Second Step Housing

Public Service \$250,000

- Boys and Girls Clubs of SW WA
- Community Mediation Services
- Council for the Homeless
- Janus Youth, Inc
- New Life Friend’s Church
- Thrive 2 Survive

Economic Development \$485,000

- Fourth Plain Forward
- Hispanic Chamber of Commerce
- Mercy Corps NW
- Micro Enterprise Service of Oregon

Public Facilities \$250,000

- Family Solutions

Housing Projects \$966,338

- Evergreen Habitat for Humanity
- Homeowner Rehabilitation
- Proud Ground
- Second Step Housing

CDBG/HOME Administration \$357,593

- CDBG Administration
- HOME Administration



Proposed outcomes from these awards include:

4,830

people will benefit from various **public services**



203

business owners will be assisted

1,500

people will have improved access to **mental health services for children**



46

households will access **rental assistance** with case management

15

households will buy an **affordable home**

13

new units of **affordable housing** will be acquired

10

homeowners will have their housing **repaired and preserved**



MEMORANDUM

DATE: April 27, 2023

TO: Eric Holmes, City Manager

CC: Patrick Quinton, Director, Economic Prosperity and Housing
Teresa Brum, Deputy Director, Economic Prosperity and Housing

FROM: Samantha Whitley, Housing Programs Manager

RE: **2023 Program Year CDBG/HOME/HOME-ARP Funding Recommendations**

Key Points

- The City completes an annual Action Plan describing how federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) funds will be awarded. This memo is a preview of the Action Plan with the proposed funding recommendations for 2023. A draft Action Plan will be posted and advertised for public review on April 8, 2023, with a public hearing about it is scheduled for May 8, 2023. The Action Plan will be submitted to HUD by May 15, 2023.
- Resources available for the 2023 program year (July 1, 2023 – June 30, 2024) are estimated to include \$1,392,021 in CDBG funds and \$791,895 in HOME funds. Additional HOME ARP funds and local AHF levy funds were also made available in the application process. AHF approval will be sent under a separate resolution.
- A 15-person review committee composed of 7 community representatives and 8 city staff reviewed the applications and application presentations, then scored and ranked the proposals received.
- Recommended CDBG, HOME, and HOME ARP funding would support 21 projects undertaken by community partners and benefiting people with low to moderate income. See Attachment B for a summary of projects and funding.
- Proposed outcomes from these awards include:
 - 4,830 people will benefit from various public services
 - 203 business owners will be assisted
 - 15 households will buy an affordable home
 - 13 new units of affordable housing will be acquired
 - 10 homeowners will have their housing repaired and preserved
 - 46 households will access rental assistance with case management
 - 1,500 people will have improved access to mental health services for children
 - 1,890 people will receive supportive services to resolve or prevent homelessness

Present Situation

The U.S. Department of Housing and Urban Development (HUD) requires an annual Action Plan that outlines how CDBG and HOME resources will be utilized. This document includes information regarding funds available, the prioritization process, and recommended awards and projects. The draft 2023 Action Plan will be made available 30 days prior to the May 8, 2023, public hearing at www.cityofvancouver.us/cdbg. City Council and public feedback on recommended funding is welcomed and encouraged prior to plan finalization and submittal.

CDBG and HOME awards must be consistent with goals and objectives outlined in the City's 2019-2023 Five-year Consolidated Plan. Goals include:

- Affordable Housing: Increase and preserve affordable housing opportunity for low-income households and people experiencing homelessness.
- Public Services: Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing City and community initiatives.
- Economic Development: Increase economic opportunity by supporting small businesses.
- Public Facilities and Infrastructure: Create and preserve buildings and spaces that serve the public.

The City of Vancouver allocates the majority of its annual CDBG and HOME funding to community partners through an annual competitive application process. A public hearing for City Council to adopt the 2023 Action Plan, which includes the proposed projects and award amounts, is scheduled for May 8, 2023.

2023 Funding Available

Funds available for program year 2023 are listed below. Available funds are subject to change based on entitlement funds from previous years and program income received.

CDBG funding

2023 Entitlement Funds	\$1,392,021
Anticipated program income	\$ 120,000
<u>Unspent entitlement (previous years)</u>	<u>\$ 141,337</u>
TOTAL	\$1,653,358

HOME funding

2023 Entitlement Funds	\$ 791,895
<u>Unspent entitlement (previous years)</u>	<u>\$ 318,251</u>
TOTAL	\$1,110,146

HOME ARP funding

<u>Entitlement funds (for 6 years)</u>	<u>\$2,496,110</u>
2023 ESTIMATED SPENDING	\$ 727,904

Application and Prioritization Process

The annual application process began in October 2022. Staff invited interested parties to attend a workshop explaining the application process. Applicants submitted preapplications online through ZoomGrants. City staff advanced 36 applications with funding requests totaling just over \$6 million.

The review committee, composed of community representatives and City staff (see *Attachment A: 2023 Review Committee Members*), completed the application review process. The committee read applications, viewed applicant presentations, scored and prioritized the projects and suggested funding options. This year, the committee's awarded points were increased and objective scoring was decreased, giving the committee more influence on which applications were granted funding.

The average score for each application guided the prioritization of awards. Scoring factors included:

- Clearly defined scope, goals and outcomes
- Community needs
- Community impact
- Readiness to move forward
- Long-term financial viability
- Demonstrated equitable practices and outcomes
- Community partnerships and collaboration
- Cost benefit – people/households served and committed match funding
- Objective risk assessment score
- Additional points for projects that address homelessness needs

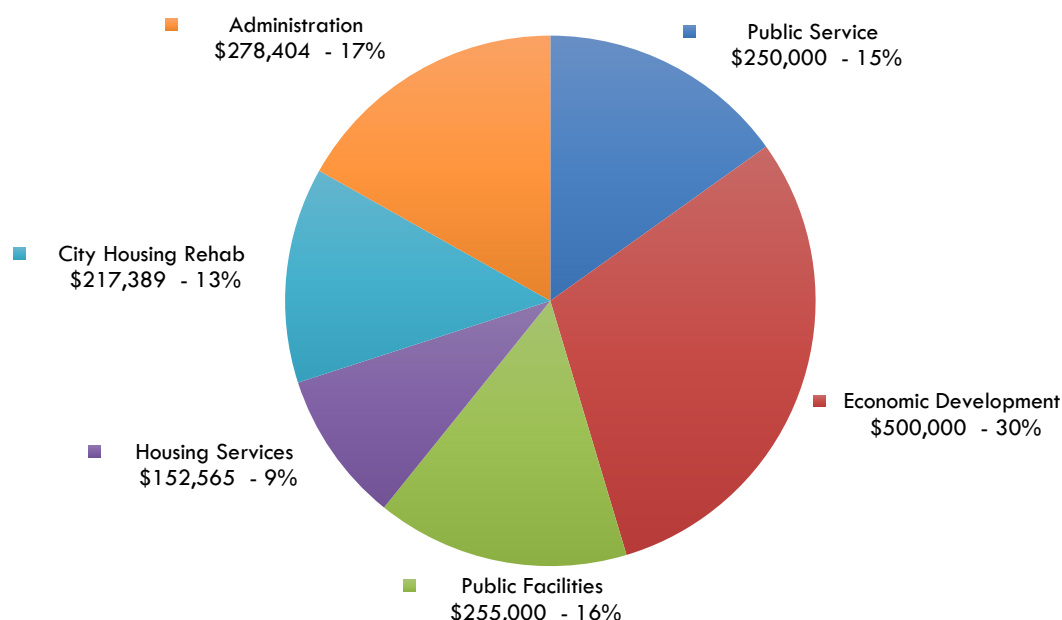
Staff then met with committee to go over funding proposals. A full list of recommended projects and proposed funding, along with a brief description of each project is included in *Attachment B*.

2023 Funding Recommendations – CDBG

Funding recommendations support the following priorities. The chart below describes the amount and share of CDBG funds allocated to each priority.

- **Public services:** Programs serving youth programs, youth who are experiencing homelessness, transitional housing services, community outreach events and eviction mediation services.
- **Public facilities:** Construction and rehabilitation of a behavioral health care facility.
- **Economic development:** Technical assistance for microenterprises and people starting new businesses.
- **Housing services:** Case management to help households find or maintain rental housing; paired with HOME-funded rental assistance.
- **City Housing Rehab Set-aside:** Low-interest loans to homeowners to assist with home repairs that address health, safety and livability issues.
- **Administration:** Staff and administrative costs to carry out the CDBG program and projects. The amount of CDBG funding that may be used for administration is capped by federal guidelines.

Figure 1. Recommended 2023 CDBG Award

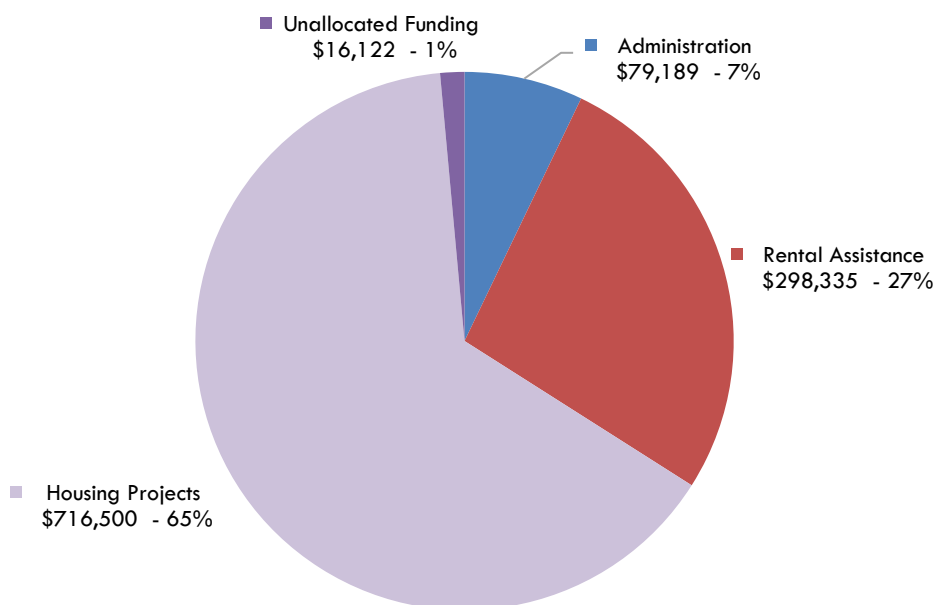


2023 Funding Recommendations – HOME

Funding recommendations for HOME awards support the following priorities. The chart that follows describes the amount and share of HOME funds allocated to each priority.

- **Rental assistance:** Assistance with security deposits, rent and utilities to help households experiencing, or at risk of, homelessness afford housing. Paired with CDBG-funded housing services.
- **Housing projects:** Single-family home acquisition assistance for first-time buyers and new affordable rental housing. HUD requires 15% of each year's HOME entitlement to be set aside for an eligible Community Housing Development Organization (CHDO). No CHDO applications were submitted in 2022, so this was carried forward. One 2023 CHDO application was received for multifamily acquisitions, this was recommended for funding with both 2022 and 2023 CHDO set-aside.
- **Unallocated Funding:** These funds will be awarded as needed. If funds are unspent in 2023, they will be allocated to future funding.
- **Administration:** Staff and administrative costs to carry out the HOME program and projects. The amount of HOME funding that may be used for administration is capped by federal guidelines.

