

**SKAMANIA COUNTY BOARD OF COMMISSIONERS**  
**Skamania County Courthouse**  
**240 NW Vancouver Ave. Lower Level, Room 18**  
**Stevenson, WA 98648**  
**Agenda for August 18, 2020**

**Commissioner Meetings are open to public attendance with limited available seating, exercising social distancing. Seating will be on a first come, first serve basis. If there is more attendance than seating, you will be asked to leave the Courthouse and phone in using ZOOM using the following numbers.**

**1 346 248 7799 US                      1 312 626 6799 US**  
**1 646 558 8656 US                      1 669 900 9128 US**  
**1 253 215 8782 US**  
**1 301 715 8592 US**

**Meeting ID: 813 4248 1018**

Join Zoom Meeting

- Audio only from your computer <https://us02web.zoom.us/j/81342481018>

**WRITTEN PUBLIC COMMENTS ACCEPTED AND ENCOURAGED BY MONDAY PRECEDING THE MEETING AT NOON. If you wish written comments to be listed on the agenda, they need to be submitted to the Clerk of the Board by noon on Thursday preceding the Tuesday meeting, otherwise they will be held for the following Tuesday. [slack@co.skamania.wa.us](mailto:slack@co.skamania.wa.us)**

**Tuesday, August 18, 2020**

9:30 AM        Call to Order,  
                  Pledge of Allegiance

Public Comments - (3 minutes) – See message above regarding seating in the Commissioner’s Meeting Room

Consent Agenda Items will be considered and approved on a single motion. Any Commissioner may, by request, remove an item from the agenda prior to approval.

1. Minutes of meeting for July 28, 2020
2. Minutes of meeting for August 4, 2002
3. Authorize solicitation of proposals to provide new Duress Alarm System
4. Acknowledge receipt of letter from City of Stevenson Planning Department regarding proposed short plat alteration for Rock Cove Hospitality Center
5. Set public hearing to take public comment on Community Block Grant, community development and housing needs, and inform citizens of the availability of funds and eligible uses of the state grant

Voucher Approval  
Payroll Approval

Personal Services contract with Skamania County EDC for 6CARES funding  
Meeting Updates

10:00 AM        Department Head Reports

11:00 AM        Workshop with Senior Services Program Manager to discuss 2020 Budget

Lunch

1:30 PM        Meet with Lynn Burditt, Columbia River Gorge Scenic Area Manager to discuss land acquisition

**Adjourn**

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Note: Agenda subject to change. Times listed are estimates only. The Commission reserves the right to move agenda items as needed and during the meeting, and may add and act on any item not included in the above agenda. Minutes are available at [www.skamaniacounty.org](http://www.skamaniacounty.org) on the Commissioners web page. If necessary, the Board may recess into executive session on scheduled meeting days.

**BOARD OF SKAMANIA COUNTY COMMISSIONERS**  
**Skamania County Courthouse**  
**240 NW Vancouver Ave. Lower Level, Room 18**  
**Stevenson, WA 98648**

**Minutes for Meeting of July 28, 2020**

The Commissioners met in their meeting room, 240 NW Vancouver Ave. in Stevenson, at 9:00 a.m. on July 28, 2020 for a staff meeting with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present. Toni Farris, Probation Officer reported on violations and client increase. Alex Hays, Manager of Cultural Events and Recreation reported on the Farm to Family program that will give away 900 boxes of food at the Fairgrounds on August 15, 2020. He also reported working budgets, batting cages, and setting barns up for animal weigh in. Mandy Hertel, Senior Services reported on Farmers Market vouchers left to give out. She also reported on grocery deliveries, and medical rides. Heidi Penner, Financial Management Administrator reported on CARES funding, and the State Auditor's Office audit. Debbie Slack, Clerk of the Board reported on letters of interest received for re-appointments to the MCEDD Board and Homeless Housing Council. Leana Kinley would like to be re-appointed to the MCEDD Board and Toni Farris and Matthew Knudsen to the Homeless Housing Council.

The meeting recess at 9:20 a.m. and reconvened the same day at 9:30 a.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Commissioners business meeting was called to order at 9:30 a.m. on July 28, 2020 at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Pledge of the Allegiance was led by Clerk of the Board, Debbie Slack.

There was no public comment.

Commissioner Lannen moved, seconded by Commissioner Mahar, and motion carried unanimously to approve a request from the Stevenson Pool Committee to waive a Boundary Review Board application fee for the Metropolitan Park District in the amount of \$50.00.

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve vouchers in the amount of \$118,878.10 with \$27,954.64 being Current Expense, covering warrants numbers 177677 through 177726.

Emily Stevenson, Noxious Weed Coordinator reported on the 2020 Field Season. She reported she has 7 seasonal staff on board. She also reported rain in June made for a slow start out in the field. She reported on Fall and repeat treatments and considering starting the field season in April for the 2021 season.

The Safety Committee report was considered by the Board. Commissioner Lannen moved, seconded by Commissioner Mahar and motion carried unanimously to agree with the Safety Committee that 2020-E-04 was an unpreventable accident. Commissioner Lannen moved, seconded by Commissioner Mahar and motion carried unanimously to agree with the Safety Committee that 2020-02 was an unpreventable accident.

