

CITY OF ABERDEEN
200 East Market Street, Aberdeen, Washington 98520

NOTICE: RCW 42.30 Open Public Meetings Act compliance during the COVID-19 public health crisis has been altered as long as the Governor’s “Stay Home, Stay Safe” Order is in place. In compliance with that Order as amended, and under the guidance of the Washington State Attorney General, as amended, the City Council meeting will be held using telephone audio conferencing. This will allow the public to listen into the meeting.

To listen to this meeting:

DAY/DATE: Wednesday May 27, 2020
TIME: 7:00 PM (Meeting will be called to order at 7:15 PM)
DIAL-IN NUMBER: (425) 585-6257
ACCESS CODE: 618-313-093 # (you must include the # symbol)

For the immediate future under the Order and associated Guidance, the City Council meeting will not include public comment periods. **If you wish to submit any comments in advance, please email your comments to Cliff Frederickson, cfrederickson@aberdeenwa.gov and they will be provided to City Council.** Please be sure to put “CITY COUNCIL PUBLIC COMMENT” in the subject line.

The City of Aberdeen requests that you provide your full name. If you reside in Aberdeen, please also include your Ward Number; if you do not reside in Aberdeen please let us know where you live.



ABERDEEN CITY COUNCIL

May 27, 2020

COUNCIL MEETING AGENDA

7:15 PM – Via Telephonically

COMMITTEE OF THE WHOLE

- A. Department Heads
- B. Mayor's Report
- C. Non-Standing Committee Reports

COUNCIL MEETING

I. ROLL CALL

II. APPROVAL OF MINUTES

III. ADDITIONS / DELETIONS

IV. PUBLIC COMMENT SUBMITTED TO CITY CLERK ON ALL TOPICS

V. FINANCE COMMITTEE

- A. Committee Chair Report
- B. Approval of expenditures
 - 1. Recommend approval of expenditures and payroll.
- C. Public Hearings
- D. Reports & Communications
 - 1. Report from Finance and the Parks Director recommending that the City Council authorize the Mayor to sign the Grant Award Agreement with Grays Harbor Community Foundation for the Garley Park remodel.
 - 2. Report from Finance and the Community Development Director recommending that the City Council authorize the Mayor to establish a small business grant program using CARES Act monies for the purpose of helping the City of Aberdeen's small businesses.
- E. Resolutions
- F. Ordinances

VI. PUBLIC WORKS

- A. Committee Chair Report
- B. Public Hearings
 - 1. This is the date set for public hearing on the State Community Development Block Grant and the associated proposed sewer pump station project.
- C. Reports & Communication

1. Report from Public Works and the Public Works Director recommending that the City Council shall approve a resolution that authorizes the City to apply for a CDBG grant and ensures that the City is meeting the conditions required for receiving CDBG funds.
2. Report from Public Works and the Public Works Director recommending that a Public Hearing be set for Wednesday, June 10, 2020 to receive public comment on the proposed Transportation Improvement Plan (TIP) for the years 2021-2026.

D. Resolutions

1. A resolution to authorize submission of a Community Development Block Grant and comply with applicable provisions of Title VI of the Housing and Community Development Act of 1974, as amended.

E. Ordinances

VIII. PUBLIC SAFETY

A. Committee Chair Report

B. Reports & Communications

1. Report from Public Safety and the Community Development Director recommending that the City Council authorize the Mayor and City Council to approve the Temporary Use Permit for the Sunday Farmers Market.

IX. SPECIAL AGENDA ITEMS

A. Reports & Communication

1. Report from Mayor Schave recommending that the City Council authorize negotiation and execution of a ballot drop box property use agreement with Grays Harbor County to have the ballot drop box in place prior to the August 2020 primary elections.

B. Proclamation

C. Resolutions

D. Ordinances

E. Appointments

1. Appointment of Frank Gordon to the Chehalis Basin Flood Authority and the Grays Harbor County Flood Authority.

X. CITY COUNCIL COMMENT PERIOD

XI. EXECUTIVE SESSION

The City of Aberdeen does not discriminate against or exclude anyone from participation in public meetings. Requests for assistance should be made by contacting the Human Resources Department at 360-537-3207, 24 hours in advance of the meeting.
Thank you.

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**CITY OF ABERDEEN
LEGISLATIVE DEPARTMENT**

Mr. Mayor: Hon. Pete Schave

**The Members of
Your Committee On:** **Finance Committee and the Parks Director**

In Reference To: **Grays Harbor Community Foundation Grant**

Reports and recommendations as follows:

The City of Aberdeen, Parks Department, has been awarded \$25,000 grant from the Grays Harbor Community Foundation. This grant is for the Garley Park remodel that is planned to take place this Summer. The remodel will include upgraded playground equipment, ADA approved accessibility, and a dog park.

Recommend as follows:

It is recommended that the City Council authorize the Mayor to sign the Grant Award Agreement with the Grays Harbor Community Foundation.

Stacie Barnum, Parks Director

Debbie Ross, Chair

Kati Kachman, Vice Chair

Reported: May 27, 2020

John Maki

Adopted: _____

Dee Anne Shaw



Grays Harbor Community Foundation

P.O. Box 615, 705 J Street, Hoquiam WA 98550 | Phone: (360) 532-1600 | E-mail: info@gh-cf.org

February 25, 2020

Aberdeen Parks and Recreation Garley Park Remodel

Grant Award Agreement

Aberdeen Parks and Recreation agrees to submit to the Grays Harbor Community Foundation, narrative and financial progress reports on-line through our e-Grant system by September 1, 2020.

Funds need to be used within the calendar year. The Grays Harbor Community Foundation reserves the right to recoup funds that were not used in accordance with your grant purpose.

If you announce or acknowledge this grant publicly, please indicate that support was provided by Grays Harbor Community Foundation.

IN WITNESS WHEREOF, this grant Agreement is signed

On _____ for _____
Date Organization

By _____
Signature Print Name Title

Please list contact information in which to submit payment:

Contact Name _____

Address _____

**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

Mr. Mayor: Hon. Pete Schave
The Members of: Finance
To whom was Referred: City of Aberdeen Small Business Grants

REPORT AND RECOMMEND AS FOLLOWS:

The City of Aberdeen has recently been awarded \$506,400 from the Coronavirus Relief Funds (CARES Act) to help combat expenses incurred by the City of Aberdeen since the shutdown.

This award, which is administered by the Department of commerce, may be used to cover costs that are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus disease 2019 (COVID-19); that were not accounted for in the budget most recently approved as of March 27, 2020; and were/are incurred during the period of March 1, 2020 through October 31, 2020.

Parks and Recreation Director, Stacie Barnum, was assigned the task of tracking all expenditures incurred by the City during this pandemic. Stacie has been diligently working with the various Departments, not only in tracking expenses but also in tracking other available funding sources such as FEMA.

Because expenses are still rolling in, including additional TASL related expenditures that are unbudgeted since the Attorney Generals ruling, City staff are anticipating that COVID-19 related expenses could range anywhere between \$200,000 to \$300,000. These unbudgeted expenses are Recoverable through this CARES Act funding. Any monies not expended from the allocated funds will remain with the State. Funds are available on a reimbursement basis only.

One of the allowable expenditures of this CARES money is to support small business grants for business interruptions caused by COVID-19.

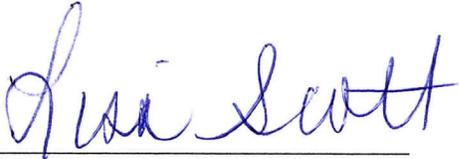
City Staff have met and discussed what a grant program would look like and if it were feasible for staff to administer such a program. It is staff's belief that, yes, it is feasible, and such a program can be administered with little effort. Our belief is that these CARES Act funds could really help our small businesses to at least cover some of their losses and get back up to a functioning level soon.

Staff has put together a draft of the proposed grant program, a draft grant application and a copy of the Commerce contract that are being proposed for Council's consideration.

The plan would be to do a first round call for applications for up to \$200,000 for small business grants with a maximum of up to \$10,000 to eligible applicants. Applications would be accepted between June 1 through June 5, 2020. Applications received would then be reviewed by the City of Aberdeen's Good neighbor's Revolving Loan Fund Committee, who would make the funding decision based on the required criteria and documentation.

Depending on City expenses related to COVID-19, we could also do a second round of funding, should we not expend all the CARES Act monies.

Therefore, it is recommended that the City Council authorize the Mayor to establish a small business grant program using CARES Act monies for the purpose of helping the City of Aberdeen's small businesses.

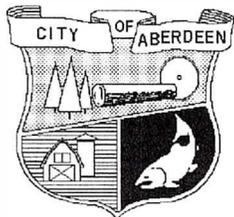


Lisa Scott, CD Director

Chair

Reported On: May 27, 2020_____

Adopted On: May 27, 2020_____



CITY OF ABERDEEN SMALL BUSINESS GRANTS RELATING TO THE COVID-19 PANDEMIC

Applications will be accepted beginning June 1, 2020. The City will only accept application through June 5, 2020. Post marked applications will be accepted as long as they have a June 5, 2020 stamp (or prior).

