



## INFORMATIONAL MEMORANDUM

TO: **Planning and Community Development Committee (2/6/23)**

FROM: **Nora Gierloff, AICP, Community Development Director**

BY: **Nancy Eklund, AICP, Long Range Planning Manager**

CC: **Mayor Ekberg**

DATE: **January 30, 2023**

SUBJECT: **GMA Periodic Update Grant Acceptance (Washington Department of Commerce) – FY2023**

### **ISSUE**

Should the City accept a FY2023 grant for \$62,500 from the Washington Department of Commerce to support the required periodic update of the City’s Comprehensive Plan?

### **BACKGROUND**

The Washington Department of Commerce typically provides grant funding to jurisdictions to assist GMA-planning cities in the development of the periodic update of their comprehensive plans. The City received notice in July 2022 of the award of \$125,000 from Commerce to support the Plan’s update. This grant is being split into two \$62,500 amounts for FY2023 and FY 2024.

### **DISCUSSION**

Admittedly, the Scope of Work in this grant agreement is very confusing. The original application for the grant asked for a scope of work that extended over the full grant period, which at the time, was from July 1, 2022 to December 31, 2024. The City submitted a scope that defined the work to be completed for the project, splitting tasks between FY 2023 and FY 2024 to allow the state to pay half the grant in each fiscal year. To differentiate the timing of the various tasks in the scope of work, work to be complete in 2023 was not shaded; and work to be completed in the second half of 2023 and in 2024 was shaded.

Unfortunately, although Commerce notified the City that it would receive the \$125,000 award in grant funds in July 2022, they did not forward the grant contract until mid-January 2023, leaving less than 6 months to complete scoped FY 2023 work. To provide a scope to accompany the FY 2023 grant

contract, staff updated the dates listed for completion of the various tasks. Commerce staff suggested that the scope also include dates for when status reports would be submitted for FY 2023 tasks.

In the coming month, Planning staff are intending to advertise for a consultant to augment in-house staff capacity. The consultant is needed to assist with community engagement, climate change policy and implementation, and one of the largest tasks for the 2024-2044 Periodic Update – the update of the Housing Element to comply with State and local requirements pertaining to the supply and affordability of housing for all income segments.

### **FINANCIAL IMPACT**

This grant will have no impact on City funding. It will support work that the City is required to complete as a part of its Comprehensive Plan 2024 Update by enabling the hiring of consultant assistance.

### **RECOMMENDATION**

Forward this item to the Consent Agenda of the Special meeting on February 13, 2023. This action will authorize the Mayor to sign the grant agreement with the Washington Department of Commerce to accept grant funding (for FY 2023) in support of the City's Comprehensive Plan. Another contract will be required for the \$62,500 the City will receive in FY2024.

### **ATTACHMENTS**

- Grant Agreement between Washington Department of Commerce and the City of Tukwila for the GMA Periodic Update Grant for FY 2023 (7/1/22 to 6/30/23 grant cycle).



**Interagency Agreement with**

**City of Tukwila**

**through**

**Growth Management Services**

**Contract Number:  
23-63210-028**

**For**

**GMA Periodic Update Grant – FY2023**

**Dated:** Date of Execution

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## Face Sheet

Contract Number: 23-63210-028

### Local Government Division Growth Management Services

<b>1. Contractor</b> City of Tukwila Department of Community Development, Planning 6200 Southcenter Blvd Tukwila, WA 98188		<b>2. Contractor Doing Business As (as applicable)</b> N/A	
<b>3. Contractor Representative</b> Nancy Eklund Long Range Planning Manager (206) 433-7141 <a href="mailto:Nancy eklund@tukwilawa.gov">Nancy eklund@tukwilawa.gov</a>		<b>4. COMMERCE Representative</b> Catherine McCoy Senior Planner (360) 725-2910 <a href="mailto:catherine.mccoy@commerce.wa.gov">catherine.mccoy@commerce.wa.gov</a>	
<b>5. Contract Amount</b> \$62,500	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		<b>7. Start Date</b> Date of Execution
<b>8. End Date</b> June 30, 2023			
<b>9. Federal Funds (as applicable)</b> N/A		<b>Federal Agency:</b> N/A	
<b>ALN</b> N/A			
<b>10. Tax ID #</b> N/A	<b>11. SWV #</b> SWV0018023-00	<b>12. UBI #</b> 179-000-208	<b>13. UEI #</b> N/A
<b>14. Contract Purpose</b> Grant funding to assist the City of Tukwila with planning work for the completion the Growth Management Act (GMA) requirement to review, and if needed, revise the comprehensive plan and development regulations under RCW 36.70A.130(5).			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment B - Budget			
<b>FOR CONTRACTOR</b>   _____ Allan Ekberg, Mayor City of Tukwila  _____ Date		<b>FOR COMMERCE</b>   _____ Mark K. Barkley, Assistant Director Local Government Division  _____ Date  <b>APPROVED AS TO FORM ONLY                  BY ASSISTANT ATTORNEY GENERAL                  APPROVAL ON FILE</b>	