The Board reported on meetings they attended. Commissioner Lannen reported on a meeting with WSAC to discuss Governor's data slides. He also attended the RISK Pool meeting by ZOOM insurance and litigation were discussed. He participated in a call with Representative Gina Mosbrucker and participated

in a ZOOM meeting with Josh Petit of the South Gifford Pinchot Collaborative. Commissioner Mahar reported on a meeting of the North County EMS, Governor Inslee’s news conference and a call with Representative Gina Mosbrucker. He also reported on an AAADSW meeting and a field trip he took with a home school family to downtown Portland. Commissioner Hamlin reported on attending meetings of WGAP, Bi-State Recreation Insight Committee, and a phone interview with the State Auditor’s Office.

The Board met for Department Head reports.

- Tim Elsea, Public Works Director/County Engineer reported on a FLAP Project on the 90 Road. He also reported on COVID 19 improvements to the courtroom and jury room. He reported on the RFP for the panic system will be on the following week’s agenda. He reported on 25 Road improvement project, Solid Waste closures due to unforeseen illnesses, and Home Valley Park.
- Kirby Richards with Community Health brought the Board up to date on COVID-19 situation in Skamania County and said information is on the Community Health website and Facebook page. She also reported on Behavioral Health, and interview for a ½ time front desk position. She reported Behavioral Health funding is stable. She also reported on Developmental Disabilities quarterly meetings.

The meeting recessed at 10:20 a.m. and reconvened the same day at 1:30 p.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met in a Financial Management workshop to discuss CARES and FEMA funding and budgets. June revenues and expenditures were discussed. Potential revenue shortfalls for Community Events and Recreation Department were discussed. Community Health revenue is down due to billings not being sent yet. Also, a contract for CARES funding from the EDC has not been received. It was decided that each Elected Official, Department Head and Manager will meet individually with Commissioner Lannen and the FMO Group to further discuss CARES and budgets.

The meeting adjourned at 1:57 p.m.

**ATTEST:**

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**Commissioner**

Aye \_\_\_\_\_  
Nay \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

**BOARD OF SKAMANIA COUNTY COMMISSIONERS**  
**Skamania County Courthouse**  
**240 NW Vancouver Ave. Lower Level, Room 18**  
**Stevenson, WA 98648**

**Minutes for Meeting of August 4, 2020**

The Commissioners business meeting was called to order at 9:30 a.m. on August 4, 2020 at the Commissioners' Meeting Room, 240 NW Vancouver Avenue in Stevenson, with Commissioners Richard Mahar, Tom Lannen and Robert Hamlin, Chair present.

The Pledge of the Allegiance was led by Susan Krug, Stevenson resident.

There was no public comment.

Commissioner Lannen moved, seconded by Commissioner Mahar and the motion carried unanimously to approve the Consent Agenda as follows:

1. Minutes for meeting of June 23, 2020
2. Minutes for meeting of June 30, 2020
3. Minutes for meeting of July 7, 2020
4. Liquor license renewals for Home Valley General, LLC and Crooked Acres Vineyard LLC
5. Re-appointment of Leana Kinley as the representative for Cities of Skamania County on the Mid-Columbia Economic Development District Board of Directors
6. Re-appointment of Matthew Knudsen as the City of Stevenson's representative on the Skamania County Homeless Housing Council
7. Re-appointment of Toni Farris, Probation Officer representing Criminal/Law Enforcement on the Skamania County Homeless Housing Council
8. Interlocal Agreement with the Port of Skamania County for an amount up to \$16,667 from the .09 fund to complete a market and feasibility study to direct future development of the 42-acre industrial/business park in North Bonneville
9. Agreement with Skamania County Public Works in the amount of \$15,000 from the .09 fund to contribute to roof replacement at the Exhibit Hall

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve vouchers for the period dated August 4, 2020 in the amount of \$199,294.87 with \$38,407.56 being Current Expense, covering warrants numbers 177727 through 177777.

Commissioner Mahar moved, seconded by Commissioner Lannen and the motion carried unanimously to approve payroll for the period dated August 10, 2020 in the amount of \$618,487.05 of which \$382,364.01 covering warrants 42810 through 42831 and direct deposits 65844 through 66027.

An adjustment was announced by Chair Robert Hamlin adding an Executive Session pursuant to RCW 42.30.110(1)(i), potential litigation to be held at 11:00 a.m.

The Board reported on meetings they attended. Commissioner Mahar reported that a Trauma Council meeting was cancelled. He also reported on participating in a call with Representative Gina Mosbrucker. Commissioner Lannen reported on hardware/software consultant for IT. He also met with Trevor McConchie of the Department of Natural Resources representative on the Good Neighbor policy to discuss a road project. He reported he participated in a National Forest Counties and Schools Coalition conference call to discuss SRS funding, He also discussed Encumber Lands funding for a short- and long-

term fix, encouraging engagement with the legislators even when they are not in session. Commissioner Hamlin reported on Legislative Steering Committee legislative issues. He also reported on a MCEDD meeting, and MCEDD Loan Administration Board meeting.

The meeting recessed at 9:48 a.m. and reconvened the same day at 10:00 a.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met with Lynn Burditt, National Scenic Area Manager, and Krystyna Wolniakowski, Gorge Commissioner Executive Director for updates. Lynn reported on recreation, the Great American Outdoor Act, deferred maintenance, land and water conservation, fire season, road maintenance, fire season, pre fire management, vegetation management, and the Fire Mountain Fire currently burning nine miles south of Hood River, Oregon. Krystyna reported on the Gorge plan review, Gorge 2020. She reported 500 public comments were received and appreciated the County’s comments. She reported a work session will be held August 11<sup>th</sup> and 12<sup>th</sup>. Staff will make final edits, non-policy changes, clarify and/or and the Final Draft should be ready by the end of August. The Commission will consider at their September meeting, then it will be sent to the Secretary of Agriculture for concurrence, and after 270 days it can be adopted into law. More info is posted on the website: [www.gorgecommission.org](http://www.gorgecommission.org).