DOES YOUR SMALL BUSINESS NEED MONEY DURING THE COVID-19 PANDEMIC?

The City of Aberdeen is here to help. We will provide grants for up to \$10,000* to qualifying small businesses that have been impacted by the COVID-19 pandemic and need cash to continue to operate or to re-open when the pandemic passes.

HOW DO I KNOW IF MY SMALL BUSINESS QUALIFIES?

To apply, business must meet the following criteria:

- Have a current City of Aberdeen business license.
- Be in good financial standing with all city tax report prior to March 1, 2020.
- Have been in business for at least one year prior to March 1, 2020.
- Have a physical location in the City limits of Aberdeen on or before March 1, 2019.
- Have no more than 20 full-time-equivalent employees (priority given to businesses with 10 or fewer full-time-equivalent employees).
- Engage in a type of business eligible to receive funding by the US Small Business Administration.
- Ability to demonstrate loss of income due to COVID-19.
- Ability to prove you have been previously profitable with financial statements or tax returns.

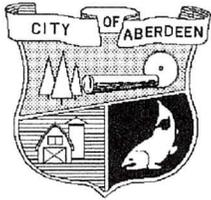
If you answered **YES** to all of the above, your business may qualify.

WHAT CAN I USE THE GRANT FOR?

You can use the grant funds for:

- Payment of your business rent or required monthly business loan payments.
- Payments of essential wages, taxes and normal benefits to your employees essential to maintain your business.
- Normal operating costs that are included in "cost of goods sold" on your business income statement (raw materials for manufacturers, component pieces for assemblers, items for re-sale for retailers, food for restaurants, etc.)
- Normal operating expenses that are included in "operating expenses" your business income statement (utilities, insurance, professional services, etc.).
- Normal draw or wages on a weekly or monthly basis to you as an owner.

* Eligible businesses can receive up to \$10,000. Award amounts will be determined based on the businesses net loss statement's between March 1, 2019-May 31, 2019 and March 1, 2020-May 31, 2020. Maximum award amounts will be at 30% of the net loss amounts between those 3 months, not exceeding \$10,000.



CITY OF ABERDEEN SMALL BUSINESS GRANTS RELATING TO THE COVID-19 PANDEMIC

WHAT THINGS ARE NOT ALLOWED WITH THE GRANT MONEY?

The grant funds cannot be used for:

- Any expense not considered an eligible business expense by IRS rules.
- Bonuses to owners or employees.
- Wages to any member of an owner's family who is not a bona fide employee.
- Charitable contributions.
- Political contributions.
- Gifts or parties.
- Draw or salary to owner that exceeded the amount that they were paid on a weekly or monthly basis for the same period last year.
- Pay down or pay off of debt by more than required in underlying debt instrument.

HOW DO I APPLY TO THE GRANT?

For more information or to apply for grant funds, contact the City of Aberdeen Community Development Department at (360) 537-3217 or emailing lscott@aberdeenwa.gov.

MORE INFORMATION ON THE GRANT PROGRAM

- Based on the information you submit on the City of Aberdeen Small Business Grant Application, monies may be available for up to, but not exceeding \$10,000.
- The grant to your business may be used to leverage funding from a public or private financing program, so long as the total of the funding does not exceed the amount on the grant application.
- Priority will be given to businesses not eligible for federal or state programs providing equal or greater economic relief under this program.
- Grants cannot be made to businesses owned, or partially owned, by managers, officers, directors or public officials associated with the City of Aberdeen.
- Priority will first be given to those businesses that have not received state or federal funds for the COVID-19 pandemic.

Applications will be reviewed by the City of Aberdeen's Good Neighbors Revolving Loan Fund Committee. The Committee will also determine funding eligibility and funding approval based on all submitted documentation. The Committee will report all decisions to the Aberdeen City Council on their funding recommendations.

To provide the public benefit of stabilizing the Aberdeen economy, preserving jobs and supporting the survival of the City's economic backbone, the City of Aberdeen is committing up to \$200,000 to the COVID-19 Grant Funds, an emergency fund that provides working capital grants in amounts up to \$10,000 to qualifying for-profit small businesses.

DRAFT



CITY OF ABERDEEN SMALL BUSINESS GRANT APPLICATION

Before you begin, please check the eligibility requirements.

ABOUT THE BUSINESS

BUSINESS NAME

Click or tap here to enter text.

TYPE OF BUSINESS

Click or tap here to enter text.

OWNER DETAILS

NAME

Click or tap here to enter text.

WORK PHONE/HOME PHONE

Click or tap here to enter text.

EMAIL

Click or tap here to enter text.

PROPERTY OWNER

Click or tap here to enter text.

BUSINESS OWNER MAILING ADDRESS

STREET ADDRESS

Click or tap here to enter text.

ADDRESS LINE 2

Click or tap here to enter text.

CITY

Click or tap here to enter text.

STATE

Click or tap here to enter text.

ZIP/POSTAL CODE

Click or tap here to enter text.

BUSINESS STREET ADDRESS

Same As Above

STREET ADDRESS

Click or tap here to enter text.

ADDRESS LINE 2

Click or tap here to enter text.

CITY

Click or tap here to enter text.

STATE

Click or tap here to enter text.

ZIP/POSTAL CODE

Click or tap here to enter text.

ESTIMATED ADVERSE ECONOMIC IMPACT

WHEN DID THE IMPACT BEGIN?

Click or tap here to enter text.

WHEN IS YOUR ESTIMATED IMPACT END DATE?

Click or tap here to enter text.

WHAT WERE YOUR BUSINESSES' REVENUES DURING THE AFFECTED DAMAGE PERIOD? (Please attached a net loss statement for the period between March 1 through May 31, 2019 and March 1 through May 31, 2020)

Click or tap here to enter text.

WHAT WERE YOUR BUSINESSES' REVENUES DURING THAT SAME PERIOD OF THE PRIOR YEAR?

Click or tap here to enter text.

AMOUNT OF BUSINESS INTERRUPTION INSURANCE RECEIVED OR ANTICIPATED, IF ANY:

Click or tap here to enter text.

PLEASE PROVIDE A BRIEF EXPLANATION OF WHAT ADVERSE ECONOMIC EFFECTS THE PANDEMIC HAD ON YOUR BUSINESS:

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Click or tap here to enter text.

HOW MANY PEOPLE DID YOU EMPLOY PRIOR TO PANDEMIC?

Click or tap here to enter text.

HOW MANY DID YOU EMPLOY AFTER PANDEMIC?

Click or tap here to enter text.

HAVE YOU RECEIVED ANY STATE OR FEDERAL ASSISTANCE DURING THIS PANDEMIC? (If you have already received funding through another source for expenses incurred during this pandemic, they are not eligible for reimbursement under this grant program. Only expenses that have not been covered will be considered.)

Click or tap here to enter text.

PHYSICAL DAMAGE TO BUSINESS PROPERTY (If your business also suffered property damage, please answer the following questions:)

ESTIMATED DOLLAR LOSS TO REAL PROPERTY (BUILDING), IF OWNED:

Click or tap here to enter text.

ESTIMATED DOLLAR LOSS TO CONTENTS (Includes machinery and equipment, furniture and fixtures, inventory, leasehold improvements, etc.):

Click or tap here to enter text.

INSURANCE RECOVERY EXPECTED OR RECEIVED FOR PROPERTY DAMAGES:

Click or tap here to enter text.

FORM COMPLETED BY:

Click or tap here to enter text.

NAME:

Click or tap here to enter text.

DATE:

Click or tap here to enter text.

IF YOU HAVE ANY QUESTIONS PLEASE EMAIL Iscott@aberdeenwa.gov

By submitting this document, you are agreeing that all information is true and accurate to the best of your knowledge.



Coronavirus Relief Funds for Local Governments Program Guidelines

CARES Act Funds for Local Governments
In Washington State

Administered by the Department of Commerce
Local Government Division

*P.O. Box 42525
Olympia, WA 98504-2525*

(Dated 5-18-2020)

Contact Information

Mailing / Street Address:

Washington State Department of Commerce
Local Government Division
PO Box 42525
1011 Plum Street SE
Olympia, WA 98504-2525

Program Leadership:

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Tony.Hanson@commerce.wa.gov

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Community Assistance and Research Unit
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Director

Mark Barkley
Assistant Director
Local Government Division

This publication is available in an alternative format upon request. Events sponsored by Commerce are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days' notice by calling 360-725-3087

Coronavirus Relief Funds (CRF) for Local Governments Program Guidelines

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General Information

1. Source of Funds

You have been awarded funds through the state's Coronavirus Relief Funds (CRF). The funds are available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Your grant is funded entirely through the federal stimulus funding under the CARES Act provided by the U.S. Department of Treasury (US Treasury) to the Governor via the Office of Financial Management (OFM).