Figure 2. Recommended 2023 HOME Award

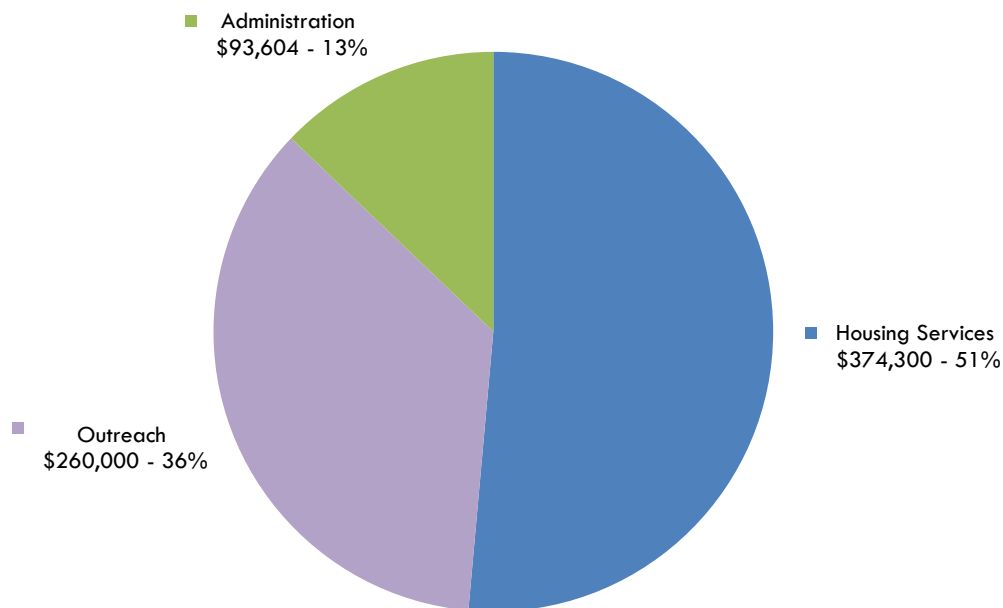


2023 Funding recommendations - HOME-ARP

The HOME-ARP Plan was reviewed by the public and City Council but has not yet been approved by HUD. When approved, HOME-ARP funding will need to be expended within 6 years. HOME-ARP applications were accepted as part of the 2023 process in anticipation of the HOME-ARP Plan approval. Funding recommendations for HOME-ARP awards support the following services for people who are homeless or at risk of homelessness, per HOME-ARP rules. The chart that follows describes the amount of HOME-ARP funds allocated to each priority.

- **Housing Services:** Supporting households who are experiencing homelessness or at risk of becoming homeless through navigating the criminal justice system, outreach, and rental assistance.
- **Outreach:** Supporting households who are experiencing homelessness and other vulnerable populations through outreach in the community.
- **Administration:** Staff and administrative costs to carry out the HOME-ARP program and projects. The HOME-ARP funding used for administration is capped by federal guidelines at 15% over 6 years. The admin costs are estimated to be spent in four years.

Figure 3. Recommended 2023 HOME-ARP Award



Advantages

Projected outcomes of the recommended 2023 projects are shown in the table below. Project awards will serve Vancouver residents with low to moderate income (LMI), build or preserve housing that will remain affordable, and assist small businesses that are new or struggling. The recommended awards would allow the city to continue making progress toward meeting the five-year projected outcomes identified in the 2019-2023 Consolidated Plan. (Projects funded in one program year may be implemented and/or completed in subsequent program years.)

Table 1: Progress toward 2019-2023 Consolidated Plan outcomes

Consolidated Plan Goal	Tracked Outcomes	5-Yr Plan Projected Outcomes	2019 Outcomes	2020 Outcomes	2021 Outcomes	2022 Anticipated Outcomes*	2023 Projected Outcomes	% Complete
Affordable Housing	New rental units	165 units	0 units	0 units	107 units	6 units	13 units	76.36%
	Rental rehab units**	100 units	0 units	25 units	0 units	0 units	0 units	25%**
	Homeowner rehab units	35 units	9 units	13 units	5 units	10 units	10 units	134.28%
	New homeowner housing units	10 units	0 units	0 units	0 units	0 units	9 units***	90.00%
	Homebuyer assistance units	8 units	0 units	0 units	1 unit	4 units	15 units	250.00%
	Rental assistance households served	250 households	45 households	49 households	48 households	95 households	46 households	113.20%
Public Services	LMI people served	29,715 people	5,028 people	1,952 people	1,282 people	1,219 people	4,830 people	48.16%
Economic Development	Businesses assisted	150 businesses	50 businesses	323 businesses	107 businesses	255 businesses	203 businesses	625.33%
Public Facilities and Infrastructure	LMI people served	21,375 people	144 people	0 people	0 people	2,158 people	1,500 people	17.79%

*The 2022 program year ends June 30, 2023; 2022 outcomes will be reported in the Consolidated Annual Performance and Evaluation Report.

**Rental rehab has been undertaken using AHF rather than federal funds.

***Projected outcomes are from a previous funding year with Evergreen Habitat for Humanity.

Disadvantages

None of note.

Budget impact

Proposed funding is through the city's federal CDBG and HOME entitlements and program income.

Next steps

April 8, 2023	Advertise Action Plan draft for public comment
May 8, 2023	Public hearing to adopt 2023 Action Plan
May 15, 2023	Deadline to submit final 2023 Action Plan to HUD

Attachments

- A. 2023 CDBG/HOME/HOME-ARP Review Committee Members (below)
- B. 2023 CDBG/HOME/HOME-ARP Funding Recommendations (below)
- C. 2023-CDBG/HOME/HOME-ARP Unfunded Applicants (below)
- D. Draft of 2023 Action Plan
- E. 2023 Action Plan infographic
- F. Resolution adopting 2023-CDBG and HOME Action Plan

Attachment A
2023 CDBG/HOME Review Committee Members

NAME	AFFILIATION
Angelica Martinez	City of Vancouver – Community Development
Ann Hawkins	City of Vancouver – Housing
Anna Vogel	City of Vancouver – Finance and Management
Brenda Schallberger	Camas School District
Esra Khalil	Community Foundation for SW Washington
Fred Dockweiler	Berkadia
Jamie Spinelli	City of Vancouver – Homeless Coordinator
Joan Caley	Vancouver Housing Authority Board
Julie Arnez	City of Vancouver – Small Business
Kyle Roslund	Vancouver Bee Project
Michael Walker	Vancouver Downtown Association
Sean Philbrook	Identity Clark County
Shannon Williams	City of Vancouver – Community Development
Tyler Chavers	City of Vancouver – Police

Attachment B
2023 CDBG/HOME/HOME-ARP Funding Recommendation

Agency	Project Name	Recommended funding	Outcomes	Funding Source	Project Description
Public Services					
Boys and Girls Club of SW WA	Youth Violence Prevention and Intervention	\$50,000	150 youth	CDBG	Targeted outreach to youth to help them re-engage in a community where they learn, grow, connect and make healthy and safe life choices.
Community Mediation Services	Eviction Mediation Program	\$50,000	600 people at risk of eviction	CDBG	Eviction Mediation Program encouraging landlords and tenants to engage in mediation and come to a sustainable agreement outside the court system.
Council for the Homeless	Dynamic Diversion	\$50,000	90 at risk of homelessness	CDBG	Diversion assistance for clients who are experiencing homelessness to move into stable and safe housing.
Janus Youth	Oak Bridge Case Management	\$25,000	80 youth who are homeless	CDBG	Safe shelter, food, clothing, showers, laundry, crisis intervention, resource connection, and life-skills training for youth ages 9-17 experiencing homelessness.
New Life Friend's Church	Homeless to Home	\$25,000	20 people in transitional recovery housing	CDBG	An addiction recovery and reentry program that educates and encourages residents in recovery while providing limited housing.
Thrive 2 Survive	Outreach Events	\$50,000	2,000 residents experiencing homelessness	CDBG	Community events, hosted by agency, to bring resources to and meet the needs of people experiencing or at risk of homelessness.
Totals		\$250,000	2,940 people		
Public Facilities					
Family Solutions	New Integrated Health Center	\$250,000	1,500 people annually	CDBG	Fund tenant improvements to update space for the provision of healthcare services to low/mod income individuals.
Housing Preservation					
City of Vancouver	Rehabilitation Program	\$192,338	10 households	CDBG	Low-interest loans for homeowners with low-income to repair their single-family residence.

Attachment B
2023 CDBG/HOME/HOME-ARP Funding Recommendation

Agency	Project Name	Recommended funding*	Outcomes	Funding Source	Project Description
Business Assistance					
Fourth Plain Forward	Fourth Plain Forward Business Incubator	\$230,000	54 microenterprises	CDBG	Small business education and technical assistance providing startups and existing businesses with access to services and networking.
Hispanic Metropolitan Chamber	Latino Small Business Assistance Program	\$104,000	45 microenterprises	CDBG	Outreach, one-on-one bilingual/bicultural technical assistance and business education workshops to increase revenue and family income.
Mercy Corps NW	Vancouver Small Business Assistance	\$50,500	56 microenterprises	CDBG	Small business education and technical assistance with activities dedicated to business growth, which creates pathways to financial opportunity.
Micro Enterprise Services of Oregon	Vancouver Small Business Assistance	\$100,500	48 microenterprises	CDBG	Small business education and technical assistance with a focus on businesses in the fourth plain area, as well as expanded outreach, programs and services to new entrepreneurs and small businesses.
Totals		\$485,000	203 businesses		

**All agencies were funded at less than their full request, because of the limited amount of CDBG funding available for business assistance.*

Housing Services (CDBG)/Rental Assistance (HOME)					
Janus Youth	The Nest TBRA and Housing Services	\$202,500	30 households	CDBG/HOME	Rental assistance with intensive case management focused on life skills and connection to mental health/substance use treatment.
Lifeline Connections	TBRA for Recovery	\$79,200	6 households	CDBG/HOME	Case management and rent/utility assistance for households who are homeless and struggling with substance use and/or mental health disorders.
Second Step Housing	Transitional Housing	\$154,200	10 households	CDBG/HOME	Transitional housing program that includes rental subsidies, coordinated support, and referral to community resources.
Totals		\$435,900	46 households		

Attachment B
2023 CDBG/HOME/HOME-ARP Funding Recommendation

Agency	Project Name	Recommended funding	Outcomes	Funding Source	Project Description
Housing Projects					
Evergreen Habitat for Humanity	Scattered Site Home Trust	\$294,000	14 households	HOME	Down payment assistance for homebuyers, subsidizing each mortgage to make mortgage more affordable.
Proud Ground	Permanently Affordable Housing	\$100,000*	1 household	HOME	Creating homeownership affordability using a Community Land Trust model to administer assistance to first-time homebuyers.
Second Step Housing	Affordable Housing Acquisition	\$300,000	13 households	HOME	Purchase existing market rate rental units to be preserved as affordable housing units for households with children experiencing homelessness.
Totals		\$694,000	28 households		

**One agency was funded at less than their full request, because of the limited amount of HOME funding available for Housing Projects. Awards were reduced based on review committee scoring and it was recommended agency also apply for AHF.*