The meeting recessed at 10:32 a.m. and reconvened the same day at 11:05 a.m. with Commissioners Richard Mahar, Tom Lannen, and Robert Hamlin, Chair present.

The Board met with Adam Kick, Prosecutor in Executive Session pursuant to RCW 42.30.110(1)(i), potential litigation for 25 minutes. The session ended at 11:30 a.m.

The meeting adjourned at 11:33 a.m.

**ATTEST:**

**BOARD OF COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Commissioner**

\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**Commissioner**

Aye \_\_\_\_\_  
Nay \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

## REQUEST FOR PROPOSAL

Sealed proposals will be received by the Skamania County Public Works Department at the COURTHOUSE ANNEX BUILDING, 170 NW Vancouver Avenue, Stevenson, Washington until 1:00pm on Thursday, September 24, 2020 for the work described below. Sealed proposals clearly marked **Skamania County Duress Alarm Proposal** will be opened and publicly read aloud on Thursday, September 24, 2020 at 2:00pm or shortly thereafter at the Public Works Office. Bids received after 1:00pm on Thursday, September 24, 2020 will not be considered.

### **SKAMANIA COUNTY FACILITIES DURESS ALARMS**

Skamania County ("County") is seeking through this Request for Proposal (RFP) a qualified contractor to design, procure, install, and provide operational training and maintenance of electronic duress alarm systems at several county-owned facilities. This new system will be the first of its type in county facilities. The contractor will also provide monitoring of the system. Bid price will include: total fees for service (including a breakdown of charges per month), and Washington State Sales Tax.

Bid proposals shall be accompanied by a proposal guarantee in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities. All such amounts are subject to forfeiture, in accordance with RCW 47.28.100, if successful bidder fails to enter into contract and bond.

Plans and specifications for this project may be obtained at the Public Works Office at 170 NW Vancouver Drive, Stevenson, Washington 98648

The county reserves the right to reject any and all bids and to waive informalities that are not, in the sole opinion of the Board of County Commissioners, material. The Board of County Commissioners may award the bid to the lowest responsible bidder.

Dated this \_\_\_\_\_ day of August 2020.

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**Clerk of the Board**

Publication Dates: August 26 and September 2, 2020  
Bids Due: 1:00 PM September 24, 2020  
Bid Opening: 2:00 PM September 24, 2020

COMMISSIONER'S AGENDA ITEM COMMENTARY

|                                |   |   |
|--------------------------------|---|---|
| <b><u>SUBMITTED BY</u></b>     | Public Works<br>Department  | <br>Signature |
| <b><u>AGENDA DATE</u></b>      | August 18, 2020   |   |
| <b><u>SUBJECT</u></b>          | Request for Proposals for consultant to install new Duress Alarm System           |   |
| <b><u>ACTION REQUESTED</u></b> | Authorize solicitation of Proposals to provide a county-wide duress alarm system. |   |

**SUMMARY/BACKGROUND**

The county is in need of replacing the Duress Alarm System

**FISCAL IMPACT**

This was budgeted in the Buildings and Grounds Budget

**RECOMMENDATION**

Authorize Request for Proposals to solicit for Contractor to install new Duress Alarm System

**LIST ATTACHMENTS**

Request for Proposals

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# Request for Proposals

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## Skamania County Facilities Duress Alarms

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Skamania County  
240 NW Vancouver Ave.  
P.O. Box 1009  
Stevenson, WA 98648

August 2020

## INTRODUCTION

Skamania County ("County") is seeking through this Request for Proposal (RFP) a qualified contractor to design, procure, install, and provide operational training and maintenance of electronic duress alarm systems at several county-owned facilities. This new system will be the first of its type in county facilities. The contractor will also provide monitoring of the system.

## BACKGROUND

The County has a number of departments located in buildings in Stevenson, Washington. The County is seeking install duress alarm systems so that whether staff are at the front counter, or elsewhere in their facilities, they can activate an alarm when necessary to notify adjacent co-workers, or summon emergency assistance.

## PROJECT TIMELINE

|    |   |                            |
|----|---|----------------------------|
| 1. | RFP Issued                              | August 18, 2020            |
| 2. | RFP Submissions Due                     | September 24, 2020 @1:00pm |
| 3. | Contractor Eligibility List Established | October 1, 2020            |
| 4. | Contractor Selected                     | October 13, 2020           |
| 5. | Project Completion                      | December 3, 2020           |

## SCOPE OF SERVICES

Provide a solution to install a duress alarm system, and monitoring of the systems, to cover the facilities listed in **Attachment A**.

Provide and install all hardware and software necessary to accomplish a turnkey solution.

Provide and install all cabling and infrastructure to support the system.

Provide warranty and preventative maintenance agreement.

Provide monitoring of the system.

## **Deliverables**

Provide all necessary hardware and software for system to operate:

- Duress alarm system at four individual county facilities.
- Twelve (12), minimum, remote alarm fobs

## **System Requirements**

Duress alarm system must function via wireless fobs throughout interior of each facility. Panic buttons will also be hard-wired at each location's "front desk" or work through the county's computer network. Alarm fobs and button are to function as one solution.

System shall have semi-permanent panic/alarm buttons installed at each facility's front desk area, supplemented by two (2) remote buttons/fobs capable of easily being worn on a person.

System shall have two functions. It shall have the ability to notify adjacent coworkers in case of incident that does not immediately require Law Enforcement intervention, and it shall have a separate function that can immediately notify Law Enforcement, in the case of emergency.