On April 27, 2020 Governor Inslee announced the award of nearly \$300 million to local governments in CRF from the state's allocation of the CARES Act funding.

2. Allocation Formula

OFM developed the allocation methodology and determined the jurisdiction amounts. The allocations were based on 2019 population estimates for each jurisdiction.

Funds will be provided to cities and counties with populations under 500,000 that were ineligible to receive direct funding under the CARES Act. Each county will receive a minimum distribution of \$250,000 and each city will receive a minimum distribution of \$25,000.

Cities and counties with populations over 500,000 did not receive a direct allocation from the state. Instead these jurisdictions received a direct allocation from the US Treasury (i.e. city of Seattle, King Co., Pierce Co., Snohomish Co., etc.).

For a complete list of cities and counties and their allocations, click [here](#).

3. Period of Performance

The Coronavirus Relief Funds may only be used for costs incurred by local governments in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

The [US Treasury's Guidance](#) provides an end date of December 30, 2020. This is the end date in which the state must have reimbursed all "recipients of the funds" (grantees) their costs incurred in response to the COVID-19 emergency. In order to allow time for Commerce to process final payments and conduct contract closeouts; and for OFM to fully utilize any unspent funds before they expire, expenditures are only being accepted on costs incurred through October 31, 2020.

All final requests for reimbursement must be submitted no later than November 15, 2020.

4. Intended Use

Under the CARES Act, the Coronavirus Relief Funds (CRF) may be used to cover costs that:

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); **AND**
2. Are **NOT** accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or local government. The "most recently

approved” budget refers to the enacted budget for the relevant fiscal period for the particular government. A cost meets this requirement if:

- a) The cost cannot lawfully be funded using a line item, allotment, or allocation within that budget; *OR*
 - b) The cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.
3. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Funds may **NOT** be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The use of these funds are very broad and flexible, and can be used for both operating and **capital expenditures**.

If funds are being used for capital expenditures such as acquisition of real property or construction / renovation costs, please contact us immediately. We will provide you with further information and guidance. Utilizing CRF for these purposes will require additional Federal and state provisions being applied to the project such as:

- All projects must be reviewed under a Federal Section 106 review for archaeological and cultural resources if the project: acquires property, disturbs ground, and/or involves structures more than 50 years old. Grantees must submit documentation to the project manager when the review is complete. Section 106 supersedes the [Governor's Executive Order 05-05](#) review.
- Construction / renovation projects may be required to meet high-performance building standards and document they have entered the state's LEED certification process.
- Construction / renovation projects will be required to follow Federal Davis Bacon and state prevailing wage laws, rules, and regulations.

Additionally, grantees must ensure all capital expenditures are only for costs incurred through the limited timeframe of March 1, 2020 thru October 31, 2020.

5. Eligible costs

There are six (6) primary eligible cost categories. These cost categories and their eligible cost sub-categories are as follows:

1. **Medical expenses** such as:
 - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
 - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
 - Costs of providing COVID-19 testing, including serological testing.
 - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.

- Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. **Public health expenses** such as:
 - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
 - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
 - Expenses for disinfection of public areas and other facilities, e.g., nursing homes, in response to the COVID-19 public health emergency.
 - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
 - Expenses for public safety measures undertaken in response to COVID-19.
 - Expenses for quarantining individuals.
 3. **Payroll expenses** for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
 4. **Expenses of actions to facilitate compliance with COVID-19-related public health measures**, such as:
 - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
 - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
 - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
 - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
 - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
 - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
 5. **Expenses associated with the provision of economic support** in connection with the COVID-19 public health emergency, such as:
 - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
 - Expenditures related to a state, territorial, local, or Tribal government payroll support program.
 - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

6. **Any other COVID-19-related expenses** reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.

6. *Ineligible costs*

Non-allowable expenditures include, but are not limited to:

1. Expenses for the state share of Medicaid.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by states to state unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

7. *Eligible cost test*

Grantees are charged with determining whether or not an expense is eligible based on the [US Treasury’s Guidance](#) and as provided in the grantee’s contract scope of work with Commerce.

To assist grantees with this determination, Commerce has developed an [eligibility cost test](#). This test gives each grantee full authority to make the appropriate call for each circumstance.

TEST – If all responses for the particular incurred cost are “true” for all five statements below, then a jurisdiction can feel confident the cost is eligible:

1. The expense is connected to the COVID-19 emergency.
2. The expense is “necessary”.
3. The expense is not filling a short fall in government revenues.
4. The expense is not funded thru another budget line item, allotment or allocation, as of March 27, 2020.
5. The expense wouldn’t exist without COVID-19 OR would be for a “substantially different” purpose.

It is the responsibility of each grantee to define “**necessary**” or “**substantially different**”, giving the grantee the authority and flexibility to make their own determination.

Additional consideration – The intent of these funds is to help jurisdictions cover the *immediate impacts* of the COVID-19 emergency. Both direct costs to the jurisdiction and costs to their communities. There are many possible eligible costs.

Many costs are clearly eligible and others are in more of a grey area. One could probably justify some of the “grey area” costs based on the test, but are they directly addressing the *immediate impacts*? Possibly not. In these situations it may be safer and more appropriate to utilize the funds in one of the many other eligible cost categories that more clearly meet the intent of the funds. Again, each grantee has the full authority to make the final call based on their circumstances and justification.

8. Cost reimbursement

Funds are available on a reimbursement basis only, and cannot be advanced under *any* circumstances. If funds are being used for the acquisition of real property or construction / renovation costs, please contact us immediately. Reimbursable costs are those that a Grantee has already incurred. We may only reimburse grantees for eligible costs incurred in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020.

Final Date of Reimbursements

In order to ensure all awardees and their costs incurred in response to the COVID-19 emergency are paid out by December 30, 2020 per the [US Treasury's Guidance](#), expenditures are only being accepted on costs incurred through **October 31, 2020**.

All final requests for reimbursement must be submitted no later than November 15, 2020.

Grantees will not be required to submit a proposed budget prior to contract execution. Grantees will have the discretion and flexibility to determine where these funds may best serve their communities.

Each grantee will determine eligible costs to submit for reimbursement. For reporting purposes, expenditures must be tracked at the sub-category level for the six (6) primary eligible cost categories, as follows:

1. Medical Expenses
 - A. Public hospitals, clinics, and similar facilities
 - B. Temporary public medical facilities & increased capacity
 - C. COVID-19 testing, including serological testing
 - D. Emergency medical response expenses
 - E. Telemedicine capabilities
 - F. Other
2. Public Health Expenses
 - A. Communication and enforcement of public health measures
 - B. Medical and protective supplies, including sanitation and PPE
 - C. Disinfecting public areas and other facilities
 - D. Technical assistance on COVID-19 threat mitigation
 - E. Public safety measures undertaken
 - F. Quarantining individuals
 - G. Other
3. Payroll expenses for public employees dedicated to COVID-19
 - A. Public Safety
 - B. Public Health
 - C. Health Care
 - D. Human Services
 - E. Economic Development
 - F. Other
4. Expenses to facilitate compliance with COVID-19 measures
 - A. Food access and delivery to residents
 - B. Distance learning tied to school closings
 - C. Telework capabilities of public employees

- D. Paid sick and paid family and medical leave to public employees
- E. COVID-19-related expenses in county jails
- F. Care and mitigation services for homeless populations
- G. Other

5. Economic Supports

- A. Small Business Grants for business interruptions
- B. Payroll Support Programs
- C. Other

6. Other COVID-19 Expenses

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws. Monitoring visits may be scheduled.

Process and Procedure to Obtain Funds

1. Award Letter

Commerce strives to administer funds expediently and with a minimum of red tape. We do so within the policies and procedures established by the US Treasury and state's Legislature, OFM, Commerce, and the Office of the Attorney General. Prior to receiving funds, a contract will need to be executed with Commerce.

Award letters with instructions to initiate the contracting process will be emailed to each city and county receiving an allocation by no later than May 22nd. Emails to cities will be sent to mayors and any other contacts obtained with the assistance of the Association of Washington Cities. Emails to counties will be sent to the county commissioners and any other contacts obtained with the assistance of the Washington State Association of Counties.

Included with the award letter will be:

- CRF Program Guidelines
- A draft contract template for review and to initiate the public process for authorization to execute once the final contract is available for execution
- Working Papers

2. Working papers

Your grant award packet includes *Working Papers*. The *Working Papers* ask for basic information needed to create a contract:

- Contact information for the person who will administer the grant once the contract is signed. Grant documents and correspondence will be sent to this person.
- Your Statewide Vendor Number (SWV#)
- Your Federal Indirect Rate
- Your fiscal year end date
- Name and title for the person authorized by the jurisdiction to sign the contract

Please complete and return the *Working Papers* to the Commerce project manager identified in the award letter as soon as possible, even if you do not plan to begin drawing your funds for a while. Your project manager will manage your contract until project completion. Feel free to give us a call if you have any questions as you fill out the form (see contact information on previous page).