HOME ARP Supportive Services					
Clark County Volunteer Lawyers Program	Housing Justice Project	\$125,000	1,240 people	HOME ARP	Provide supportive services and address the basic needs of people charged with “crimes of homelessness.”
Council for the Homeless	Coordinated Outreach	\$185,000	50 people	HOME ARP	Supporting households who are experiencing homelessness through community outreach.
Xchange Recovery	Outreach & Rental Assistance	\$249,300	450 people	HOME ARP	Supporting households who are experiencing homelessness through community outreach and providing rental assistance as a supportive service to housing.
Xchange Recovery	Medical Team Outreach	\$75,000	150 people	HOME ARP	Providing medical treatment to individuals experiencing homelessness through community outreach.
Totals		\$634,300	1,890 people		

Attachment C
2023 CDBG/HOME/HOME-ARP Unfunded Applicants

Agency	Project Name	Amount Requested	Project Category	Project Description
ADU Foundation	New ADU Construction	\$300,000	Housing Projects	Accessory dwelling units (ADU) for low-income homeowners living in the City of Vancouver to provide low-income rental homes.
Datepark Condominium INC	Datepark Residence	\$300,000	Housing Projects	Affordable housing for individuals who have barriers that prevent them from meeting common rental qualifications to obtain housing.
Educational Service District 112	Renovation of Central Park Early Learning Center	\$121,282	Public Facilities	Renovate and address repairs needed at two early learning centers; Central Park and Park Crest Early Learning Centers.
Clark County Food Bank	Vision Center Best Practices Food Pantry Services	\$50,000	Public Service	Food distribution, nutrition education, cooking demonstrations, free lunches, and client-run pantry operations for food-insecure individuals.
Community Roots Collaborative	Village Coordinator	\$50,000	Public Service	Affordable housing solutions, through small cottage home communities, with integrated support services.
Lord's Gym Vancouver	USA After School Programming	\$50,000	Public Service	Wages of kitchen staff and increased utility costs associated with commercial kitchen use for after school programming.
Restored and Revived	Peer Support & Mentorship Program	\$50,000	Public Service	Substance use prevention, therapeutic workshops, and case management for individuals who have experienced addiction, homelessness, or institutions.
Restored and Revived	Peer Support & Mentorship Rental Assistance Program	\$100,619	Rental Assistance	Case management and direct services assisting youth and adult community members who have been affected by addiction, homelessness, and incarceration or are the most vulnerable.
The Salvation Army	Pathway of Hope	\$150,000	Rental Assistance	Case management and direct services to support families with housing needs.
X Change Recovery	Staffing for Expanded Behavioral Health Services	\$75,000	Supportive Services HOME ARP	Expand the behavioral health agency (BHA) services by using funds to support staffing costs.

5/8/2023

RESOLUTION NO. _____

A RESOLUTION relating to the adoption of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Annual Action Plan for the 2023 program year; authorizing the City Manager to execute agreements on behalf of the City of Vancouver consistent with the CDBG and HOME Investment Partnerships Annual Action Plan; providing for severability and an effective date.

WHEREAS, the City Council recognizes the importance of providing community development funds for housing and programs that improve the lives of the low-income citizens of the city of Vancouver; and

WHEREAS, the City of Vancouver will receive its 2023 program year (07-01-23 to 06-30-24) allocation for Community Development Block Grant (CDBG) and HOME Investment Partnership funds through the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the City anticipates having approximately \$1,392,021 in CDBG funds, \$791,895 in HOME funds, and \$634,300 in HOME-ARP funds for the 2023 program awards; and

WHEREAS, the dollar amounts are subject to change based on final entitlement amount, project timing and final contracting requirements; and

WHEREAS, the CDBG, HOME, and HOME-ARP funds will be used to provide housing services, public services, economic development, public facilities, and housing projects; and

WHEREAS, a grant review committee composed of community members and City staff participated in the initial review process and prioritization of applications; and

RESOLUTION - 1

WHEREAS, the committee's prioritization have determined the projects that make up the 2023 Action Plan; and

WHEREAS, the City Council reviewed the initial Action Plan funding awards via a memo on March 8, 2023; and

WHEREAS, adoption of the Action Plan is required to receive and award HUD funding for the 2023 program year.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The recitals set forth above are adopted as findings supporting the action of the City Council in adopting this resolution.

Section 2. The 2023 Community Development Block Grant and HOME Investment Partnerships Annual Action Plan, attached as Exhibit A and incorporated by reference, is hereby approved and adopted.

Section 3. The City Manager is hereby authorized to execute agreements on behalf of the City of Vancouver, consistent with the CDBG and HOME Investment Partnerships Annual Action Plans.

Section 4. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

RESOLUTION - 2

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Signed this _____ day of _____, 2023.

Anne McEnerny Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Jonathan Young, City Attorney

RESOLUTION - 3



2023 HUD Annual Action Plan

Community Development Block Grant (CDBG)

Home Investment Partnerships Program (HOME)

HOME American Rescue Plan (HOME-ARP)

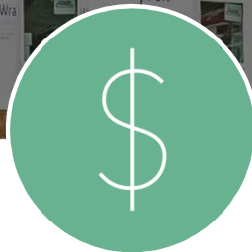


Samantha Whitley, Housing Programs Manager
Tasha Slater, Associate Housing Program Coordinator

Section Overview – Action Plan



**Timeline and
Community
Participation**

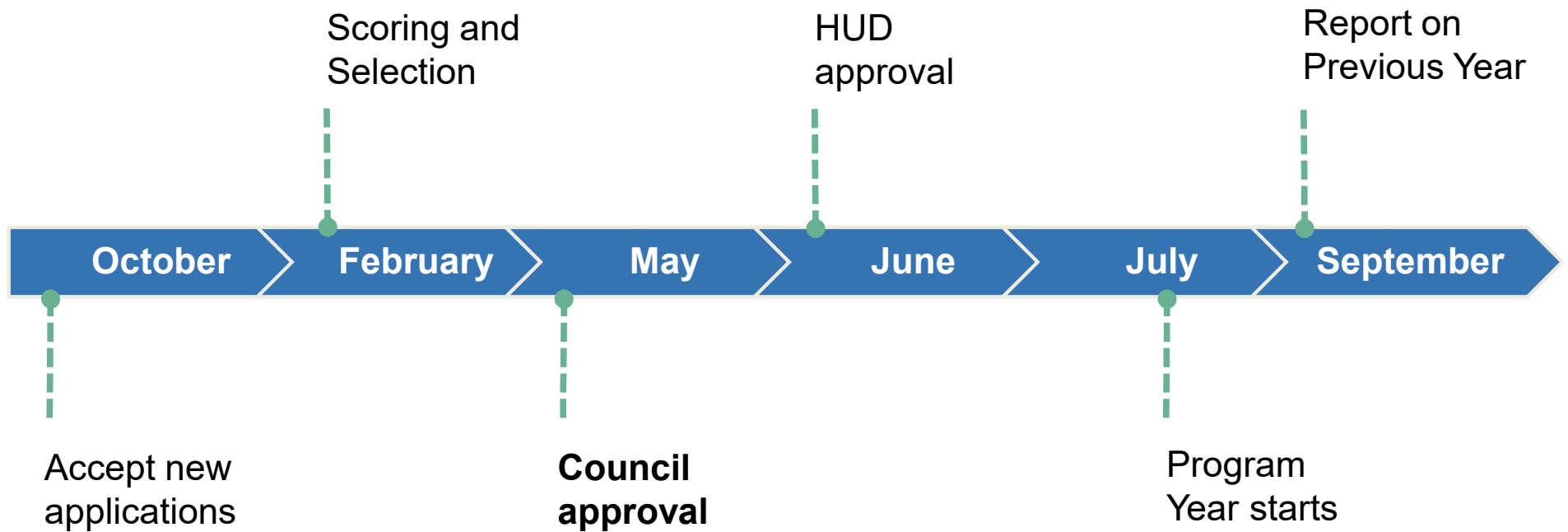


**Resources
and Funding
Recommendations**



**Proposed
Outcomes**

Annual CDBG and HOME Timeline



Action Plan

Community Participation



- Over 300 partners emailed for review and comment
- Columbian newspaper ad and press release
- Social media outreach and website posting
- Physical copies of plan distributed

2023 Action Plan— 3

Expected Resources



CDBG – \$1,653,358

Community development, economic opportunities and services

HOME – \$1,110,146

Affordable housing and rental assistance

HOME-ARP – \$727,904

Supportive services for people experiencing, or at risk of becoming, homeless

2023 Action Plan – 4

Program Type and Agencies Awarded

Housing Services and Rental Assistance

\$435,900

- Janus Youth
- Lifeline Connections
- Second Step Housing

Public Service **\$250,000**

- Boys and Girls Clubs of SW WA
- Community Mediation Services
- Council for the Homeless
- Janus Youth
- New Life Friends Church
- Thrive 2 Survive

Economic Development

\$485,000

- Fourth Plain Forward
- Hispanic Chamber of Commerce
- Mercy Corps NW
- Micro Enterprise Services of Oregon

Public Facilities

\$250,000

- Family Solutions

Housing Projects

\$966,338

- Evergreen Habitat for Humanity
- Homeowner Rehabilitation
- Proud Ground
- Second Step Housing

CDBG/HOME

Administration \$357,593

- CDBG Administration
- HOME Administration



2023 Action Plan – 5

Proposed Outcomes

4,830

people will benefit
from various
public services



203

business owners
will be assisted

1,500

people will have
improved access
to **mental health**
services for children



46

households will access **rental assistance** with case management

15

households will buy an
affordable home

13

new units of **affordable housing** will be acquired

10

homeowners will have their housing
repaired and preserved



Next Steps



May 8, 2023

Approve 2023 Action Plan projects and resolution execution

Thank You

Questions and Discussion





Staff Report: 076-23

TO: Mayor and City Council

FROM: Eric Holmes, City Manager

DATE: 5/8/2023
5/8/2023

SUBJECT Spring Supplemental Budget

Key Points

- Budget adjustments are made each year to reflect changes in revenues and expenditures that occur after the biennial budget is adopted.
- This supplemental budget is mostly administrative in nature. It includes a total increase in the City's 2023-24 appropriation of \$140.2 million.

Strategic Plan Alignment

The supplemental budget incorporates all the Strategic Plan Goals

Present Situation

The first supplemental of 2023 includes mostly administrative items, carrying forward appropriation from the last biennium for projects that were approved and funded, but not completed in 2022, expenditures associated with new external revenues, as well as requests based on newly identified needs.

The recommended expenditure appropriation increases for the City's Operating and Capital funds included in the 2023 First Supplemental Budget totals \$140.2 million. An increase of \$36.1 million relates to recommended changes in the Operating budget, with the remaining appropriation increase of \$104.1 million representing changes in capital projects and supporting funding transfers. The Supplemental will result in utilizing \$55.2 million in city resources; of that amount, the General Fund's share is \$10.1 million.