## **Special Terms and Conditions**

### **1. AUTHORITY**

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

### **2. CONTRACT MANAGEMENT**

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

### **3. COMPENSATION**

COMMERCE shall pay an amount not to exceed sixty-two thousand, five hundred dollars (\$62,500), for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the Scope of Work.

### **4. BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of services and deliverables provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than monthly nor less than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 23-63210-028. If expenses are invoiced, provide a detailed breakdown of each type. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

#### Grant Start Date

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2022, for services and deliverables described under this Agreement.

#### Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

#### Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

#### Line Item Transfers

The total amount of transfers of funds between line item budget categories shall not exceed ten percent (10%) of the total budget. If the cumulative amount of these transfers exceeds or is expected to exceed ten percent, the total budget shall be subject to justification and negotiation of a contracts amendment by the Contractor and COMMERCE.

#### Ineligible Costs

Only eligible project-related costs will be reimbursed. Ineligible costs include, but are not necessarily limited to: capital expenses, such as land acquisition or construction costs; purchase of machinery; hosting expenses, such as meals, lodging, or transportation incurred by persons other than staff and volunteers working directly on the project; lobbying or political influencing; and other costs which are not directly related to the project.

### **5. SUBCONTRACTOR DATA COLLECTION**

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

### **6. INSURANCE**

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

### **7. FRAUD AND OTHER LOSS REPORTING**

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

### **8. ORDER OF PRECEDENCE**

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

## **General Terms and Conditions**

### **1. DEFINITIONS**

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Attachments, documents, or materials incorporated by reference. E-mail or Facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

### **2. ALL WRITINGS CONTAINED HEREIN**

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

### **3. AMENDMENTS**

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

### **4. ASSIGNMENT**

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

### **5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION**

- A. "Confidential Information" as used in this section includes:
  - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
  - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and



iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

- B.** The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.
- C.** Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

## **6. COPYRIGHT**

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

## **7. DISPUTES**

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority

prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

**8. GOVERNING LAW AND VENUE**

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

**9. INDEMNIFICATION**

Each party shall be solely responsible for the acts of its employees, officers, and agents

**10. LICENSING, ACCREDITATION AND REGISTRATION**

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

**11. RECAPTURE**

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

**12. RECORDS MAINTENANCE**

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

**13. SAVINGS**

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

**14. SEVERABILITY**

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

## **15. SUBCONTRACTING**

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

## **16. SURVIVAL**

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

## **17. TERMINATION FOR CAUSE**

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

## **18. TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

## **19. TERMINATION PROCEDURES**

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

## **20. TREATMENT OF ASSETS**

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management

practices.

- C.** If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D.** The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract.
- E.** All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

**21. WAIVER**

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

## Attachment A: Scope of Work

### FY2023

Task categories are shown in a light green shading; tasks to occur in FY 2023 are not shaded (or are shown in white on a grey background); and task to be completed in FY 2024 are shown in grey shading.

Tasks / Actions / Deliverables	Description	End Date
<b>Task 0</b>	<b>Approval of GMA Update Grant Contract and Selection of Consultant and Approval of Consultant Contract</b> <i>(contract received 1/10/23)</i>	<b>4/3/23*</b> <i>(* assuming dates work with all parties)</i>
Step 0.1	Secure Council Committee approval (2/6/23) and City Council approval (2/13/23) on grant contract with Commerce	2/13/23
Step 0.2	Advertise RFQ (2/14/23); Receive submittals 2/24/23; interview, select consultant (2/28/23); complete internal review on contract (3/6/23); review with Council Committee* (3/13/23) and receive Council approval (3/20/23) on consultant contract. <small>*If contract can go to Finance &amp; Governance Committee otherwise, push schedule out a week.</small>	3/21/23
<b>Deliverable 0a</b>	Signed Contract, Tukwila and Commerce <small>(Committee 2/3/23; Council 2/13/23; City signature 2/14/23)</small>	2/14/23
<b>Deliverable 0b</b>	Signed Contract, Tukwila and Consultant	3/21/23
<b>Task 1</b>	<b>Complete the Consistency Analysis of Existing Comprehensive Plan with Commerce Checklist and Regional Policy Guidance</b>	<b>3/31/23</b>
<b>Deliverable 1a</b>	Completed Commerce Checklist and Matrix of Regional Policy Guidance	3/31/23
<b>Task 2</b>	<b>Public Outreach Plan</b>	<b>5/31/24</b>
Step 2.1	Develop Outreach Plan (4/4/23) and confirm with City Council Committee (4/17/23) and Council (5/1/23)	5/1/23