System shall communicate distinct status change signals, including but not limited to tampering, power fail, and low battery. A battery back-up power supply is desirable.

System shall function through UHF radio, routers, smart switches and firewalls for server, workstation, field panel communications, Internet/Wi-Fi, landline, and/or cellular connections as necessary. System shall have a secondary backup connection option in the event the primary connection fails to ensure continuity of operations. Internet/Wi-Fi specifications for each facility are listed in **Attachment A**.

## **Training**

Provide an on-site administrator training session.

## **Maintenance Agreement/Warranty**

**Warranty:** It is required that all aspects of this system (hardware, software and any other material or equipment, cabling and installation provided in this project) be guaranteed for one-year from the date of completion. This warranty is comprehensive and will cover all items provided and guarantee that the alarm system be fully functional and operational as described in this document for the one-year period. This warranty will include a guaranteed response time, from the time a complaint call is made to correct any problem. This response time will be within one day, not including weekends and holidays.

**Maintenance:** The vendor will also supply a price quote for an annual maintenance/service agreement for years two and three, covering repairs beyond the one-year warranty period, for

the entire system. This maintenance must include routine inspections by the bidder, in accordance with manufacture guidelines, to insure optimal operability.

Skamania County expects this project to be completed by September 6, 2020. A statement shall be included in the response indicated the time frame required to complete the project upon award of the RFP.

## SELECTION CRITERIA

The statement of qualifications submitted in response to this RFP, together with County checks of references provided, will be used as the basis for selection.

Proposals submitted will be evaluated according to the following criteria:

1. The bidder's record of performance on previous similar contracts.
2. The character, integrity, experience and reputation of the bidder including compliance with laws and ordinances relating to the contract.
3. The bidder's ability to provide maintenance and service.
4. The number and scope of conditions attached to the bid/quotation.
5. The quality, availability, and adaptability of supplies and contractual services to the particular use required.
6. The compatibility of supplies, materials, or equipment with existing supplies, materials, or equipment already in use in the County.
7. The County's past experience with similar supplies, materials, or equipment in best meeting the County's need.
8. The County's experience and ability to maintain or operate the supplies, materials, or equipment.
9. Responsiveness to this Request for Proposals.

In addition to price, County staff may consider ability, capacity, and skill of the bidder, including the adequacy of physical facilities and financial resources, to perform the contract within the specified time and production requirements.

## OTHER REQUIREMENTS

Contractor is required to provide an on-site Project Manager; a remotely located project manager will not be permitted. This on-site property manager will be the SINGLE POINT OF CONTACT for the management of all aspects of this project.

Contractor must have personnel within one hundred (100) miles of Skamania County Courthouse that are able respond onsite to support the system.

In addition to other conditions identified in this document, the contractor is responsible for providing any incidental material or equipment costs to accomplish this upgrade including

miscellaneous, connectors or other material to replace the equipment identified in this document.

It is the responsibility of the successful contractor to provide a total solution for a complete turnkey system. If there are design flaws provided in this document or if there is a more effective manner to accomplish the same goal, it will be the responsibility of the contractor to correct the design flaw and to provide the best possible solution.

Contractor shall visit the job site(s) to determine conditions affecting performance of service including location, physical surroundings and nature of existing structures and shall examine carefully the sites of the proposed work and judge for themselves as to the amount and type of proposed work.

Contractor shall field verify all conditions at each site and perform all work to complete the project, regardless of the variations that may be found, without additional costs to County.

Contractor shall field verify all electrical conditions at each and every site to ensure the proper electrical conditions are being met with regards to the design.

Contractor shall be deemed responsible for providing and/or tapping into all electrical required at the appropriate locations.

Contractor is responsible and required to coordinate all power needs, plans, etc. with the County.

Contractor shall verify site conditions, locations and dimensions of all existing equipment, structures, site conditions, and the contract documents that pertain to this installation. It will be assumed that, upon acceptance of contract, contractor will have investigated the site and is satisfied with the conditions to be encountered as to 1) the character, quality and quantity of work to be performed; 2) the quality and quantity of materials to be furnished; and 3) the requirements of the terms and conditions, specifications and drawings.

Contractor visiting all county facilities shall abide by all rules and regulations. Any and all job site rules, regulation and conditions will be determined by the Skamania County Public Works Director or designee.

Contractor is put on notice that the as-built building drawings may not be available for review. With such notice and conditions of the project, the contractor shall use due diligence to observe and/or to access space to investigate to the extent necessary to adequately document and assess the current conditions of the project site.

The contractor shall verify for themselves, all indicated dimensions, quantity and part numbers before ordering materials or equipment, or before performing work. The contractor shall take field measurements, verify field conditions, and shall carefully compare such field measurements and conditions and other information known to the contractor with the project documents before commencing work, especially before cutting material to fit. Errors, inconsistencies or omissions discovered shall be reported to the Skamania County Public Works Director or designee at once.

Upon commencement of any item of work, the contractor shall be responsible for dimensions related to such item of work and shall make any corrections necessary to make work properly fit at no additional cost to County. This responsibility for verification of dimensions is a non-delegable duty and may not be delegated to subcontractors or agents.

No additional compensation will be allowed for extra work incurred on the part of the contractors due to the contractor's failure to notice any existing condition, which may cause the additional cost.

Final inspection, determination of the quality, effectiveness and performance of this upgrade as well as final acceptance of this project, will be at the sole discretion of the County.