Appropriation increase to the General, Street and Fire funds total \$13.6 million over the biennium. Major items are summarized below:

- Miscellaneous grants including National Highway Service Grant Funding for Payment Management, Fruit Valley Park Playground Renovation, Safe Routes to School for Bike Clark County Active Empowerment Programming, Interstate Bridge Replacement Program, as well as carrying forward a couple Fire grants

- Carry-forward items that were appropriated in 2022, but not fully expended due to timing delays or constraints, including eProsecutor (Case Management Software), Comprehensive Plan Update, Transportation System Plan Update, Sidewalk and Pavement Management funding, as well as funding for the Heights Acquisition and Design.
- New items identified include: Upper Main Street Corridor planning, Self-Contained Breathing Apparatus (SCBA) upgrade, EMS Tablet purchase, Wellness and Mental Health Services for Police and Fire, Safe Stay Sites 1 and 3 Service Provider Increase, and Fire Vehicle Replacements.

The remaining appropriation increase relates to changes in other operating city funds. Major changes are summarized below:

- Administrative clean-up of funding to consolidate Park Impact Fee (PIF) Funds and alignment of budget between Grounds Maintenance and Grounds Facilities Funds.
- Carry-forward items that were appropriated in 2022, but not fully expended due to timing delays or constraints, including Fourth Plain Corridor and Community Supported Investment Strategy and Main Street (5th to 15th) Projects with American Rescue Plan Act (APRA) funding, the Vancouver Center Maintenance Contract, City Website Redesign, SharePoint Migration to the Cloud and Fleet Vehicle Replacements.
- New items identified include: Citywide Long Range Facilities Plan, professional services in the Solid Waste program, replacement of vehicles, funding for an electrical engineering consultant and facilities conditions assessment, as well appropriation for awarded 2023 Public, Educational, and Governmental Access Support Fee (PEG) Grants.

The total net Capital Budget appropriation of \$104.1 million (including internal transfers and carryforward items) is included in the First Supplemental of 2023. Expenditures by project are outlined in Attachment C to the ordinance. Highlights of Attachment C are listed below:

- General Capital/Asset Management projects totaling \$24.6 million for:
 - New requests:
 - Multiple property acquisitions for economic development
 - Upgrade and move City Hall generator
 - Fourth Plain Commons cost increase utilizing ARPA funding
 - Fire Station 5 HVAC/boiler replacement
 - Pearson Airfield solar panel systems utilizing grant funding
- Parks Capital projects totaling \$4.7 million for:
 - New requests:
 - Fruit Valley Park restroom upgrades utilizing donation funding
 - Marshall Pak restroom upgrades
 - Bagley Community Park development utilizing ARPA funding
 - Carry-forward from 2021-22 Budget:
 - Raymond Shaffer Park development
- Streets/Transportation Capital projects total \$15.8 million for:
 - New requests:
 - SE 34th Street Complete Street Project utilizing grant and Transportation Benefit District funding
 - NE 192nd Avenue - NE 18th Street to SE 1st Street utilizing grant and Transportation Benefit District funding
 - Fourth Plain Safety and Mobility Project: F St to Fort Vancouver Way utilizing grant funding
 - Carry-forward from 2021-22 Budget:
 - NW 32nd - Lower River Rd to NW 61st St

- NE 184th Avenue - SE 1st Street to NE 4th Street
 - 137th Ave Corridor - 49th to Fourth Plain
- Water and Wastewater Capital projects totaling \$20.2 million for:
 - New requests:
 - 9th St to 18th St, 112th Ave to 129th Ave (T-36)
 - Water Station 14 Polyfluoroalkyl Substances Treatment System utilizing grant funding
 - Carry-forward from 2021-22 Budget:
 - Water Station 5 Reservoir, Pump, E-Power
 - Water Station 1 Reservoirs and Standpipe
 - Southside Interceptor Rehab Phase 2, 3, 4, & 5
 - G2 Sewer Basin/Trunk Interceptor Realignment
 - Maplecrest Pump Station Reconstruct
- Capital funding transfers supporting the City's capital projects budget totaling \$37.0 million

The recommended 2023 Supplemental Capital budget has been mapped and can be explored through the link below. Please note the mapping defaults to the 2023-24 adopted biennium budget. To view the 2023 Supplemental Budget, the 2023 Supplemental 1 box will need to be selected. [2023-24 Budget BI Tool](#)

Attachment B of the ordinance outlines changes to FTEs, with an overall net new increase of 7.6 FTEs recommended in the 2023 First Supplemental. Many positions that are reclassified are due to the market study and only update the position title. Major changes from the Attachment B are listed below:

- Administrative capacity due to reorganization by the following:
 - Information Technology reclassified multiple positions to align with their new organizational structure, which includes reclassifying a Police Officer to Public Safety Technology Manager to support Police related technological programs
 - Move 2.0 FTEs from Public Works Communications to Central Communications in the City Manager's Office
 - Create a Deputy Police Chief position to provide additional public safety administration support by reclassifying an existing police position
- Positions to support grant and revenue-funded work:
 - Add 1.0 FTEs (Associate Planner) in Community Development working on Complete Street priorities and funded through the City's Street Funding Strategy
 - Add 1.0 FTE (Senior Civil Engineer) to support Street/Transportation projects and funded through the City's Street Funding Strategy
 - Add 1.0 Limited-Term FTE (Senior Planner) supported through the Interstate Bridge Replacement program
- Other FTE changes to support the organization
 - Add 2.0 FTE (Fire Battalion Chiefs) in Fire Department
 - Add 1.0 Limited-Term FTE (Senior Civil Engineer) for Operations Campus Construction
 - Add 1.0 Limited-Term FTE (Senior Construction Inspector) for Operations Campus Construction
 - Reclassify a .50 FTE Recreation Specialist to Recreation Coordinator and add .50 FTE to create a 1.0 FTE Recreation Coordinator
 - Add 0.10 FTE (Senior Support Specialist) to increase .50 FTE to .60 FTE

Advantage(s)

1. The proposed budget adjustments will ensure that the City remains in compliance with state statutes that require all City expenditures to have an appropriation approved by ordinance.
2. Appropriations are provided for important City programs, services, and capital projects.

Disadvantage(s)

Proposed supplemental recommends spending a net amount of \$55.2 million of existing city resources across all funds.

Budget Impact

N/A

Prior Council Review

April 24, 2023 Workshop

May 1, 2023 Consent Agenda

Action Requested

On Monday, May 8, 2023, subject to second reading and public hearing, approve the ordinance.

Natasha Ramras, Chief Financial Officer, 360-487-8484

ATTACHMENTS:

- ▣ Ordinance
- ▣ 2023 First Supplemental Budget - Attachments A-D
- ▣ Presentation

ORDINANCE M-_____

AN ORDINANCE relating to the 2023-24 Biennial Budget and making various appropriations in various funds; declaring an emergency.

BE IT ORDAINED BY THE CITY OF VANCOUVER:

Section 1. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2023-24 which were not and could not reasonably have been foreseen at the time of adoption of the 2023-24 Budget. As required by RCW 35.34.120, there is hereby set forth in summary form the total adjustments of expenditure appropriations for each separate fund adjusted and the aggregate totals for all such funds combined, as set forth in Attachment "A" of this ordinance. Attachment "C" outlines specific capital projects included in the 2023-24 City of Vancouver Capital Budget.

Section 2. That a total of 7.6 full-time equivalent positions is added as identified in Attachment "B" to this ordinance. The position adjustments shall be made consistent with applicable civil service rules and personnel regulations. Attachment "D" of this ordinance contains amendments to the salary schedules for positions not covered by labor agreements.

Section 3. A separate special revenue fund is created to account for revenues and expenses associated with National Opioid Settlements. The new fund shall be named "National Opioid Settlements Fund" (Fund number 113).

Section 4. A separate special revenue fund is created to account for revenues and expenses associated with Multi-Family Tax Exemption Affordable Housing Payments. The new fund shall be named "Multi-Family Tax Exemption Affordable Housing Fund" (Fund number 127).

ORDINANCE - 1

Section 5. The “PIF – Acquisition & Development District 1” fund (number 171), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 6. The “PIF – Acquisition & Development District 2” fund (number 172), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 7. The “PIF – Acquisition & Development District 3” fund (number 173), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 8. The “PIF – Acquisition & Development District 4” fund (number 174), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 9. The “PIF – Acquisition & Development District 5” fund (number 175), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 10. The “PIF – Acquisition & Development District 7” fund (number 177), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 11. The “PIF –District 6 Exemption Fund” fund (number 192), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

ORDINANCE - 2

Section 12. The “PIF –District 7 Exemption Fund” fund (number 193), created via ordinance M-3201 as recommended in staff report No. 148A-95, is no longer needed and is hereby eliminated.

Section 13. As reported in SR No. _____ the appropriations made in this ordinance are necessary to meet certain necessary expenditures that will be incurred in 2023-24 which were not and could not reasonably have been foreseen at the time of adoption of the 2023-24 Budget; an emergency is hereby declared, and this ordinance shall go into effect immediately upon final passage.

DATE OF FINAL PASSAGE by the Vancouver City Council: _____

SIGNED this _____ day of _____, 2023.

Anne McEnerny-Ogle, Mayor

Attest:

Natasha Ramras, City Clerk

Approved as to form:

Jonathan Young, City Attorney

ORDINANCE - 3

ORDINANCE SUMMARY

ORDINANCE NO. _____

AN ORDINANCE relating to the 2023-24 Biennial Budget and making various appropriations in various funds; declaring an emergency. Supplemental appropriations are needed to meet certain necessary expenditures to be incurred in 2023-24 which were not and could not reasonably have been foreseen at the time of adoption of the 2023-24 Budget: providing for an immediate effective date.

ORDINANCE - 4

Fund	2023 First Supplemental (2023-24)
Operating Budget	
General, Street, and Fire Funds	
General Fund	5,568,797
Street Fund	166,721
Street Funding Initiative - Operating Fund	5,564,634
Fire Fund	2,338,774
Total General, Street, and Fire Funds	13,638,926
Special Revenue Funds	
Drug Enforcement Fund	7,200
CED Grants	36,000
Tourism Fund	90,000
Affordable Housing	(8)
American Rescue Plan Act Fund	8,250,000
Criminal Justice Fund	317,565
Economic Development Fund	156,000
Fire Equipment Fund	5,180,238
Emergency Ambulance Services Contract Admin Fund	247,713
Capital Funds	
Street Funding Initiative - Capital Fund	406,870
Enterprise Funds	
City Tree Reserve Fund	
Surface Water Management Fund	75,913
Water Utility Fund	1,976,666
Sewer Utility Fund	206,800
Airport Fund	262,050
Building Inspection Fund	134,950
Solid Waste Fund	1,011,000
Parking Services Fund	214,000
Internal Service Funds	
Facilities Asset Management and Replacement Reserve	74,920
Equipment Services Operations Fund	1,052,714
Equipment Services Capital Fund	794,113
Facilities Maintenance Services Fund	339,807
Grounds Services Fund	670,030
Internal Administrative Services Fund	
Fiduciary Funds	
SW Washington Regional SWAT Team Fund	193,324
City/County Cable TV Fund	383,805
PEG Capital Support Fund	390,374
Total Other Funds Expense Budget	22,472,044
Total Operating Expense Budget	36,110,970