3. Contract

Once the completed *Working Papers* have been received by the Commerce project manager identified in the award letter, a contract will be prepared and sent to you for signature. Have the authorized representative sign the contract and then return a scanned pdf copy to your project manager. Then the project manager will route the contract for Commerce's signature. It generally takes two to four weeks to fully execute a contract. Once executed by Commerce a fully executed copy will be scanned and a pdf copy emailed to the jurisdiction and you will have access to your funds.

Commerce is working to make the contracting process as quick and easy as possible.

4. Reimbursements

This is a reimbursement-style grant, meaning no advance payments. Funds are available once a contract is executed. All grantees are required to set up a SWV number so funds may be sent electronically. Grantees have the flexibility to cash out their grant or draw down funds as frequently as once a month as long as you have incurred documented eligible costs in response to the COVID-19 public health emergency during the period of March 1, 2020 thru October 31, 2020. All final requests for reimbursement must be submitted no later than November 15, 2020.

Commerce has moved to electronic vouchering through their Contracts Management System (CMS) Online A-19 Portal. Requests for reimbursement must be submitted online through the CMS System by an individual authorized by the Grantee's organization. Online electronic vouchering provides for grantees to receive reimbursements as quickly as possible. Grantees with barriers to using the online A-19 portal, may request an A-19 form from their Commerce project manager.

Access to CMS is available through the Secure Access Washington (SAW) portal. You will need to create a SAW account if you do not already have one. Please find detailed instructions here: [Office of Financial Management](#). It may take up to three weeks after you submit this information for an electronic transfer account to be set up. We will automatically receive your SWV number from the office that sets them up.

Once logged into SAW, add the Department of Commerce to your 'services' and submit an [Online A-19 External User Request form](#). Then Commerce will add you as a new external user in CMS; and the CMS system will generate and email a registration code to you to complete the CMS registration.

For additional grantee support, refer to the [Commerce Online A-19 Webpage for External Users](#), which includes SAW resources and the CMS manual for external users.

The A-19 voucher must include a detailed breakdown of the costs incurred within each eligible budget category and the total reportable eligible expenses in response to the COVID-19 public health emergency. Accompanying with each voucher must be an executed A-19 certification and A-19 activity report. Incomplete or improperly prepared submissions may result in payment delays. After receipt and acceptance of a fully completed A-19 voucher submittal, grantees can expect electronic reimbursements within 7-10 days.

No receipts or proof of payment for costs incurred will be required to be submitted to Commerce. Grantees are still required to maintain sufficient accounting records in accordance with state and federal laws; and are responsible for maintaining clear and accurate program records, and making them accessible to Commerce and the State Auditor.

Monitoring visits may be scheduled.

5. A-19 Certification and Activity Report

In order to receive reimbursement for eligible expenses incurred, each A-19 Voucher must include:

1. A completed [A-19 Certification](#):
 - An individual authorized to execute on behalf of the local government must certify by signing this document under penalty of perjury that the items and costs listed herein and on the accompanying Commerce A-19 Voucher are eligible charges for necessary expenditures incurred due to the COVID-19 public health emergency that were not previously accounted for in the most recent approved budget as of March 27, 2020,

and that the funds were used in accordance with section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”).

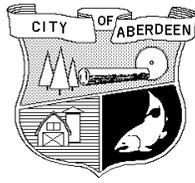
2. A completed [A-19 Activity Report](#) (*instructions included in document*):

- Must be submitted as an Excel spreadsheet, not a PDF.
- Include a detailed breakdown of the individual eligible expenditures reported by each sub-category of the six (6) primary budget categories. Each primary budget category includes sub-categories and provides an option to add “other” sub-categories.
- Include the total amount of all previous reimbursement requests for each applicable sub-category.
- Include the total amount of funds being requested in the current reimbursement request for each applicable sub-category.
- Include a brief description of the use of the funds being requested for each applicable sub-category. Keep descriptions as concise as possible, but include adequate context to demonstrate how these funds addressed the COVID-19 emergency. If applicable, please consider:
 - Providing a brief description of the specific activities performed.
 - Identifying specific populations served.
 - Identifying specific programs created or utilized.
 - Including any known or intended outcomes, results, or community impacts.

A certification and activity report must be completed and returned with each reimbursement voucher.

After the contract is executed, you will receive additional instructions on how to submit electronic reimbursement requests with the A-19 certification and A-19 activity report.

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NOTICE OF HEARING

THE CITY OF ABERDEEN WILL BE CONDUCTING A PUBLIC HEARING ON **WEDNESDAY, MAY 27, 2020 AT 7:15 PM** DURING THE REGULARLY SCHEDULED TELEPHONIC CITY COUNCIL MEETING ON THE FOLLOWING MATTER:

- **THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT AND THE ASSOCIATED PROPOSED SEWER PUMP STATION PROJECT**

THE PURPOSE OF THE PUBLIC HEARING IS TO REVIEW COMMUNITY DEVELOPMENT AND HOUSING NEEDS, INFORM CITIZENS OF THE AVAILABILITY OF FUNDS AND ELIGIBLE USES OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), AND RECEIVE COMMENTS ON PROPOSED ACTIVITIES, PARTICULARLY FROM LOWER INCOME RESIDENTS AND PARTICULARLY RESIDENTS WHOM RESIDE ALONG THE WISHKAH RIVER. THE PROPOSED ACTIVITIES INCLUDE UPGRADES TO CITY OWNED, OPERATED AND MAINTAINED WASTEWATER PUMPING STATIONS IN THOSE AREAS TO IMPROVE THE RELIABILITY OF THOSE STATIONS.

UP TO \$900,000 MAY BE AVAILABLE TO THE CITY ON A STATEWIDE COMPETITIVE BASIS TO FUND PUBLIC FACILITY, COMMUNITY FACILITY, ECONOMIC DEVELOPMENT, PLANNING, AND AFFORDABLE HOUSING PROJECTS THAT PRINCIPALLY BENEFIT LOW- AND MODERATE-INCOME PERSONS.

THE PUBLIC IS INVITED TO CALL IN AND TO OFFER TESTIMONY ON THE PROPOSED PLANS. **IF YOU INTEND TO OFFER VERBAL TESTIMONY, PLEASE PROVIDE YOUR NAME AND TELEPHONE NUMBER BEFORE THE MEETING TO KRIS KOSKI AT THE EMAIL ADDRESS BELOW SO WE CAN PUT YOU IN THE TESTIMONY QUEUE**

- DIAL-IN NUMBER: (425) 585-6257
- ACCESS CODE: 618-313-093 # (you must include the # symbol).

COPIES OF THE GRANT INFORMATION AND PROJECT DESCRIPTIONS ARE AVAILABLE FOR REVIEW ON THE CITY'S WEBSITE (WWW.ABERDEENWA.GOV) AND AT CITY HALL. FOR FURTHER INFORMATION, OR TO PROVIDE WRITTEN TESTIMONY, PLEASE CONTACT PUBLIC WORKS AT 360-537-3224 OR 360-537-3228; OR BY US MAIL AT 200 E. MARKET STREET, ABERDEEN, WA 98520-5207; OR VIA EMAIL TO KKOSKI@ABERDEENWA.GOV

RICK SANGDER
PUBLIC WORKS DIRECTOR
CITY OF ABERDEEN

Federal Citizen Participation Requirements For Local Government Applicants to the State CDBG Program

Federal Regulations 24 CFR 570.486 (a)

- (a) *Citizen participation requirements of a unit of general local government.* Each unit of general local government shall meet the following requirements as required by the state at Sec. 91.115(e) of this title.
- (1) Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
 - (2) Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to the unit of local government's proposed and actual use of CDBG funds;
 - (3) Furnish citizens information, including but not limited to:
 - (i) The amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
 - (ii) The range of activities that may be undertaken with the CDBG funds;
 - (iii) The estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
 - (iv) The proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under Sec. 570.488.
 - (4) Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with the procedures developed by the state. Such assistance need not include providing funds to such groups;
 - (5) Provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. The public hearings to cover community development and housing needs must be held before submission of an application to the state. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
 - (6) Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the state and, for grants already made, activities which are proposed to be added, deleted or substantially changed from the unit of general local government's application to the state. *Substantially changed* means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the state.
 - (7) Provide citizens the address, phone number, and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.



COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROPOSAL
Sewer Pump Station Reliability Improvements Project
City of Aberdeen Engineering Department
May 12, 2020

The proposed Sewer Pump Station Reliability Improvements Project includes 1) reconstruction of mechanical and electrical systems at Pump Station 5 and 2) installation of bypass pumping connections at Pump Stations 4, 5, 6, and 7. Each of these pump stations is located within the City limits. The City has a Low to Moderate Income (LMI) population exceeding 51%. The pump station locations are shown in Figure 1 on this sheet.

The cost estimate for the project is \$900,000. The improvements are proposed to be completed as a single, integrated project to improve reliability and reduce the risk of spills for these aging pump stations. These projects have been identified as high priority in the City’s draft Wastewater Facilities Plan. Grant funding for capital projects within the Sewer Utility is part of a balanced funding approach to include grants, loans, and utility collections as revenues to fund critical utility infrastructure upgrades, using debt and outside grant revenues to mitigate the impact of utility rate increases which are currently on schedule to increase from \$38.62 in 2019 to \$72.00 by 2024 as approved by ordinance in late 2019.

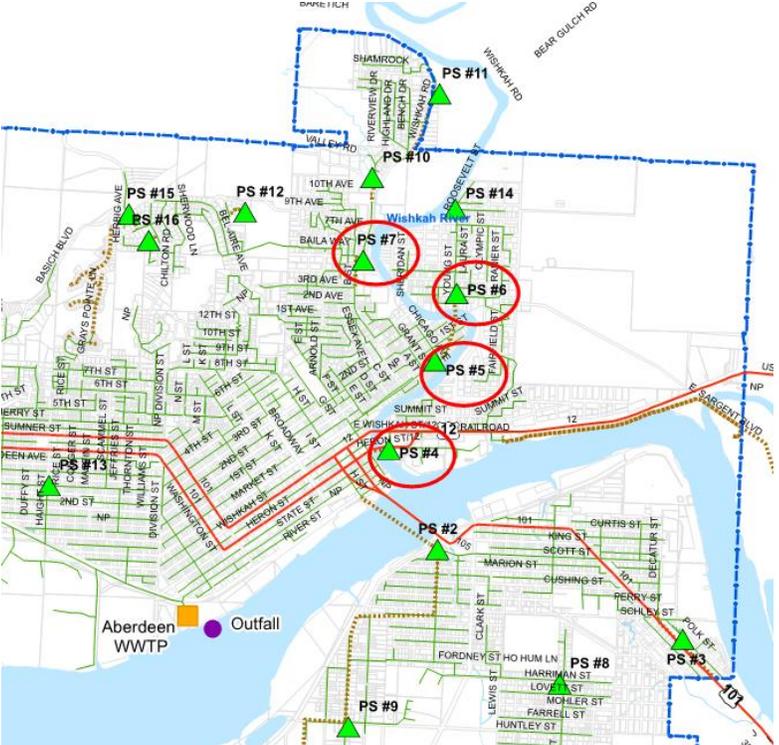


Figure 1: Locations of Pump Stations 4, 5, 6, and 7

Pump Station 5 Rehabilitation

Work at Pump Station 5 will rehabilitate and replace aging infrastructure. The station is not in compliance with Washington State standards specified in the Criteria for Sewage Works Design, putting the City at risk of sanitary sewer overflows to the Wishkah and Chehalis Rivers. The project includes:

- Replacement of aging electrical and mechanical equipment (piping, ladder, hatches, etc.)
- Rehabilitation of concrete structures
- Replacement of the undersized force main that is limiting the capacity of the station

Bypass Pumping Connections: Pump Stations 4, 5, 6, and 7

This work will improve station reliability and reduce the risk of spills by providing bypass connections to allow flows to be pumped when the stations are out of service. All four of these stations either pump wastewater under the Wishkah or Chehalis Rivers or are located immediately adjacent to these waterways. If one of these pump stations were to experience a major shutdown today, lack of bypass pumping ability would require manual collection and trucking of sewage to avoid a spill into the adjacent tidal estuary.

OPPORTUNITY TO FOR PUBLIC COMMENT

A public hearing concerning the CDBG grant and the proposed sewer pump station project will be held by the Aberdeen City Council during a telephone meeting on May 27, 2020. The public is invited to call in and to offer testimony on the proposed plans. If you need to offer verbal testimony, please provide your name and telephone number before the meeting to Kris Koski at kkoski@aberdeenwa.gov to be added to the testimony queue. Comments may also be submitted in writing to the City through June 2, 2020. Submit written comments to Kris Koski, City Engineer, 200 East Market Street, Aberdeen, Washington 98520.



Washington State
Department of
Commerce

We strengthen communities

RURAL COMMUNITY GRANTS FOR ACTIVITIES THAT BENEFIT LOW-AND MODERATE-INCOME PERSONS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

General Purpose Grants **\$12,000,000**

For planning or construction of public infrastructure, community facilities, affordable housing, and economic development projects.

Competitive. Maximum grant up to \$900,000 based on project type. Application materials available in March and due in June.

Housing Enhancement Grants **\$200,000**

For off-site infrastructure or the community facility component of a state Housing Trust Fund project. Competitive. Maximum grant is \$200,000, with potential additional hardship funding. Initial CDBG application forms are submitted with a HTF Stage 2 application.

Public Services Grants **\$1,500,000**

For 17 counties and community action agencies to fund new or expanded services for lower income persons. Allocated by a formula based on population and poverty. Application materials available in February and due in April.

National Objectives

Funded by the US Department of Housing & Urban Development, CDBG activities must meet one of these national objectives:

- Principally benefits low-and moderate-income (LMI) persons.
- Aids in the prevention or elimination of slums or blight.
- Addresses imminent threat to public health or safety

Funding is contingent on HUD approval of the state CDBG Action Plan.

Agency contact

Kaaren Roe
SECTION MANAGER

Local Government Division
kaaren.roe@commerce.wa.gov
Phone: 360.725.3018

www.commerce.wa.gov/CDBG

ELIGIBLE APPLICANTS:

Washington State cities/towns with less than 50,000 in population and not participating in a CDBG entitlement urban county consortium; and counties with less than 200,000 in population. A complete list is on Commerce's CDBG webpage.

Other public and non-profit entities and Indian tribes are not eligible to apply directly for state CDBG funding, but may be a partner in projects and subrecipient of funding with an eligible city/town or county.

**COMMUNITY DEVELOPMENT
BLOCK GRANT**



Washington State
Department of
Commerce

We strengthen communities

AYUNDANDO LAS COMUNIDADES RURALES CON PROYECTOS QUE BENEFICIAN PERSONAS DE INGRESO BAJO

Becas Consolidadas para el Desarrollo Comunitario

BECAS DE PROPÓSITO GENERAL

Para planeamiento o construcción de infraestructura pública, facilidades comunitarias, viviendas económicas o proyectos de desarrollo económico. Competitivo. El máximo de becas llega hasta \$900,000 basado en el tipo de proyecto. Las solicitudes están disponibles en Marzo y son recibidos en Junio. **\$12,000,000**

BECAS DE MEJORAMIENTO DE VIVIENDAS

Para infraestructura externa o el componente del proyecto de facilidad comunitaria del fondo de vivienda del estado. Las solicitudes son aceptadas mientras hayan fondos disponibles. Competitivo. El máximo de becas es generalmente de \$200,000. El material de solicitud está aceptado con una solicitud de del HTF Etapa 2. **\$200,000**

BECAS DE SERVICIO PÚBLICO

Para proveer fondos a agencias de condados y acción comunitaria que expandan sus servicios y ofrezcan servicios nuevos a personas de bajos recursos. La solicitud está disponible en Febrero para ser recibidos en Abril. **\$1,500,000**

HUD OBJETIVOS NACIONALES

Los proyectos del CDBG deben cumplir con los tres Objetivos Nacionales del HUD:

- Debe beneficiar personas de ingreso bajo o moderado
- Ayuda a la prevención o eliminación de la contaminación
- Trata las amenazas inminentes a la salud del publico

INFORMACION DE CONTACTO

Kaaren Roe
DIRECTOR DE PROGRAMA

División del Gobierno Local
kaaren.roe@commerce.wa.gov
Telefono: 360.725.3018

www.commerce.wa.gov/CDBG

DIRECTIVAS DE ELEGIBILIDAD:

E Los solicitantes elegibles son ciudades/pueblos del Estado de Washington con una población de menos de 50,000 y que están participando en el derecho al consorcio del condado urbano de la CDBG; y condados con una población de menos de 200,000 habitantes. Las ciudades/pueblos elegibles y condados están enlistados en la página de la web de la CDBG.

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Resolution in Support of Community Development Block Grant Application

REPORTS AS FOLLOWS: The City of Aberdeen is set to apply for a Community Development Block Grant (CDBG) prior to June 3, 2020 for funds to construct sewer pump station improvements. The application requires a resolution that authorizes the application and ensures that certain conditions are met to receive CDBG funds.