## VENDOR REQUIREMENTS/QUALIFICATIONS

Bidder must have three (3) years of experience, within the past 5 years, of designing, installing, networking and monitoring municipal level alarm systems.

Bidder must supply reference data on at least three (3) currently operating access control installations, within Washington or Oregon, that are similar in size, functionality, and complexity to this system. These references must be willing to provide a site visit. Supply references on all systems listed above.

Bidder must be certified by the manufacture to resell, install and configure the specified equipment.

The County may waive any requirement, at its sole discretion, based on the needs of the County.

Awarded vendor must be able to respond within 24 hours for major malfunctions; e.g., malfunctioning hardware.

## COUNTY RESPONSIBILITY

The County will provide rack and/or wall space and sufficient power at the various county facilities to accommodate equipment.

The County will provide access to all areas identified in this bid.

Some county buildings are equipped with an emergency generator to power all outlets during a power failure. Due to the nature of this project, a separate Uninterruptible Power Supply may be necessary.

## SUBMITTAL REQUIREMENTS

Provide one (1) electronic copy in PDF format and (2) written copies.

1. COVER LETTER - Summarize qualifications most relevant to this RFP; identify key team members; provide name of contact person, phone, fax and email address (maximum 1 page).

2. RELEVANT QUALIFICATIONS - Offer short, focused paragraphs in a summary format by topic; do not include general information (maximum 4 pages).
3. RELEVANT EXPERIENCE - List projects completed by the contractor relevant to the scope of services listed above. Include the scope of the services provided and specify the role of the contractor (identify if the work was performed exclusively by the firm or as a joint venture).
4. KEY TEAM MEMBER SUMMARY - Identify key team members of the firm and summarize typical roles and responsibilities for each member on a project team. List education, certifications, and experience relative to those typical roles (reference projects relevant to those described in the scope of services, if applicable).
5. CURRENT CLIENTS/PROJECTS - Provide a list of all clients doing business with the contractor in the past 12 months and identify any projects within Skamania County in the past 12 months.
6. REFERENCES - Provide 5 client references relevant to the scope of services listed above (names, titles, current mailing and email addresses, and phone numbers).
7. COST- Pricing broken down as follows, and entered into the RFP pricing sheet included in this bid packet. In addition to the RFP pricing sheet showing the dollar figures, bidder must provide information in their narrative showing details of the priced components, as follows:
  - This includes cabling, licensing, hardware, software, training, and any other items needed to complete this project. This price component includes the 1-year warranty as detailed in the MAINTENANCE AGREEMENT/WARRANTY section of this RFP. Specify the manufacture model/part number and item description of the hardware, and the software details. Bidder must state a total price for this, and the taxable portion of that total (may be less).
  - Labor/installation costs.
  - Freight costs (if applicable).
  - Sales tax (may not be applicable to certain items).
  - Grand total of entire system, including warranty.
  - Year two and year three maintenance agreements (each priced separately), as detailed in the MAINTENANCE AGREEMENT/WARRANTY section of this RFP. Agreements must have signature lines for both the vendor and the City.
  - Annual monitoring costs for all city facilities in which the systems have been installed.

Bidder must sign the bid, the RFP pricing sheet, Statement of Non-Collusion by Contractor and the Agreement for Indemnification by Contractor/Vendor forms.

## SUBMISSION INSTRUCTIONS/SCHEDULE

The "submittal requirements" identified above must be sealed and clearly marked **Skamania County Duress Alarm Proposal** and submitted no later than 1:00 p.m. on September 24, 2020 to:

Tim Elsea  
Public Works Director  
Skamania County  
170 NW Vancouver Ave.  
Stevenson, WA 98648

Any questions regarding this Request for Proposals should be directed to Tim Elsea, 509-427-3909.

The County intends to finalize its pre-qualification list within one week after receipt of proposals.

## SELECTION PROCESS

An evaluation committee will be selected by the Public Works Director or his designee. After the bids are evaluated, the top-rated bidders may be invited to make a presentation, if deemed necessary, by County staff.

## COST AND METHOD OF PAYMENT

The awarded vendor shall submit correct invoices. Payment terms of those correct invoices are Net 30.

The County will make payments upon completed milestones to be negotiated with the successful vendor.

Turnkey – is defined as a successful migration/installation/expansion that provides for a complete, effectively functioning access control. The proposed solution will be required to work with and be compatible with existing City of Pacifica network infrastructure.

## BID EVALUATION

Police Department staff will evaluate bids based on price, transparency of pricing, references, vendor experience, quality of equipment supplied, detail of bids, capability of the proposed access control system, architectural design of proposed system, maintenance agreement, and

all items specified in this RFP.

After the bids are evaluated, the top-rated bidders may be invited to make a presentation, if deemed necessary by Police Department staff.

## PAYMENT TERMS

The bidder/vendor that receives the award will submit correct invoices. Payments terms of those correct invoices are net 30 days.

## TERMS AND CONDITIONS:

### **Signed Submission of Bids**

The supplier with his/her usual signature must sign the submission of bids in longhand. Submission of bids by partnerships must be signed with the partnership name by the principal partner, followed by the signature and designation of the partner signing; submission of bids by corporations must be signed with legal name of the corporation of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall be typed or printed below the signature.