Fund	2023 First Supplemental (2023-24)
Capital Budget	
Capital Project Funds	
General Fund Capital	12,330,250
Parkhill Cemetery Improvement Fund	79,839
Transportation Capital Fund	1,273,000
Street Funding Initiative - Capital Fund	14,528,309
Fire Acquisition Fund	2,370,406
Capital Improvement Fund	8,523,205
VNHR Property Capital	611,893
Parks Construction Fund (Capital Projects only)	4,708,917
Drainage Construction Fund	1,807,294
Water Construction Fund	12,786,083
Sewer Construction Fund	7,364,335
Airport	600,000
Total Capital Project Funds	67,071,531
Capital Funding Transfers Supporting COV Capital Projects Budget	
General Fund	11,124,424
Street Funding Initiative Operating	6,593,809
American Rescue Plan Act Fund	1,969,794
REET 1 (2002 Special Revenue Fund)	4,000,000
PIF - Acq & Dev District 2	(336,092)
PIF - Acq & Dev District 3	(148)
PIF - Acq & Dev District 4	(1,927,101)
PIF - Acq & Dev District 7	(306,302)
PIF - District A	66,406
PIF District B	2,215,677
PIF - District C	1,827,249
Surface Water Management Fund	255,349
Water Utility Fund	5,335,219
Sewer Utility Fund	221,400
Facilities Asset Mgmt and Replacement Reserve Fund	5,715,910
Internal Administrative Services Fund	300,000
Total Transfers for Capital	37,055,594
Total Capital Expense Budget	104,127,125
Total Operating and Capital Expense Budget	140,238,095

City of Vancouver
2023 First Supplemental Summary of FTE Changes

ATTACHMENT B

Fund - Department	Job Classification	Position Type	2023 FTE Changes
001 General Fund			
City Manager's Office	Associate Planner		(1.00)
	Program Coordinator		(2.00)
	Associate Climate Project Coordinator		1.00
	Homeless Outreach Specialist		2.00
City Manager's Office Total			0.00
City Manager's Office - Diversity, Inclusion & Equity (DEI)	Program Coordinator		(1.00)
	DEI Project Coordinator		1.00
City Manager's Office - Diversity, Inclusion & Equity (DEI) Total			0.00
Community Development	Associate Planner	New - Regular	1.00
	Senior Planner	New - 2 Yr Limited Term	1.00
Community Development Total			2.00
Economic Prosperity and Housing	Associate Planner		(1.00)
	Associate Project Coordinator		2.00
	Housing Project Coordinator		(1.00)
	Principal Project Manager		3.00
	Real Estate Project Manager		(3.00)
	Senior Project Coordinator		1.00
	Senior Planner		(1.00)
Economic Prosperity and Housing Total			0.00
Legal	Investigator		(1.00)
	Legal Investigator		1.00
Legal Total			0.00
Parks, Recreation & Cultural Services	Communications Specialist		(1.00)
	Park Development Services Manager		1.00
	Recreation Coordinator	New - Regular	(0.50)
	Recreation Specialist	New - Regular	1.00
	Senior Communications Specialist		1.00
	Senior Park Developer		(1.00)
Parks, Recreation & Cultural Services Total			0.50
Police	Assistant Police Chief		(1.00)
			1.00
	Deputy Police Chief		1.00
	Police Officer		(1.00)
			(1.00)
Police Total			(1.00)
001 General Fund Total			1.50
103 Street Funding Initiative - Operating Fund			
Streets & Transportation	Principal Planner	New - Regular	1.00
Streets & Transportation Total			1.00
103 Street Funding Initiative - Operating Fund Total			1.00
108 CED Grants Fund			
Economic Prosperity and Housing	Assistant Planner		1.00
	Associate Housing Project Coordinator		(1.00)
Economic Prosperity and Housing Total			0.00
108 CED Grants Fund Total			0.00
111 Affordable Housing Fund			
Economic Prosperity and Housing	Associate Housing Project Coordinator		(2.00)
	Associate Project Coordinator		2.00
Economic Prosperity and Housing Total			0.00
111 Affordable Housing Fund Total			0.00
151 Fire Fund			
Fire	Business Intelligence Analyst		1.00
	Fire Battalion Chief	New - Regular	2.00
	Management Analyst		(1.00)
Fire Total			2.00
151 Fire Fund Total			2.00

City of Vancouver
2023 First Supplemental Summary of FTE Changes

ATTACHMENT B

Fund - Department	Job Classification	Position Type	2023 FTE Changes
444 Surface Water Management Fund			
Environmental Resources	Water Resources Educator		(1.00)
Environmental Resources Total			(1.00)
444 Surface Water Management Fund Total			(1.00)
445 Water Utility Fund			
Construction Services	Senior Civil Engineer	New - 4 Yr Limited Term	1.00
	Senior Construction Inspector	New - 4 Yr Limited Term	1.00
Construction Services Total			2.00
Environmental Resources	Communications Specialist		(1.00)
	Water Resources Educator		1.00
Environmental Resources Total			0.00
Operations & Maintenance	Senior Accounting Clerk		4.00
	Utility Accounting Clerk		(4.00)
Operations & Maintenance Total			0.00
Public Works Admin	Senior Communications Specialist		(1.00)
Public Works Admin Total			(1.00)
445 Water Utility Fund Total			1.00
483 Building Inspection Fund			
Community Development	Associate Plans Examiner		(2.00)
	Senior Plans Examiner		2.00
Community Development Total			0.00
483 Building Inspection Fund Total			0.00
504 Fleet Services Operation Fund			
Operations & Maintenance	Mechanic		(2.00)
	Fleet Services Technician		2.00
Operations & Maintenance Total			0.00
504 Fleet Services Operation Fund Total			0.00
507 Facilities Maintenance Services Fund			
General Services	Building Repair Specialist		(1.00)
	Electrician		1.00
	HVAC Technician		(1.00)
	Senior Facilities Maintenance Specialist		1.00
General Services Total			0.00
507 Facilities Maintenance Services Fund Total			0.00
508 Grounds Services Fund			
City Manager's Office	Program Coordinator		(1.00)
	Homeless Encampment Response Coordinator		1.00
City Manager's Office Total			0.00
Operations & Maintenance	Maintenance Specialist		(1.00)
	Senior Grounds Maintenance Specialist		1.00
Operations & Maintenance Total			0.00
508 Grounds Services Fund Total			0.00
509 Self-Insured Worker's Comp & Liability Fund			
Risk	Safety Coordinator		(1.00)
	ADA Coordinator		1.00
Risk Total			0.00
509 Self-Insured Worker's Comp & Liability Fund Total			0.00
510 Internal Administrative Services Fund			
City Manager's Office - Communications & Outreach	Communications Specialist		(1.00)
			1.00
	Senior Communications Specialist		1.00
			(1.00)
			1.00
	Strategic Communications Manager		1.00
City Manager's Office - Communications & Outreach Total			2.00
Finance	Procurement Specialist		(1.00)
	Senior Procurement Specialist		1.00
	Senior Support Specialist	New - Regular	0.10
Finance Total			0.10

City of Vancouver
2023 First Supplemental Summary of FTE Changes

ATTACHMENT B

Fund - Department	Job Classification	Position Type	2023 FTE Changes
Information Technology	Computer Services Manager		1.00
	Computer Technician		(1.00)
	Computer Technician Supervisor		(1.00)
	Deputy IT Director		1.00
	GIS and Data Manager		1.00
	GIS Manager		(1.00)
	Infrastructure Manager		1.00
	IT Application Services Manager		(1.00)
	IT Applications Manager		1.00
	IT System Administration Supervisor		(1.00)
	IT Systems Analyst		(1.00)
	IT Technical Services Manager		(1.00)
	Lead Help Desk Specialist		1.00
	Public Safety Technology Manager		1.00
	Senior IT Systems Analyst		1.00
Information Technology Total			1.00
510 Internal Administrative Services Fund Total			3.10
655 City/County Cable TV Fund			
City Manager's Office - Communications & Outreach	Senior Support Specialist		1.00
	Support Specialist		(1.00)
City Manager's Office - Communications & Outreach Total			0.00
655 City/County Cable TV Fund Total			0.00
Grand Total			7.60

City of Vancouver 2023 First Supplemental Budget

Capital Project Changes

Attachment C

Project Name	Capital Project Budget Change
General / Asset Management	
Fourth Plain Commons	1,529,794
Heights Development Phase 1 Design/Planning	330,250
Multiple Property Acquisitions for Economic Development	12,000,000
Cemetery Survey for New Graves	41,625
Park Hill Cemetery Data Line Installation	38,214
City Hall - Upgrade Video Surveillance	22,670
Esther Short Park - Study of Reconfiguration of Storage and Pump house location	50,000
Ladder/Roof Fall Protection for City Facilities	24,960
Marshall Center - Upgrade Heat Recovery System	150,000
Marshall Center Fire panel upgrade	125,000
Waterfront Gateway Modification	5,500,000
Legal City Hall Footprint Reduction	300,000
VPD East - Replace Roof	227,972
City Hall - S2 Access Control Upgrade and Server Install	115,000
415 Building Project	92,495
VPD West Gate Controls/Motor	36,364
VPD East Gate Controls/Motor	36,364
Heights Development Phase 1 Design/Planning	18,182
Pearson Airport Terminal Remodel	350,000
Pearson Airfield Solar Panel System	250,000
Marshall Center - Rebuild Elevator	38,950
Firstenburg Multi Room Cooling Unit Project	161,454
General / Asset Management Total	21,439,294
General - Fire Construction	
Fire Station 11 Development	211,421
VFD Apparatus Bay overhead doors	300,000
Fire Station 3 Relocation	700,000
Fire Station 9 - Replace Fire Panel	22,000
Fire Station 9 - Add ADA Restroom	34,901
Fire Boathouse Fire Panel Replacement	22,084
Fire station 5 boiler and HVAC Upgrades	800,000
Fire Station 7 AC Split Unit	30,000
Fire Stations Fire panels	250,000
City Wide Fire Panel upgrades	182,000
General - Fire Construction Total	2,552,406
Historic Trust	
Officer's Row Grant House Roof Replacement	291,893
Officer's Row Sidewalk Repair	75,000
Historic Reserve Duplex Air Conditioning Installations	60,000
Historic Reserve Grant House Tenant Improvements	125,000
Grant House Painting Interior and Exterior	60,000
Historic Trust	611,893