IT IS RECOMMENDED: The City Council shall approve a resolution that authorizes the City to apply for a CDBG grant and ensures that the City is meeting the conditions required for receiving CDBG funds.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

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**LEGISLATIVE DEPARTMENT
CITY OF ABERDEEN**

MR. MAYOR: Pete Schave

**THE MEMBERS OF
YOUR COMMITTEE ON:** Public Works and the Public Works Director

TO WHOM IT WAS REFERRED: Recommendation to set a Public Hearing for Wednesday, June 10, 2020 to receive public comment on a revised and extended Six Year Transportation Improvement Plan (TIP).

REPORTS AS FOLLOWS: The Public Works Department is preparing a revised and extended Six Year TIP for the years 2021 through 2026. The Public Works Director and Engineering Staff have identified additional projects to be included in the TIP. Inclusion on the TIP allows staff to seek grants and funding for projects listed.

IT IS RECOMMENDED: To set a Public Hearing for Wednesday, June 10, 2020 to receive public comment on the proposed Transportation Improvement Plan (TIP) for the years 2021-2026.

Rick Sangder
Public Works Director

Tim Alstrom, Committee Chair

Nathan Kennedy, Vice-Chair

Reported _____, 2020

Joshua Francy, Member

Adopted _____, 2020

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Resolution No. 2020 –

A RESOLUTION TO AUTHORIZE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT AND COMPLY WITH APPLICABLE PROVISIONS OF TITLE VI OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED.

WHEREAS, the City of Aberdeen, Washington (“City”) is authorized to apply to the state Department of Commerce for a Community Development Block Grant (CDBG); and

WHEREAS, the City has identified a community development and housing priority need for which to seek CDBG funding; and

WHEREAS, it is necessary certain conditions be met to receive CDBG funds;

NOW, THEREFORE, be it resolved by the Mayor and the City Council of the City of Aberdeen that the City of Aberdeen authorizes submission of this CDBG application to the state Department of Commerce to request up to \$900,000 (nine hundred thousand dollars) for Sewer Pump Station Reliability Improvements, and certifies that, if funded, it:

Will comply with applicable provisions of Title I of the Housing and Community Development Act of 1974, as amended, and other applicable state and federal laws;

Has provided and will provide opportunities for citizen participation that satisfy the CDBG requirements of 24 CFR 570.486;

Will not use assessments against properties owned and occupied by low- and moderate-income persons or charge user fees to recover the capital costs of CDBG-funded public improvements from low- and moderate-income owner-occupants;

Has established or will establish a plan to minimize displacement as a result of activities assisted with CDBG funds; and assist persons actually displaced as a result of such activities, as provided in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;

Has adopted or will adopt a policy(s) to reduce greenhouse gas emissions in accordance with RCW 70.235.070 and certifies this project will adhere to this policy(s);

Will conduct and administer its program in conformance with Title VI of the Civil Rights Act of 1964 and the Fair Housing Act; and will affirmatively further fair housing (Title VIII of the Civil Rights Act of 1968); and

Has adopted (or will adopt) and enforce a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and has adopted (or will adopt) and implement a policy of enforcing applicable state and local laws against physically barring entrance to or exit from a facility or location that is the subject of such nonviolent civil rights demonstration within its jurisdiction, in accordance with Section 104(1) of the Title I of the Housing and Community Development Act or 1974, as amended; and

The City of Aberdeen designates Pete Schave, Mayor and Kris Koski, City Engineer, as the authorized representatives to act in all official matters in connection with this application and the City’s participation in the State of Washington CDBG Program.

PASSED and **APPROVED** this 27th Day of May, 2020.

Signature _____ Date _____

Name _____ Title _____

Attested _____ Date _____

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LEGISLATIVE DEPARTMENT

CITY OF ABERDEEN

Mr. Mayor: Hon. Pete Schave
The Members of: Public Safety
To whom was Referred: Community Development

REPORT AND RECOMMEND AS FOLLOWS:

The City has received a request for a Temporary Use Permit to allow for a Sunday Farmers Market in downtown Aberdeen.

The Market was active through last summer and the volunteer group was successful with their inaugural event. They are applying again this year to host the Farmers Market on Sunday's between June 14, 2020 and September 13, 2020. The event would take place on South Broadway, between Heron and State Street.

This year, due to the COVID-19 pandemic, the group also submitted their social distancing guidelines for the event along with the other required documents which are attached for your perusal. This request and the attachments can also be viewed online at <https://ci-berdeen-wa.smartgovcommunity.com/ApplicationPublic/ApplicationHome>. The application no. is 2020-0482.

Therefore, it is recommended that the City Council authorize the Mayor and City Council to approve the Temporary Use Permit for the Sunday Farmers Market.

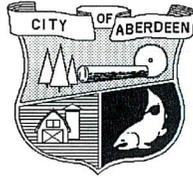


Lisa Scott, Community Development Director

Chair

Reported: May 27, 2020

Adopted: May 27, 2020



CITY OF ABERDEEN TEMPORARY USE PERMIT

Type of Temporary Amusement: Farmer's Market

Applicant Name: Whole Harbor/Aberdeen Sunday Market

Date of Activity: Every Sunday (June 14th-September 13th) in 2020

Location of Event: South Broadway (Between Heron and State Street)

Conditions of Approval:

1. The applicant has provided a map indicating the layout and location of the proposed activity.
2. There will be no interference with the activities of nearby businesses.
3. The applicant has provided a traffic circulation plan that indicates ingress and egress from the property during the event;
4. The applicant has provided a sound plan, showing how this will be directed and/or buffered away from neighboring property so that it will not be a nuisance;
5. The applicant has provided a map showing provisions for water supply, sanitary facilities and power supply;
6. The applicant has provided a crowd health and safety plan due to the COVID-19 pandemic.
7. The applicant has provided proof of insurance to the City of Aberdeen for this event.
8. The applicant, **is getting all of the necessary permits for this event from both the City and Grays Harbor County.**
9. Both the police and fire chief have to approve the permit.

Have the conditions been satisfied? **Yes** Conditions have been met.
(Please attach any maps, plans or documents that have been prepared to this permit)