### **Late Submission of Bids**

Any submission of bids received after the due date and time specified in this RFP **will not be considered.**

**Bid proposals shall be accompanied by a proposal guarantee in an amount of five percent (5%) of the total bid, based upon the approximate estimate of quantities. All such amounts are subject to forfeiture, in accordance with RCW 47.28.100, if successful bidder fails to enter into contract and bond.**

**Withdrawal of Submission of Bids**

Any service provider may withdraw his submission of bids, either personally or by written or facsimile request at any time prior to the time set for the bid opening, provided that written confirmation of any facsimile withdrawal of the signature of the service provider is placed in the mail and postmarked prior to the time set for the opening thereof. Negligence on the part of the service provider in preparing his/her submission of bid confers no right of withdrawal or modification of his/her submission after such submission has been opened.

**Addendum to the RFP**

If it becomes necessary to revise any part of this RFP, an addendum to the RFP will be provided in writing to all bidders. All addenda issued during the time of bidding will be incorporated into any resulting contract.

**Letters of Objections**

Any supplier believing that any part of the RFP, including the specifications and/or the evaluation procedures, is discriminatory against the supplier or precludes the supplier from being given reasonable consideration in the evaluation process must submit a letter seven (7) calendar days prior to the scheduled opening date specified in the Call for Bids or Request for Proposal. The letter shall be submitted to the County's Public Works Director clearly stating the specific objection and the areas of concern to the supplier and including a proposed method for resolution of such objections. Suppliers are cautioned that any such objections not timely raised in the manner specified herein shall not be considered. The County, upon timely receipt of any such letter of objection, shall consider the supplier's objection and, when in the opinion of the County, a modification of the RFP shall serve the best interest of the County, revisions to the RFP, in the form of a written addendum shall be issued to all suppliers.

**Rejection of Submission of Bids**

The RFP does not commit Skamania County to award any contract. The County reserves the right, at its sole discretion, to reject any or all bids without penalty, to waive irregularities in any bids or in the RFP procedures, and to be the final judge as to which is the responsible, qualified bid. Any bid which contains items not specified, items which are incorrect, which does not complete all the items scheduled or does not respond to items in the manner specified in this RFQ, may be considered non-responsive and may be rejected on these bases in the sole discretion of the County. Bids offering less than 90 days for acceptance from the proposed closing date may be considered non-responsive and may be rejected. Non-acceptance of any bid will not imply any criticism of the bid or convey any indication that the bid was deficient. Non-acceptance of any bid will mean that another bid was deemed to be more advantageous to Skamania County, or that no bid was deemed acceptable.

**Public Information**

All materials received relative to this RFP will become public information and be available for inspection after the award of bid. The County reserves the right to retain all bids submitted, whether or not the bid was selected or judged to be responsive.

**Bid Validity Period**

Submission of the bid will indicate that the pricing, terms and conditions stated in the Vendor's response remain valid in 90 days from the date of submittal of the bid to the County.

**Award of Contract**

Award of any contract arising from any bid submitted as a result of this RFP will require approval by the Board of County Commissioners. Buyer's standard terms and conditions shall govern any contract awarded. If, after award of contract, Vendor provides additional terms or conditions, contract shall be void. Skamania County reserves the right to award a contract for services described in this RFP in part or in whole to a single bidder or to multiple bidders; whichever may be deemed in the best interest of the County. The award will be made in writing to the responsible bidder whose bid is determined to be the most advantageous for the County, taking into account all the evaluation criteria set forth in this RFP.

**Supplier Selection**

Goods and services procured by the County shall be from the lowest responsible bidder. In addition to price, the "lowest responsible bidder" will be determined by consideration of the following factors:

1. The quality, availability, and suitability of the supplies, equipment, or services to the particular use required.
2. The ability, capability and skill of the bidder to perform the services required.
3. Whether the bidder has the financial resources and facilities to perform or provide the services promptly, or within the time specified without delay or interference.
4. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
5. The bidder's record of performance on previous contracts or services, including compliance by the bidder with laws and ordinances relative to such contracts or services.

**Conflict of Interest**

Except for items that are clearly promotional in nature, mass produced, trivial in value and not intended to invoke any form of reciprocation, employees of Skamania County may not accept gratuities, entertainment, meals or anything of value whatsoever from current or potential suppliers. The offer of such gratuity to an employee of the County shall be cause for declaring such supplier to be an irresponsible service provider and preventing him/her from bidding.

**Permits and Licenses**

The successful service provider and all of his/her employees or agents shall secure and maintain in force such licenses and permits as are required by law.

**Assignment**

The contractor shall, under no circumstances, assign any contract issued as a result of this bid by any means whatsoever, or any part thereof to another party without express written permission of Skamania County.

**Independent Contractor Status**

It is expressly understood that the contractor named in any contract entered into by the County is acting as an independent contractor and not as an agent or employee of Skamania County.

**Agreement to Conditions and Additional Requirements**

Bids submitted without comment to the specified terms and conditions are deemed to agree with those conditions. Contractors acknowledge that due to the type of service requested a formal contract may be required. The attached "Statement of Non-Collusion by Contractor" form must be filled out and returned with the bid. The County reserves the right to reject any or all bids.

**Cancellation**

The County may terminate its agreement with the supplier at any time by giving at least 30 days' notice in writing. If the County terminates the agreement, the supplier will be paid for the time provided and expenses incurred up to the termination date. The County shall assume no additional liability.

### **Endorsements**

The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

(a) Additional insureds: "Skamania County and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with the County; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor."

(b) Notice: "Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to County."

(c) Other insurance: "The Contractor's insurance coverage shall be primary insurance as respects Skamania County, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the County shall be excess and not contributing with the insurance provided by this policy."

(d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to Skamania County, its officers, officials, agents, employees, and volunteers.

(e) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by County.

### **Certificates of Insurance**

Contractor shall provide to County certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by County, prior to performing any services under this Agreement.