Project Name	Capital Project Budget Change
Parks	
Bagley Community Park Development	440,000
Esther Short Playground	256,000
Heights Park	124,424
Lauren Park Development	(100,000)
Marshall Park Inclusive Nature Play for All	200,000
Raymond E Shaffer Park Development	1,424,703
Esther Short Park Playground/Restroom Master Plan Operations & Maintenance	87,000
Fruit Valley Park Play Equipment Replacement	1,000,000
Stein Park Parcel Acquisition	376,790
Marshall Park Restroom Upgrade	900,000
Parks Total	4,708,917
Surfacewater	
Central Fourth Plain	10,570
Columbia Slope Stormwater Retrofit Evaluation Study	239,000
Columbia Way to Columbia River Retrofits	415,000
East Mill Plain CTC Basin Study	(400,000)
East Orchards Fourth Plain Water Quality Retrofits - Grant	565,000
Fruit Valley Neighborhood Storm Retrofit	(150,000)
Hearthwood Infiltration Expansion	(300,000)
Heights District Redevelopment	255,349
Image Infiltration Expansion	74,700
Primrose Court Swale Retrofit	(145,000)
SE 17th Street Outfall	(160,000)
SE 18th Cir & SE 113th Ave Storm Sewer Upgrade	(200,000)
W 22nd St & Thompson	69,000
NE Ross Street Low Impact Development (LID) Retrofit	767,675
NE Fourth Plain (123rd-131st South) Water Quality Retrofits - Grant	662,000
Blandford Drive Subbasins Low Impact Development (LID) Retrofits - Grant	(680,500)
East Mill Plain Underground Injection Control (UIC) Treatment	15,000
Fruit Valley Road	(300,000)
Local Source Control Partnership	23,800
Columbia Slope Water Quality Monitoring	995,000
Stormwater Pollution Enhanced Source Control Implementation	5,700
Columbia Slope Culvert - Chelsea	5,000
162nd Burnt Bridge Creek Pump Replacement	40,000
Surfacewater Total	1,807,294
Transportation/ Streets	
Heights District Redevelopment	266,729
McGillivray Boulevard - Chkalov Drive to Village Loop Complete Street	250,000
NE 33rd Street - Main Street to P Street Complete Street Project	100,000
NE 29th Street - Kauffman Avenue to Neals Lane Complete Street Project	250,000
St. Johns/St. James - 4th Plain Boulevard to City Limits	300,000
SE 34th Street Complete Street Project	1,300,000
NE 184th Avenue - SE 1st Street to NE 4th Street	3,500,000
Fourth Plain Safety & Mobility - Fort Vancouver Way to Andresen	250,000
137th Ave Corridor - 49th to Fourth Plain	1,100,000

Project Name	Capital Project Budget Change
Evergreen Trail - Chelsea to Image	133,000
Fourth Plain & Stapleton Intersection Improvements	30,000
NE 192nd Ave and 13th St Signal Improvement	75,000
Traffic Signal Sustainability2	105,000
Fourth Plain Road Diet - F St to Fort Vancouver Way	550,000
NW Neighborhood Connectivity (Lincoln Sidewalks)	150,000
Traffic Circle at Waterfront Way/Esther Street	517,500
NE 192nd Avenue - NE 18th Street to SE 1st Street	1,250,000
State Route 500 - 54th and 42nd Intersection Improvements	80,000
Hazel Dell Avenue and Burnt Bridge Creek Trail Crossing Improvements	500,000
NW 32nd - Lower River Rd to NW 61st St	5,094,080
Transportation/Streets Total	15,801,309
Wastewater - Collection & Treatment	
Burnt Bridge Creek Interceptor - PH 2	(680,000)
Burnt Bridge Creek Interceptor - PH 3	(240,000)
Burnt Bridge Creek Interceptor - PH 4	(575,000)
Burnt Bridge Creek Pump Station Upgrade	(1,440,000)
Capital Preservation - Collection System	1,000,000
Capital Preservation and Compliance	(290,000)
East Interceptor Rehab Ph 1 & Ph 2	(1,000,000)
East Vancouver - North(392 Parcels)	(800,000)
Heights District Redevelopment	42,765
IR - Interceptor Rehabilitation	1,000,000
Main Industrial Pump Station Upgrade	407,600
Marine Park Bar Screens Upgrade	29,800
Marine Park UV Upgrade	350,000
NE 22nd Ave Pump Station Removal and Gravity Extension	300,000
NE 60th Street Sewer Improvements (SCIP)	800,000
Southside Interceptor Rehab Ph 2	600,000
Southside Interceptor Rehab Ph 3	1,500,000
Southside Interceptor Rehab Ph 4 & Ph 5	1,000,000
Vista Robles Sewer Improvements (SCIP)	200,000
West Vancouver Phase 1 (Sewer Connection Incentive Program (SCIP))	(940,000)
Westside Blower	16,600
Westside Centrifuge Replacement	55,270
Westside Electrical Upgrade Design	950,000
Westside Solids Planning	(371,200)
Wye Rehab/Replacement	100,000
Maplecrest Pump Station Reconstruct & Force Main Extension	1,000,000
Westridge Pump Station & Fishers Pump Station Discharge Upgrade	(800,000)
SE 1st St. 164th to 192nd Ave Design	400,000
Marine Park Solids Conveyance Feasibility Study	149,000
Westside Schwing Pump Replacement	939,500
Westside W1 Protection - Immediate Needs	120,000
SEH Industrial Pump Station	350,000

Project Name	Capital Project Budget Change
G2 Sewer Basin/Trunk Interceptor Realignment	1,900,000
Fourth Plain Sewer Improvements - Broadway St to F St	420,000
Marine Park Influent Pump Replacement	800,000
NE 49th St at 22nd Ave Sewer Improvements (SCIP)	70,000
Wastewater - Collection & Treatment Total	7,364,335
Water	
99th St Extension, 94th Ave to 104th Ave County	389,000
9th St to 18th St, 112th Ave to 129th Ave (T-36)	5,000,000
BNSF 4th Plain Crossing (T-3)	13,499
Haagen Park, North of 9th St (T-37)	10,000
Heights District Redevelopment	330,534
Water Station 3 Reservoir/Tower/Booster Replace	180,000
Water Station 5 Reservoir, Pump, E-Power	1,949,125
Polyfluoroalkyl Substances (PFAS) Studies	549,723
Heights High Ground Water Development Water Rights	139,791
Water Station 7 Hypochlorite Generation System	619,465
SCADA Firewall/Security/Data Consent	14,731
Water Main NE 49th St-NE 15th Ave to St. Johns	298,599
WTR - Ellsworth Hypochlorite Generation	250,000
17th St to McLoughlin Blvd, F St to I-5 (D-3)	141,616
Ellsworth Water Station New Roof	600,000
Water Station 14 Polyfluoroalkyl Substances (PFAS) Treatment System	1,100,000
Water Station 1 Twin 4.0 MG Reservoirs	1,200,000
Water Total	12,786,083
Grand Total	67,071,531

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
35 Exempt Positions Deputy City Manager	208,749 17,396	245,587 20,466	282,425 23,535
Non-Exempt Positions No Active Classifications			
34 No Active Classifications	198,808 16,567	233,892 19,491	268,976 22,415
33 No Active Classifications	189,341 15,778	222,754 18,563	256,167 21,347
32 Exempt Positions City Attorney Fire Chief Police Chief	180,325 15,027	212,147 17,679	243,969 20,331
Non-Exempt Positions No Active Classifications			
31 Exempt Positions Public Works Director	171,738 14,312	202,045 16,837	232,351 19,363
Non-Exempt Positions No Active Classifications			
30 Exempt Positions Chief Financial Officer Communications Director Community Development Director <i>Deputy Police Chief</i> Diversity, Equity and Inclusion Director Economic Development Director General Services Director Human Resources Director Information Technology Director Parks and Recreation Director	163,560 13,630	192,423 16,035	221,287 18,441
Non-Exempt Positions No Active Classifications			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
29	155,771	183,260	210,750
Exempt Positions	12,981	15,272	17,562
Assistant Police Chief			
Deputy City Attorney			
Deputy Fire Chief			
Non-Exempt Positions			
No Active Classifications			
28	148,354	174,534	200,714
No Active Classifications	12,363	14,544	16,726
27	141,289	166,223	191,156
No Active Classifications	11,774	13,852	15,930
26	134,561	158,307	182,053
Exempt Positions	11,213	13,192	15,171
City Engineer			
Deputy Community Development Director			
Deputy Economic Development Director			
Deputy Finance Director			
Deputy Human Resources Director			
<i>Deputy Information Technology Director</i>			
Operations Division Manager			
Program and Policy Development Manager			
Transportation Division Manager			
Non-Exempt Positions			
No Active Classifications			
25	128,154	150,769	173,384
Exempt Positions	10,680	12,564	14,449
Assistant City Attorney III			
Capital Projects Division Manager			
City Prosecutor			
Construction Services Division Manager			
Fire Marshal			
IT Application Services Manager			
IT Technical Services Manager			
Non-Exempt Positions			
No Active Classifications			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
24	122,051	143,589	165,128
Exempt Positions	10,171	11,966	13,761
Development Review Division Manager			
Recreation Services Manager			
Park Development Services Manager			
Non-Exempt Positions			
No Active Classifications			
23	116,239	136,752	157,265
Exempt Positions	9,687	11,396	13,105
Assistant City Attorney II			
Budget Manager			
Treasurer			
<i>IT Infrastructure Manager</i>			
Non-Exempt Positions			
No Active Classifications			
22	110,704	130,240	149,776
Exempt Positions	9,225	10,853	12,481
Accounting Manager			
<i>Applications Manager</i>			
Building Official			
Engineering Program Manager			
<i>GIS and Data Manager</i>			
Procurement Manager			
Public Works Finance & Asset Manager			
Non-Exempt Positions			
No Active Classifications			
21	105,432	124,038	142,644
Exempt Positions	8,786	10,337	11,887
Airport Manager			
Cultural Services Manager			
Emergency Preparedness Manager			
Environmental Services Manager			
Homeless Response Manager			
IT System Administration Supervisor			
Risk and Safety Manager			
Senior Civil Engineer			
Senior Traffic Engineer			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
Non-Exempt Positions No Active Classifications			
20	100,412	118,131	135,851
Exempt Positions	8,368	9,844	11,321
Assistant Building Official Assistant Fire Marshal City Surveyor <i>Computer Services Manager</i> GIS Manager Housing Programs Manager Land Use Program Manager Long Range Planning Program Manager Operations Superintendent Operations Superintendent Parking District Manager <i>Public Safety Technician Manager</i> Senior IT Systems Analyst Utilities Administration Manager			
Non-Exempt Positions No Active Classifications			
19	95,630	112,506	129,382
Exempt Positions	7,969	9,376	10,782
Capital Projects Manager Housing Project Manager <i>Principal Project Manager</i> Performance Analyst Principal Planner Real Estate Project Manager <i>Principal Project Manager</i> Senior Policy Advisor Senior Policy Analyst			
Non-Exempt Positions No Active Classifications			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
18	91,076	107,149	123,221
Exempt Positions	7,590	8,929	10,268
Business Intelligence Analyst			
Civil Engineer			
Community Engagement Manager			
GIS Supervisor			
IT Systems Analyst			
Payroll Manager	91,076	107,149	123,221
Professional Land Surveyor	7,590	8,929	10,268
Recreation Facility Manager			
Senior Budget Analyst			
Strategic Communications Manager			
Technical Engineering Supervisor			
Traffic Engineer			
Video Services Manager			
Non-Exempt Positions			
Computer Technician Supervisor			
17	86,739	102,046	117,353
Exempt Positions	7,228	8,504	9,779
Assistant City Attorney I			
DEI Business Partner			
Environmental Scientist			
Housing Project Coordinator			
Senior Project Coordinator			
Human Resources Business Partner			
Internal Auditor			
Lead Human Resources Analyst			
Police Records Manager			
Property Management Specialist			
Real Estate Project Coordinator			
Senior Project Coordinator			
Senior Financial Analyst			
Senior Park Planner			
Senior Planner			
Non-Exempt Positions			
No Active Classifications			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
16	82,609	97,187	111,765
Exempt Positions	6,884	8,099	9,314
Associate Civil Engineer			
Associate Traffic Engineer			
Budget Analyst			
Fleet Services Emergency Supervisor			
Fleet Services Supervisor			
Finance and Logistics Supervisor			
Permit Center Supervisor			
Safety Officer			
Senior Communications Specialist	82,609	97,187	111,765
Senior Park Developer	6,884	8,099	9,314
Workers' Compensation Analyst			
Non-Exempt Positions			
Senior Digital Forensics Investigator			
15	78,675	92,559	106,443
Exempt Positions	6,556	7,713	8,870
ADA Coordinator			
Financial Analyst			
Finance Supervisor			
Human Resources Analyst			
Human Resources Coordinator			
Principal Accountant			
Recreation Services Supervisor			
Safety Coordinator			
Senior Management Analyst			
Senior Procurement Specialist			
Solid Waste Supervisor			
Urban Forester			
Utility Service Supervisor			
Volunteer Coordinator			
Non-Exempt Positions			
Neighborhood Coordinator			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
14 Exempt Positions Associate Planner Associate Climate Project Coordinator Associate Housing Project Coordinator Associate Project Coordinator Associate Real Estate Project Coordinator Associate Project Coordinator Evidence Supervisor Park Developer Non-Exempt Positions Senior Computer Technician Web Content Manager	74,929 6,244	88,151 7,346	101,374 8,448
13 Exempt Positions Construction Project Coordinator Executive Assistant to the City Manager Police Records Supervisor Records Supervisor Senior Legal Assistant Non-Exempt Positions Digital Forensics Investigator Solid Waste Analyst	71,361 5,947	83,954 6,996	96,547 8,046
12 Exempt Positions No Active Classifications Non-Exempt Positions Communications Specialist Community Liaison Computer Technician Management Analyst Procurement Specialist Senior Accountant Water Resources Educator	67,963 5,664	79,956 6,663	91,949 7,662