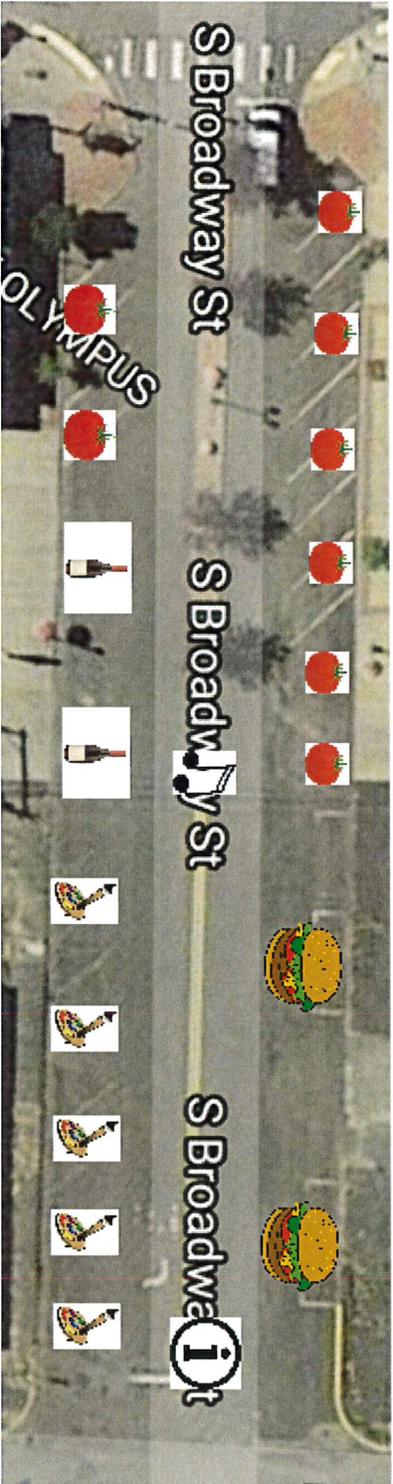
Tom Hubbard, Aberdeen Fire Chief

Steve Shumate, Aberdeen Police Chief

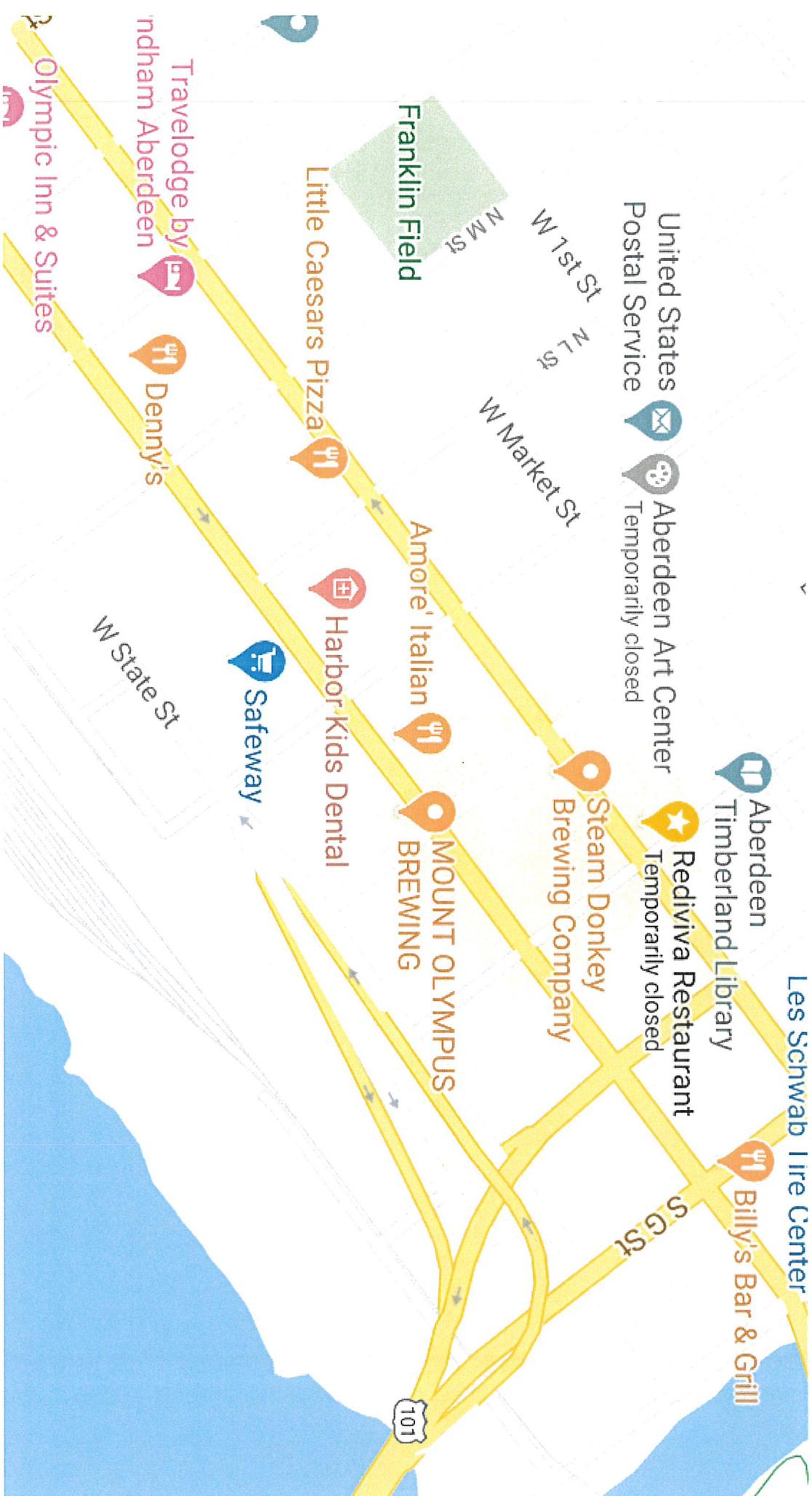
City Council Approved on this date _____, 2020.



SITE PLAN



VICINITY MAP



Id NW

W Heron St

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Broadway St

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Furniture World
NW Showcase

Parking

S Broadway St

S Broadway St

E State St

Maistros Used Tire Shop

Google

TRAFFIC PATTERN

Edit

This very crudely drawn diagram shows the flow of vendor traffic before and after the hours of the market. No moving vehicles will be allowed on the site during market hours while shoppers are present. The Red arrow shows vendors incoming path and the black is vendors outgoing path, with directions provided by market staff / volunteers.

Save Close

Permit Number: 2020-0492 Name: TRAFFIC CIRCULATION PLAN Received Date: 05/15/2020

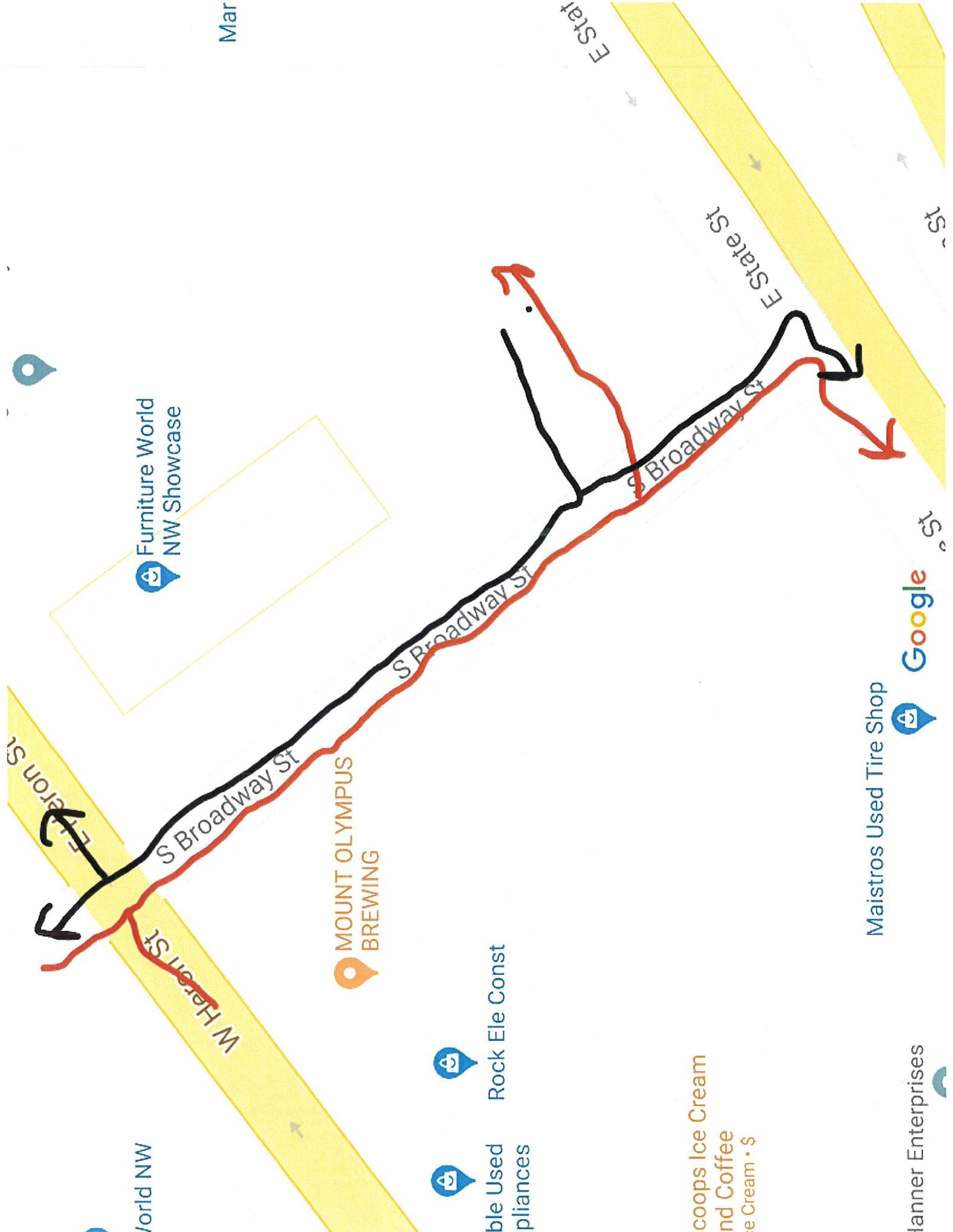
Current Version

Version Number	Status	In Review	Received Date	Create
1	In Review		05/20/2020	

Documents

Submitted File	Status	Override	Comm
Vendor Traffic Pattern Map.jpg	IN REVIEW		This v

Create New Version Generate De



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RESTROOMS

Edit

Purple Square indicates the location of Sani-Can for customer use, supplied with hand sanitizer. Orange square indicates vendor restrooms located in Mount Olympus Brewery. Blue boxes indicate power from the median and lightposts as needed by vendors, musicians and market staff. Furthermore, all vendor booths will be required to maintain a supply of hand and surface sanitizer. Those vendors whose permit requires it will be required to supply and dispose of their own hot water hand and dish cleaning stations. Hand washing stations for shoppers will be provided at 2-3 locations around the market for shopper, vendor and staff use.

Save Close

Create New Version

Generate

Date Required:

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Comment

Purple S

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Maistro's Used Tire Shop

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SOUND PLAN

Edit

Professional Music equipment used is:Newmark 5000fx mixerBehringer eurolive b212d 550 watt active speakermacbook prostanton t.80 turntable.The speaker is generally located at the center of the site and projected in any direction that is suitable for the day's layout and activity/noise level. This is the same set up we used in 2019 and without complaint for neighboring businesses.Live musicians often bring their own equipment as their preference but volume level is always controlled by Market Staff.