### **Non-limiting**

Nothing in this Section shall be construed as limiting in any way the indemnification provision contained in this Agreement.

## **ATTACHMENTS**

- A. Locations of county facilities.
- B. Bid Pricing Sheet

## **Attachment A**

County facilities to receive duress alarms:

1. County Courthouse, 240 NW Vancouver Ave., Stevenson, WA
2. County Courthouse North Annex Building – 240 NW Vancouver Ave., Stevenson, WA
3. Public Works Building – 170 NW Vancouver Ave, Stevenson, WA
4. Hegewald Center - 710 SW Rock Creek Drive, Stevenson, WA

Attachment B

Bid Pricing Sheet

| ITEM           | DESCRIPTION   | QTY      | UNIT OF MEASURE | UNIT PRICE | EXTENDED AMOUNT |
|----------------|---|----------|-----------------|------------|-----------------|
| <i>Example</i> | <i>Vacuum Cleaner</i><br><i>Brand Bid: _____</i><br><i>Model Bid: _____</i> | <i>2</i> | <i>each</i>     |            |                 |
| 1.             |   |          |                 |            |                 |
| 2.             |   |          |                 |            |                 |
| 3.             |   |          |                 |            |                 |
| 4.             |   |          |                 |            |                 |
| 5.             |   |          |                 |            |                 |
| 6.             |   |          |                 |            |                 |
| 7.             |   |          |                 |            |                 |
| 8.             |   |          |                 |            |                 |
| 9.             |   |          |                 |            |                 |
| 10.            |   |          |                 |            |                 |
|                |   |          |                 |            |                 |

| Total Project Costs |                             |    |
|---------------------|-----------------------------|----|
|                     | <b>Total Material Costs</b> | \$ |
|                     | <b>Total Labor Costs</b>    | \$ |
|                     | <b>Total Project Cost</b>   |    |

**BOND FORM**

Know all men by these presents, that \_\_\_\_\_  
of \_\_\_\_\_, as Principal, and, \_\_\_\_\_  
as Surety, are jointly and severally held and bound unto the County of Skamania, State of Washington,  
in the penal sum of \_\_\_\_\_ dollars ( \$ \_\_\_\_\_ )  
for the payment of which we jointly and severally bind ourselves, our heirs, executors, administrators,  
and assigns, and successors and assigns, firmly by these presents.

The condition of this bond is such that whereas, on the \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_, the said \_\_\_\_\_ Principal, herein, executed a certain  
contract with the County of Skamania, State of Washington by the items, conditions and provisions of  
which contract the said \_\_\_\_\_ Principal, herein agree to furnish all  
material and do certain work, to-wit: That \_\_\_\_\_  
\_\_\_\_\_ will undertake and complete the construction of

according to the maps, plans, and specifications made a part of said contract, which contract as so  
executed, is hereunto attached, is now referred to and by reference is incorporated herein and made a  
part hereof as fully for all purposes as if here set forth at length. The bond shall cover all approved  
change orders as if they were in the original contract.

NOW, THEREFORE, if the Principal herein shall faithfully and truly observe and comply with the  
terms, conditions and provisions of said contract in all respects, and shall well and truly and fully do  
and perform all matters and things by \_\_\_\_\_ undertaken to be  
performed under said contract, upon the terms proposed therein, and within the time prescribed therein,  
and until the same is accepted, and shall pay all laborers, mechanics, subcontractors, material men, and  
all persons who shall supply such contractor or subcontractor with provisions and supplies for the  
carrying on of such work, and shall in all respects faithfully perform said contract according to law, then  
this obligation to be void, otherwise to remain in full force and effect.

WITNESS our hands this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Principal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attorney-in-fact, Surety

---

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Address of local office and agent of Surety Company

**SEAL**

**Approved:**

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Chair

**Representing the BOARD OF COUNTY  
COMMISSIONERS OF SKAMANIA COUNTY,  
WASHINGTON**

**Date:** \_\_\_\_\_, \_\_\_\_\_

**ATTEST:**

|                    |
|--------------------|
| Surety Bond Number |
| Contract Number    |

---

Clerk of the Board

APPROVED this \_\_\_ day of \_\_\_\_\_ 2020.

**BOARD OF COUNTY COMMISSIONERS  
SKAMANIA COUNTY, WASHINGTON**

\_\_\_\_\_  
**Chairman – Robert Hamlin**

**ATTEST:**

\_\_\_\_\_  
**Commissioner- T.W. Lannen**

\_\_\_\_\_  
**Clerk of the Board**

\_\_\_\_\_  
**Commissioner – Richard Mahar**

**APPROVED AS TO FORM ONLY:**

\_\_\_\_\_  
**Adam Kick  
Prosecuting Attorney**

**For \_\_\_\_\_  
Against \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_**



# *City of Stevenson*

## Planning Department

(509)427-5970

7121 E Loop Road, PO Box 371  
Stevenson, Washington 98648

**TO:** Surrounding Property Owners  
**FROM:** Ben Shumaker, Short Plat Administrator  
**DATE:** August 5<sup>th</sup>, 2020  
**SUBJECT:** Proposed Short Plat Alteration for Rock Cove Hospitality Center (SP2020-01)

---

Hello,

The Planning Department has received a short plat application for alteration of a plat along Rock Creek Drive. Owned an investment group, the 3 properties involved are currently vacant and the site of a development proposal. The tax lot numbers for the properties are 02-07-01-0-0-1302, -1303, and -1304.

The proposal involves consolidation of the 3 lots into 2 and the relocation of a public access easement on the site.