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
11	64,726	76,149	87,571
Exempt Positions	5,394	6,346	7,298
Parking Supervisor			
Non-Exempt Positions			
Communications Coordinator			
Executive Assistant to the City Council			
Material Control Coordinator			
Video-Multimedia Producer			
10	61,644	72,522	83,401
Exempt Positions	5,137	6,044	6,950
No Active Classifications			
Non-Exempt Positions			
Administrative Assistant			
Assistant Planner			
DEI Project Coordinator			
Homeless Encampment Response Coordinator			
Homeless Outreach Specialist	61,644	72,522	83,401
Human Resources Specialist	5,137	6,044	6,950
Program Coordinator			
Video Services Coordinator			
9	58,709	69,069	79,429
Exempt Positions	4,892	5,756	6,619
No Active Classifications			
Non-Exempt Positions			
Associate Accountant			
8	55,913	65,780	75,647
Exempt Positions	4,659	5,482	6,304
No Active Classifications			
Non-Exempt Positions			
Resources Service Technician			
7	53,250	62,648	72,045
Exempt Positions	4,438	5,221	6,004
No Active Classifications			
Non-Exempt Positions			
Senior Support Specialist			
Volunteer Program Assistant			

2023 Non Union Exempt & Non-Exempt Schedule

Classification	Low Range	Mid-Range	Top Range
6	50,715	59,664	68,614
No Active Classifications	4,226	4,972	5,718
5	48,300	56,823	65,347
Exempt Positions	4,025	4,735	5,446
No Active Classifications			
Non-Exempt Positions			
Support Specialist			
4	46,000	54,117	62,235
No Active Classifications	3,833	4,510	5,186
3	43,809	51,540	59,271
No Active Classifications	3,651	4,295	4,939
2	41,723	49,086	56,449
No Active Classifications	3,477	4,091	4,704
1	39,736	46,749	53,761
No Active Classifications	3,311	3,896	4,480
Department Aid	32,739	38,516	44,293
	2,728	3,210	3,691

2023 First Supplemental Budget

Shannon Olsen
Budget Manager
Finance Department



2023 First Supplemental Budget



Operating Budget



Capital Budget



FTEs

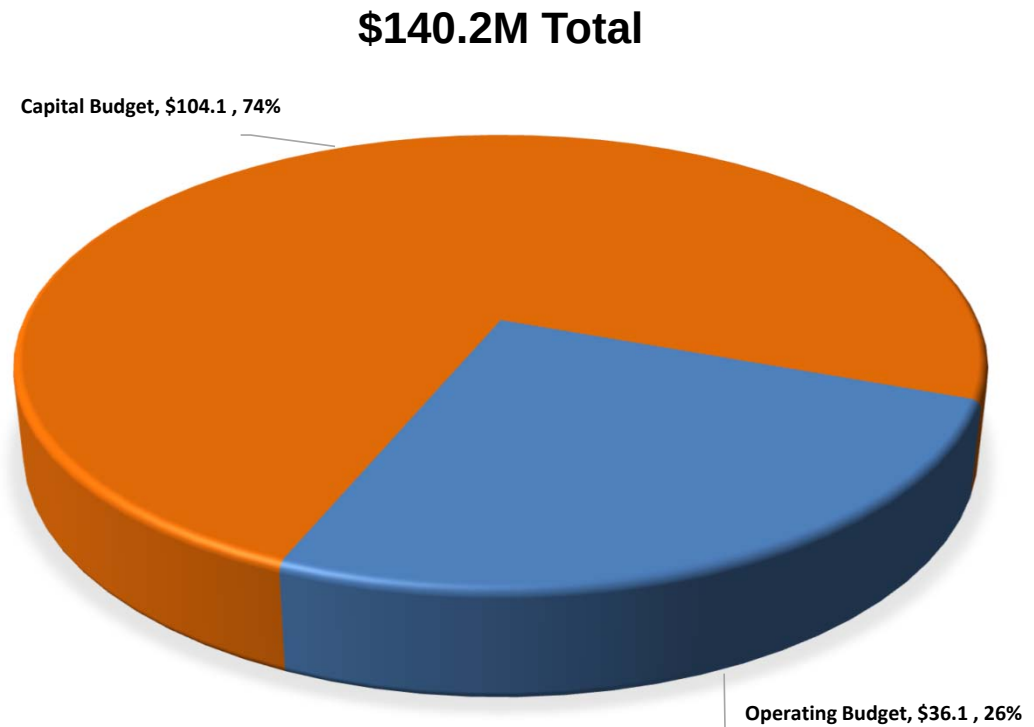
2023 First Supplemental Budget „ 1



2023 First Supplemental Operating and Capital Budget



8.1% increase to the current biennium budget bringing the revised total to \$1.9B overall

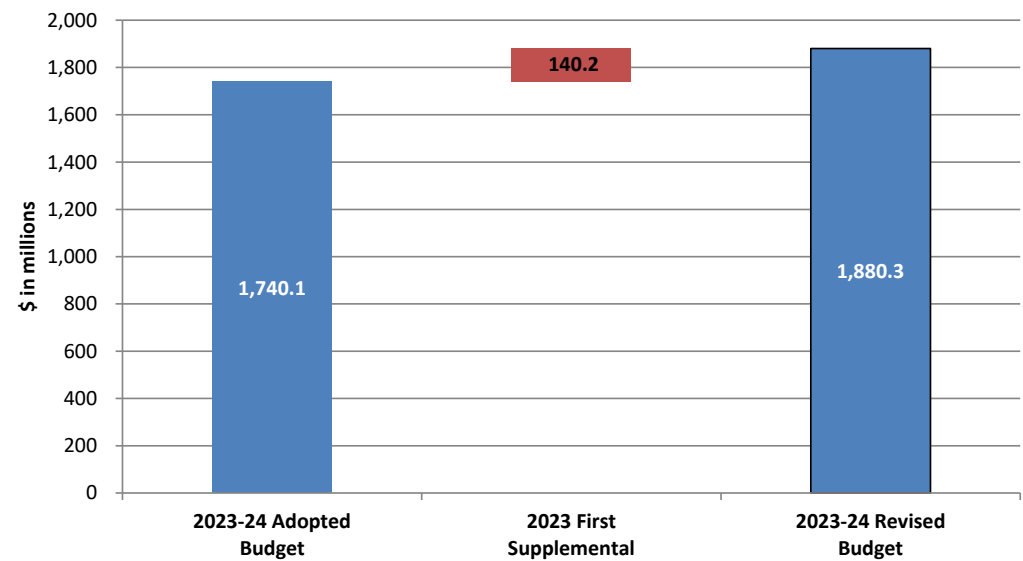


2023 First Supplemental Budget „ 2



2023 First Supplemental Budget „ 3

City of Vancouver 2023-24 Biennial Budget



2023 First Supplemental Budget Appropriation

Total 2023 First
Supplemental: \$140.2M

Operating
Budget
\$36.1M

Capital
Budget
\$104.1M

- Total net impact:
\$55.2 M city-wide
- Net Impact on the
General Fund: utilization
of undesignated cash
balance of \$10.1 M