Save Close

Mar

Furniture World
NW Showcase



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Google

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E State St

E Heron St



HEALTH & SAFETY PLAN

Edit

This is the most current protocol to be enforced at the market in response to the COVID 19 Crisis. This policy is subject to change as the situation develops and circumstances change. One Market Staff will be designated as the person in charge of enforcing this safety plan among vendors and shoppers.

Save Close

Current Version

Version Number: 1

Version Status: Pending

Received On

05/16/2020

Accepted On

Documents:

Submitted File

Status Override

Status

Comments

[ASIM Covid-19 Info.pdf](#)

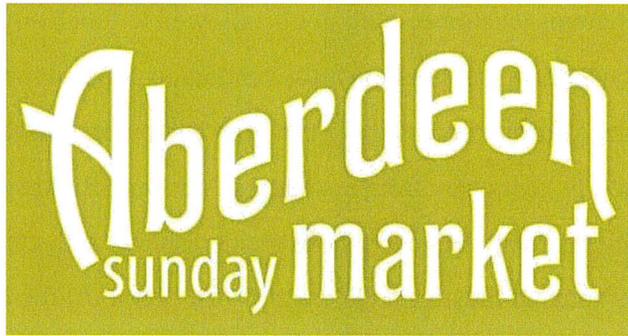
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Create New Version

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Covid-19 Operational Response Plan

Updated 5/3/2020

We wanted to reach out and provide some guidance about our upcoming Aberdeen Sunday Market 2020 Season for both vendors and customers. As we approach June 14th, our opening day, there are many questions to answer regarding operating a farmers market and public safety. Farmers markets are essential, just like grocery stores or food banks. Our goal is to make sure we provide safe access to high quality locally produced farm products. We will also be fully operational with WIC and SNAP benefits. It is imperative to our community that this food access remains available, and we are committed to making it safe. Here is a summary of requirements for the market to open on schedule:

1. Social Distancing Required: we will be placing vendors more than 6 feet apart and marking the ground for waiting spots. We will have a social distancing officer that will monitor how many people are at the market and encourage social distancing.
2. No sampling allowed. No food will be consumed onsite. All ready-to-eat food must be wrapped and taken to-go.
3. Vendors must wear face masks. Gloves will be required to handle currency. Rounding all items to the nearest dollar to eliminate the need to make change with coinage is encouraged.

4. Vendors will bag items, customers will not be allowed to touch anything. We will allow reusable bags, (customers can hold open for vendors to place items in bag or items can be placed on a sanitized surface so customer can grab and put in reusable bag).
5. Products will need to be kept away from customers. Vendors can keep on a table behind and use an empty table in front OR vendors can make displays with clear plastic so customers can see and point to what they want OR vendors can fence off the booth. No customers will be allowed in vendor booths.
6. It is best practice to have two vendors at each booth, one to handle product and one to handle money. If this is not possible then the vendor must use gloves and change them between transactions. Food truck vendors must have two people.
7. Hand sanitizer and surface sanitizers will be required at every booth. Vendors must sanitize surfaces every 30 minutes. Here is a link to disinfectants and sanitizers:
<https://www.beyondpesticides.org/programs/antibacterials/disinfectants-and-sanitizers>
8. Hand washing stations will be set up at the entrance and by the restrooms. Customers will be encouraged to wash hands. Here is a link to setup a handwashing station:
<https://extension.umn.edu/growing-safe-food/farm-handwashing> (All food vendors must have handwashing stations as well).
9. We will have entertainment but no seating. People can enjoy the music while waiting in line. We are lucky to have lots of space to enjoy local musicians.
10. There will be NO children's activities.
11. Aberdeen Sunday Market will provide self sealing envelopes for vendor fees. Only one person will run the Point of Sale for Aberdeen Sunday Market. Customers will be encouraged to swipe cards themselves or read numbers so there is no exchange of cards with POS person. When the POS sale person is on break, no transactions will take place.
12. Take care of yourself and your community. Eating fresh fruits and vegetables is one of the best ways to keep our immune systems strong when we need it most! And as we always say, the season is the reason we are rooted in our community.

INSURANCE

Edit

This Insurance Policy will expire 5/26/2020, prior to the Market Opening, however, as an agenda item for the board meeting on 5/17/2020 is to discuss and vote on this years insurance coverage policy. Once obtained, this policy proof of insurance can be provided to the City.

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OP ID: LS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/16/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pro Insur, Inc. dba Campbell Risk Management 9595 Whitley Drive, Suite 204 Indianapolis, IN 46240 Larry Spilker ext 203	317-848-9075	CONTACT NAME: Larry Spilker ext 203 PHONE (A/C, No, Ext): 317-848-9075 FAX (A/C, No): 317-848-9093 E-MAIL ADDRESS: lspilker@campbellrisk.com
	INSURER(S) AFFORDING COVERAGE	
INSURED Whole Harbor Aberdeen Sunday Market 210 S I Street Aberdeen, WA 98520	INSURER A: HANOVER INSURANCE GROUP	NAIC # 22292
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

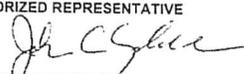
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC OTHER:	X X	AA2741 LHW D481967	05/26/2019	05/26/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's operation. Blanket additional Insured applies per coverage form 421-2915 06 15.

CERTIFICATE HOLDER

CANCELLATION

EVIDENC Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

COMMERCIAL GENERAL LIABILITY BROADENING ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SUMMARY OF COVERAGES

1.	Additional Insured by Contract, Agreement or Permit	Included
2.	Additional Insured – Primary and Non-Contributory	Included
3.	Blanket Waiver of Subrogation	Included
4.	Bodily Injury Redefined	Included
5.	Broad Form Property Damage – Borrowed Equipment, Customers Goods & Use of Elevators	Included
6.	Knowledge of Occurrence	Included
7.	Liberalization Clause	Included
8.	Medical Payments – Extended Reporting Period	Included
9.	Newly Acquired or Formed Organizations - Covered until end of policy period	Included
10.	Non-owned Watercraft	51 ft.
11.	Supplementary Payments Increased Limits	
	- Bail Bonds	\$2,500
	- Loss of Earnings	\$1000
12.	Unintentional Failure to Disclose Hazards	Included
13.	Unintentional Failure to Notify	Included

This endorsement amends coverages provided under the Commercial General Liability Coverage Part through new coverages, higher limits and broader coverage grants.

1. Additional Insured by Contract, Agreement or Permit

The following is added to **SECTION II – WHO IS AN INSURED**:

Additional Insured by Contract, Agreement or Permit

- a. Any person or organization with whom you agreed in a written contract, written agreement or permit that such person or organization to add an additional insured on your policy is an additional insured only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by your acts or omissions, or the acts or omissions of those acting on your behalf, but only with respect to:

- (1) "Your work" for the additional insured(s) designated in the contract, agreement or permit;
- (2) Premises you own, rent, lease or occupy; or
- (3) Your maintenance, operation or use of equipment leased to you.

b. The insurance afforded to such additional insured described above:

- (1) Only applies to the extent permitted by law; and
- (2) Will not be broader than the insurance which you are required by the contract, agreement or permit to provide for such additional insured.

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**CITY OF ABERDEEN
COMMITTEE REPORT**

MR. MAYOR:

Hon. Pete Schave

**THE MEMBERS OF YOUR
COMMITTEE ON:**

COMMITTEE OF THE WHOLE

IN REFERENCE TO:

**Partnership with Grays Harbor County to place
ballot box in Aberdeen in the downtown area**

Report and recommend as follows:

There is not currently a ballot drop box in the downtown Aberdeen area. It would be in the public interest to have a ballot drop box in Aberdeen to facilitate and encourage the public to participate in local, state, and national elections.

This is a routine action that must be taken to meet planning and installation prior to the August 2020 primary elections.

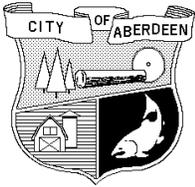
Therefore, it is recommended that: City Council authorize negotiation and execution of a ballot drop box property use agreement with Grays Harbor County to have the ballot drop box in place prior to the August 2020 primary elections.

Pete Schave
Mayor

Reported: May 27, 2020

Adopted: _____

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CITY OF ABERDEEN • PETE SCHAVE, MAYOR
200 East Market Street, Aberdeen, Washington 98520

May 27, 2020

From: Mayor, Pete Schave

To: Honorable Members Aberdeen City Council

RE: Appointments: *Chehalis Basin Flood Authority; Grays Harbor County Flood Authority*

I hereby appoint the Frank Gordon to the Grays Harbor County Flood Authority and the Chehalis Basin Flood Authority. I respectfully request these appointments be confirmed by City Council.