Tasks / Actions / Deliverables	Description	End Date
Step 2.3	Conduct Outreach Activities to Council, Planning Commission and public (including translations needed)	Ongoing Status report 6/15/23
<b>Deliverable 2a</b>	Public Outreach Plan	5/15/23
<b>Deliverable 2b</b>	Public Outreach Results – Preliminary Draft (6/15/23) and Final 5/31/24	6/15/23
<b>Task 3</b>	<b>Housing Element Updates</b>	<b>12/15/23</b>
Step 3.1	Complete draft inventory and analysis of existing and projected housing needs over the planning period, by income band, consistent with the City’s share of housing need, as provided by Commerce & King County – <i>Status Report</i> .	6/15/23
Step 3.2	Identify capacity of land for housing, including government-assisted, housing for moderate, low, very low, and extremely low-income households, manufactured, multifamily, group homes, foster care facilities, emergency housing, emergency shelters, permanent supportive housing - <i>Status Report</i>	6/15/23
Step 3.3	Integrate Residential Neighborhoods Element into Housing Element, as appropriate – <i>Status Report</i> .	6/15/23
Step 3.4	Develop Ordinance Updates to address Housing Updates	12/15/23
<b>Deliverable 3.1</b>	Proposed Housing Element policy updates – <i>Status Report</i>	6/1/23
<b>Deliverable 3.2</b>	Proposed Housing Ordinance updates, draft (11/15/23) and final (1/15/24)	1/15/24
<b>Task 4</b>	<b>Land Use Element</b>	<b>10/31/23</b>
Step 4.1	Compile Land Use Element required information from throughout the Plan where it currently resides and consolidate it into a single element. Begin update of required information, including incorporating buildable lands and reasonable measures requirements.	6/15/23

Tasks / Actions / Deliverables	Description	End Date
Step 4.2	Confirm City's Land Use strategy and consider opportunities for modifying land use and zoning categories and descriptions.	10/31/23
Step 4.3	Integrate Subarea plans and Center plans into Land Use element as subchapters	10/31/23
Step 4.4	Update Land Use map as needed – Draft 1	2/15/24
Step 4.5	Update Land Use map as needed – Draft 2	4/15/24
Step 4.6	Update Land Use map as needed – Draft 3	6/15/24
<b>Deliverable 4.1</b>	<i>Status Report</i> on Land Use Element information in existing Plan. Begin update of required information, including incorporating buildable lands and reasonable measures requirements.	6/15/23
<b>Deliverable 4.2</b>	Update Land Use map (as needed) & Element	6/1/24
<b>Task 5</b>	<b>Review Functional / other City Plans adopted into Comprehensive Plan for consistency with Land Use Plan and State and Regional Policy guidance</b>	<b>3/15/24</b>
Step 5.1	Integrate Transportation, Economic Development, and Stormwater Plans; coordinate with Parks	1/15/24
Step 5.2	Review goals and policies in functional plans for consistency with regional and Commerce content and policy guidance, including plans developed for Water and Sewer service – <i>Status report</i> .	6/15/23
Step 5.3	Coordinate with City Departments and Incorporate needed updates into respective Plan elements	Ongoing 2/15/24
<b>Deliverable 5</b>	Finalized plans with current policy language. Summary of draft and <i>Status Report</i> completed by 6/30/2022	3/15/24
<b>Task 6</b>	<b>Capital Facilities and Utilities Elements</b>	<b>3/15/24</b>