2023 First Supplemental Budget Appropriation

Total 2023 First Supplemental: \$140.2M

Operating Budget
\$36.1M

Capital Budget
\$104.1M

General, Street,
Fire Funds
\$13.6M

Other Operating
Funds
\$22.5M

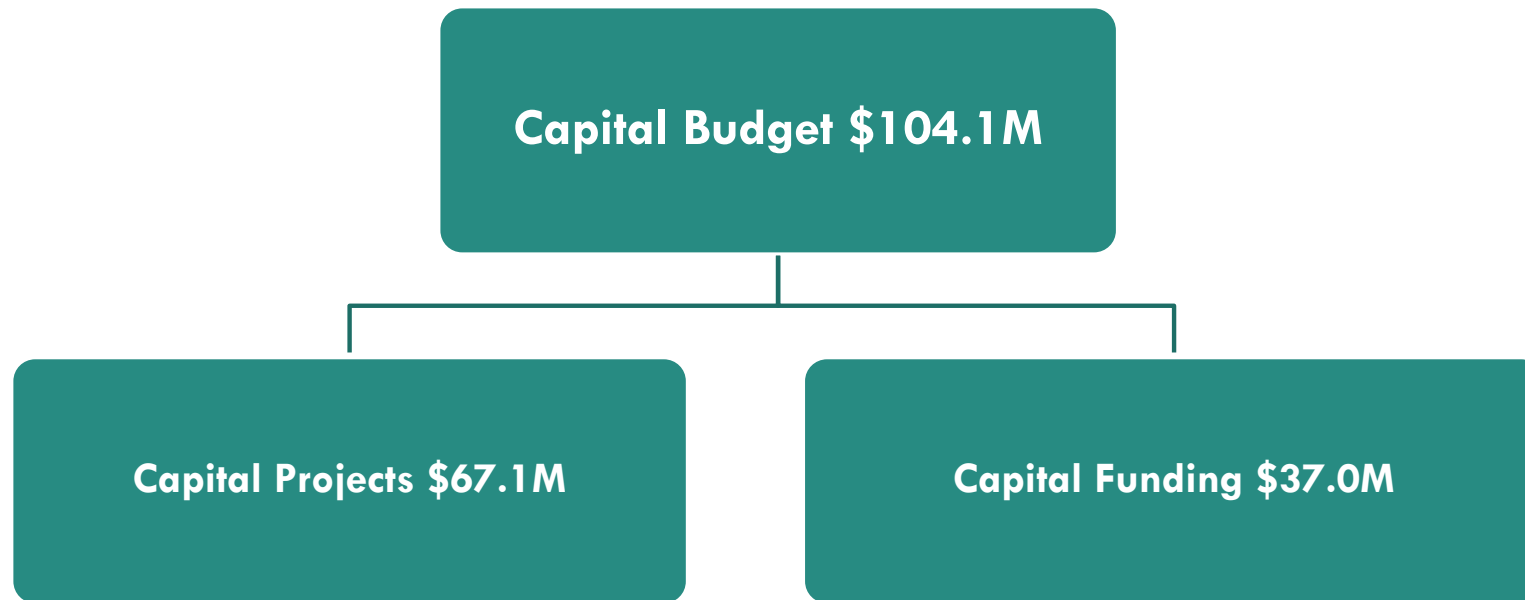
Capital Projects
\$67.1M

Funding
Transfers
\$37.0M

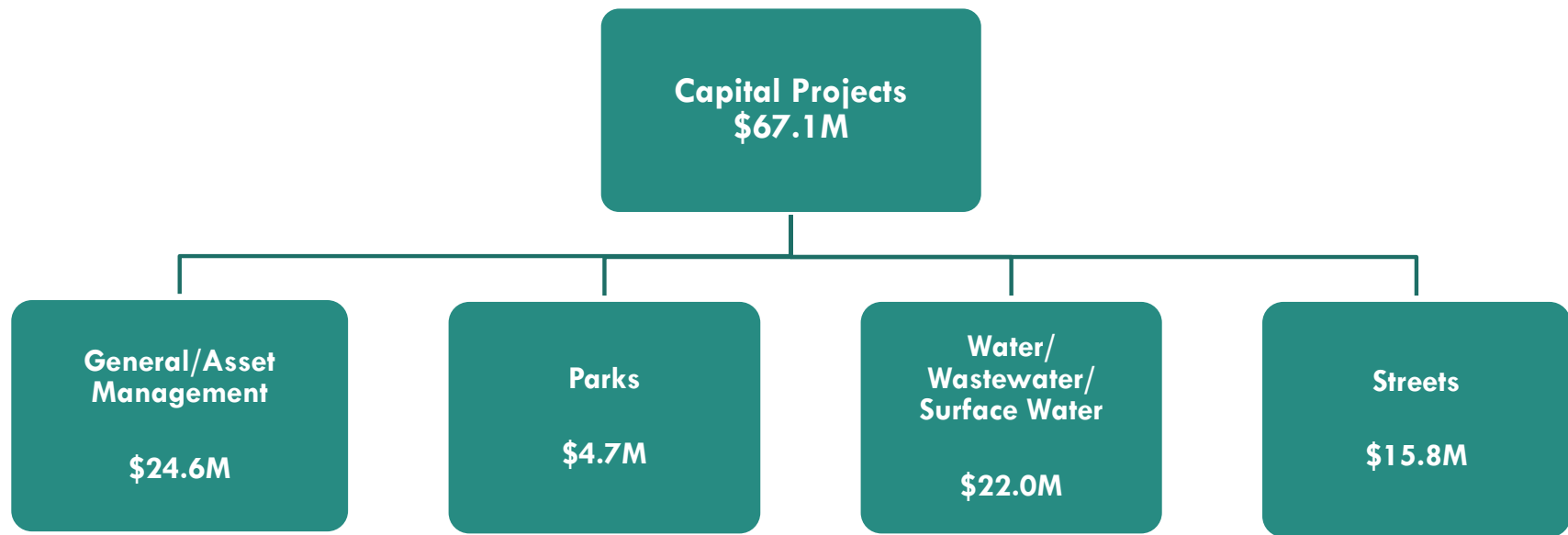
2023 First Supplemental FTE Summary: Net New 7.6 FTEs

Public Works (3.0 FTEs)	Public Safety (2.0 FTEs)	Community & Economic Development (2.0 FTEs)	Internal Services & Parks (0.60 FTEs)
1.0 FTE limited term, Senior Civil Engineer to support Operation Center Construction 1.0 FTE limited term, Senior Construction Inspector to support Operation Center Construction 1.0 FTE Senior Civil Engineer to support Street/Transportation projects	2.0 FTE Fire Battalion Chiefs	1.0 FTE limited term, Senior Planner to support Interstate Bridge project 1.0 FTE Associate Planner to support the projects in the Complete Streets Program	0.10 FTE Increase of a Senior Support Specialist 0.50 FTE increase to a Recreation Specialist

2023 First Supplemental: Capital Budget

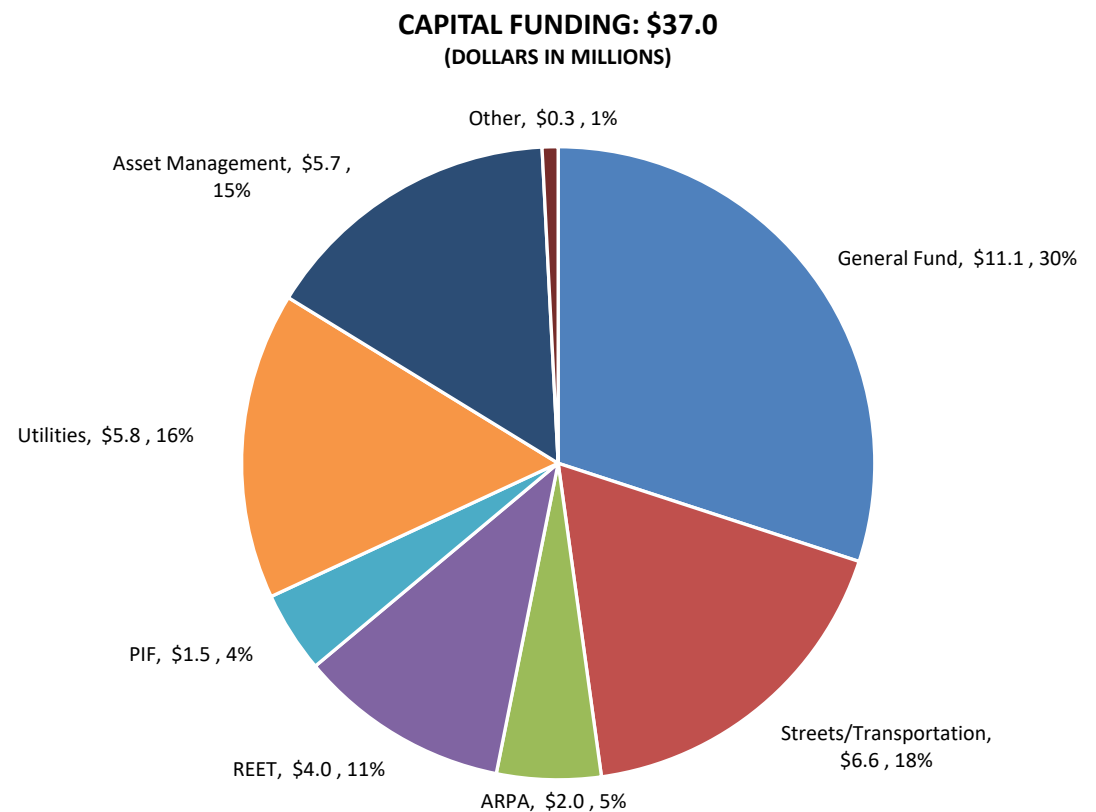


2023 First Supplemental: Capital Projects

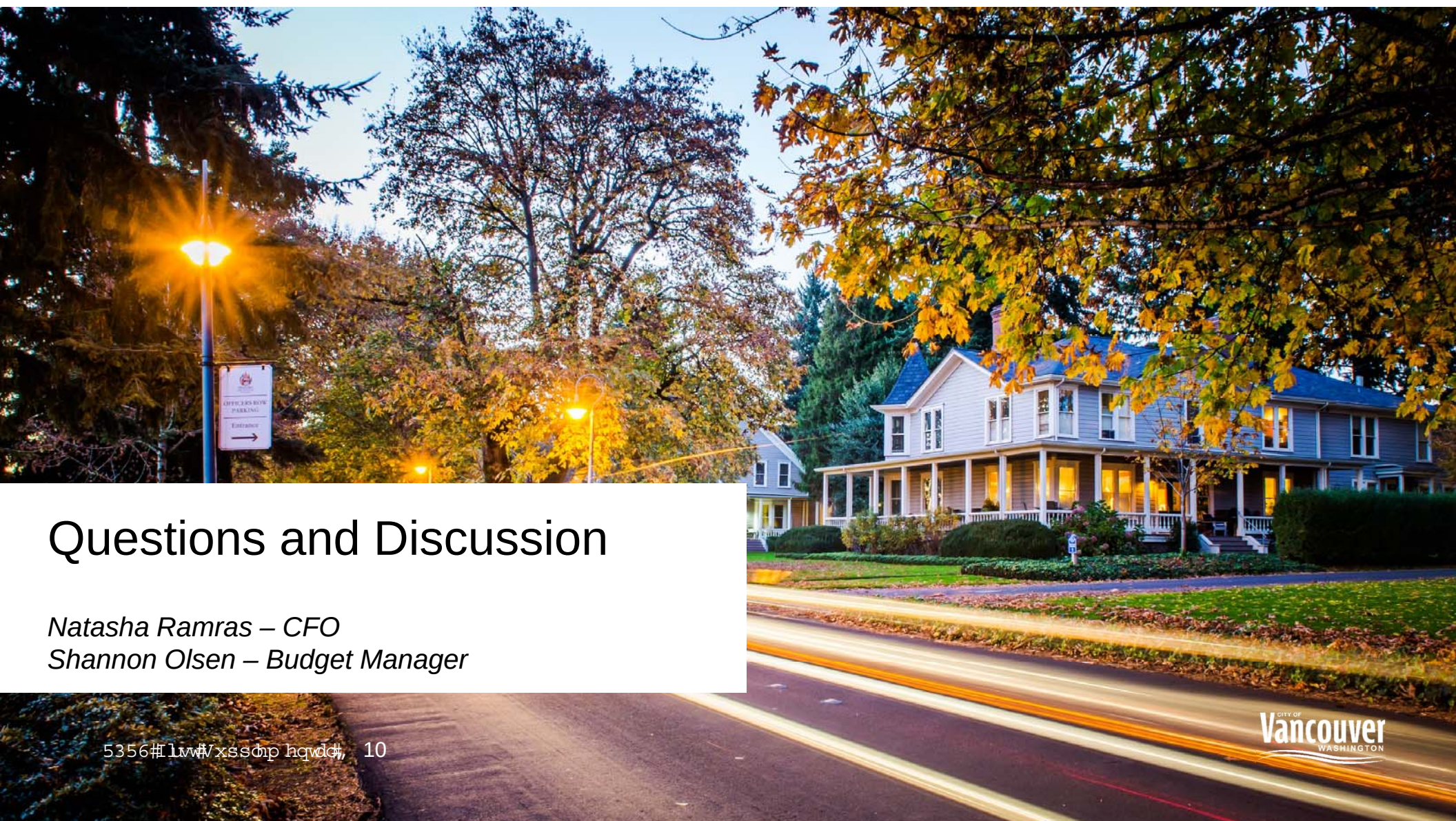


2023 First Supplemental

Capital Funding



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Questions and Discussion

Natasha Ramras – CFO

Shannon Olsen – Budget Manager

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