Tasks / Actions / Deliverables	Description	End Date
Step 6.1	Update Utilities elements as needed; and Capital Facilities Element	3/15/24
<b>Deliverable 6.1</b>	Updated Utilities Element Draft & <i>Status Report</i> 6/15/23	6/15/23
<b>Deliverable 6.2</b>	Updated Utilities Element Final Draft 3/15/24	3/15/24
<b>Deliverable 6.3</b>	Updated Capital Facilities Element Progress Draft & <i>Status Report</i> (6/15/23)	6/15/23
<b>Deliverable 6.4</b>	Updated Capital Facilities Element Final draft (3/15/24)	3/15/24
<b>Task 7</b>	<b>Climate Change Mitigation and Resilience Integration into Plan</b>	<b>9/1/23</b>
Step 7.1	Review Plan Elements to determine opportunities for adding additional inventory data about climate change impacts on the City throughout the elements, and integrate new policy guidance as needed – Draft / <i>Status Report</i>	6/15/23
Step 7.2	Update Natural Environment and Shoreline Elements and incorporate Climate Change ( <i>to the degree possible without triggering Ecology review process</i> )	12/31/23
<b>Deliverable 7</b>	Updated Elements Summary of draft and <i>Status Report</i> completed by 6/15/23 and 1/15/2024	6/15/23 1/31/24
<b>Task 8</b>	<b>Develop/Finalize Implementation Strategies</b>	<b>4/15/24</b>
Step 8.1	Update existing strategies and develop new strategies for each element that assign both responsibilities and dates for completion in anticipation of required 5-year monitoring report.	3/15/24
<b>Deliverable 8</b>	Updated implementation strategies in all Elements <i>Status Report</i> completed by 6/30/2023; Final by 3/15/24	6/30/2023 3/15/24

Tasks / Actions / Deliverables	Description	End Date
<b>Task 9</b>	<b>Finalize Overall Plan for Readability, Brevity, Consistency with Required Guidance</b>	<b>5/31/24</b>
Step 9.1	Identify opportunities to consolidate information in smaller chapters into other, more appropriate, plan elements	6/15/23
Step 9.2	Develop Matrix of policies to clarify policy focus, eliminate policy repetition/ redundancies, and enable reader to locate topic-specific policies within the Plan	6/15/23
Step 9.3	Package final Plan for readability, visual attractiveness, and utility by elected and appointed officials, businesses, visitors, and the public.	4/30/24
<b>Deliverable 9</b>	Final Comprehensive Plan Summary of draft and <i>Status Report</i> completed by 6/30/2023; Final by 6/15/24	6/30/2023 <b>6/15/24</b>
<b>Task 10</b>	<b>Environmental Review of Plan</b> (an addendum is envisioned)	<b>3/1/24</b>
Step 10.1	Initiate SEPA Review	10/15/23
<b>Deliverable 10.1</b>	SEPA - Summary of draft issues (10/15/2023)	10/15/23
<b>Deliverable 10.2</b>	SEPA Determination – draft (9/1/23) and Final (1/15/24)	1/15/23
<b>Task 11</b>	<b>Agency Reviews</b>	<b>3/15/24</b>
Step 10.1	Department of Commerce Ongoing, plus final 60-day review	6/15/24 (ongoing)
Step 10.2	PSRC Consultation	6/15/24 (ongoing)
<b>Deliverables 10</b>	Plan Approval and Certification <i>Status Report</i> completed (6/30/2022) Final (7/1/24)	(6/30/2022) 8/1/24

## Attachment B: Budget

SFY 2023 Task/Deliverable	SFY 2023 Amount
Deliverable 1 <b>Consistency Analysis - Commerce Checklist and Regional Policy Guidance</b>	\$ 0
Deliverable 2 <b>Public Outreach Plan</b>	\$ 15,000
Deliverable 3 <b>Housing Element Updates</b>	\$ 27,000
Deliverable 4 <b>Land Use Element</b>	\$ 12,000
Deliverable 5 <b>Consistency Analysis of City Functional and other Plans with Land Use Plan, and State and Regional Policy guidance</b>	\$ 2,000
Deliverable 6 <b>Capital Facilities and Utilities Elements</b>	\$ 500
Deliverable 7 <b>Climate Change Mitigation and Resilience Integration into Plan</b>	\$ 2,000
Deliverable 8 <b>Develop Implementation Strategies</b>	\$ 2,000
Deliverable 9 <b>Finalize Overall Plan for Readability, Brevity, Consistency with Required Guidance</b>	\$ 2,000
Deliverable 10 <b>Finalize Environmental Review</b>	\$ 0
<b>Total Grant (SFY 2023 only)</b>	<b>\$ 62,500</b>