You are receiving this notice because your property is adjacent to a proposed short plat within the City of Stevenson. A reduced map of the proposal is attached for your review. If you have any written comments, please submit them by 5:00pm on Thursday, August 20<sup>th</sup>, 2020 to Ben Shumaker, Short Plat Administrator, City of Stevenson, 7121 East Loop Road, PO Box 371, Stevenson, WA 98648 or [ben@ci.stevenson.wa.us](mailto:ben@ci.stevenson.wa.us).

The City Council will also hold a public hearing where verbal comments on this proposal will be accepted. The public hearing is set for 6:05 on Thursday, August 20<sup>th</sup>, 2020.

Thank you,

Ben Shumaker

#### Attachments

- Plat map
- Proposed alteration







**NOTICE OF PUBLIC HEARING**  
**Before the**  
**Board of Skamania County Commissioners**

**PURPOSE:** Skamania County Board of Commissioners hereby gives notice that a public hearing will be held 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 persons residing in the County.

Up to \$36,000 may be available to Skamania County to fund CDBG public services and local microenterprise assistance programs; and public health, emergency response, or temporary housing facilities that address COVID-19 impacts. All CDBG funded activities must benefit low and moderate-income persons or meet the CDBG urgent need national objective criteria.

An overview of the proposed activities will be available for review at the Commissioners' Office, Room 15, 240 NW Vancouver Avenue, Stevenson, WA or may be viewed on our website at [www.skamaniacounty.org](http://www.skamaniacounty.org) by date of publication, August 26, 2020.

Written comments to be considered at the public hearing by the Board of Commissioners must be received by the Clerk of the Board by 12:00 PM on the Monday preceding the date of the public hearing. Send to Skamania County Board of Commissioners, Attn: Clerk of the Board, PO Box 790, Stevenson, WA 98648 or [slack@co.skamania.wa.us](mailto:slack@co.skamania.wa.us). Anyone interested may appear and be heard.

**DATE:** Tuesday, September 1, 2020  
**TIME:** 5:30 PM  
**PLACE:** Skamania County Courthouse, Room No. 18 (lower level)  
240 NW Vancouver Avenue  
Stevenson, WA.

Commissioner Meetings are open to public attendance with limited available seating, exercising social distancing. Seating will be on a first come, first serve basis. If there is more attendance than seating, you will be asked to leave the Courthouse and phone in using ZOOM using the following numbers.

1 346 248 7799 US      1 312 626 6799 US  
1 646 558 8656 US      1 669 900 9128 US

Meeting ID: 813 4248 1018

Join Zoom Meeting Audio only from your computer <https://us02web.zoom.us/j/81342481018>

Skamania County Courthouse is accessible for persons with disabilities. Please let us know if you will need any special accommodations in order to attend the meeting. (509) 427-3706.

**DATED: August 18, 2020**

**Debbie Slack**

**Clerk of the Board**

Publish: August 26, 2020

**DATE:** August 18, 2020

**TO:** The Skamania County Pioneer  
PO Box 250  
Stevenson, WA 98648

**FROM:** Skamania County Commissioners  
Clerk of the Board  
PO Box 790  
Stevenson, WA 98648

Please publish the following documents on the dates indicated:

1. Document: Public Hearing Notice – Community Development Block Grant

Publish on: August 26, 2020

Send Bill to: Skamania County Commissioners

## CARES Act CDBG-CV1 Grants

### Eligible Activities Guide

#### ELIGIBLE ACTIVITIES

CDBG eligible activities are in the Housing and Community Development Act of 1974, Section 105 (the Act). CDBG-CV1 eligible activities include microenterprise assistance; public services; and public health, emergency response, or temporary housing facilities that address COVID-19 impacts. These CDBG-CV1 eligible activities are defined in the following pages. A full list of CDBG eligible and ineligible activities is available on the CDBG website [here](#).

Following are definitions, HUD activity codes and further guidance on CDBG-CV1 eligible activities.

#### MICROENTERPRISE ASSISTANCE

|                     |   |
|---------------------|---|
| <b>HUD<br/>CODE</b> | HUD defines a microenterprise as a commercial enterprise having five or less employees, including the owner(s). To be eligible for CDBG-CV funding, the business must have a physical location and be able to document loss of revenue due to COVID-19 impacts. Or the funding can expand a microenterprise that provides COVID-19 response services such as medical, food delivery, cleaning and other services to support home health and quarantine. |
| <b>18C</b>          |   |

CDBG funds can support a local microenterprises assistance program by funding:

1. Provisions of credit (including grants) for the establishment, stabilization, and expansion of microenterprises. Initial amounts generally not to exceed \$25,000. Grant money may be used only for the operating expenses of the awarded business. The operating expenses are defined as the day-to-day trading operations of the business such as covering payroll and rent.
2. General and technical assistance, advice and business support services to owners of microenterprises and persons developing microenterprises.
3. Operation of the fund including staffing for pre- and post-loan technical assistance, loan servicing activities and loan collection activities.

The county either directly administers a local microenterprise assistance program or, in most cases, passes the funds to a local or regional economic/community development organization. This organization uses the funds to provide technical assistance, package loans/grants, and manage loan portfolio payments for qualifying microenterprises.

The CDBG-funded technical and financial assistance must be structured to benefit only LMI households; or in limited circumstances when an emergency has been declared, assistance may qualify as meeting an urgent need.

The CDBG COVID-19 Microenterprise Assistance Guide with template forms for developing and implementing a CDBG-funded microenterprise assistance program is available on Commerce's CDBG-CV website and [here](#).

## PUBLIC SERVICES DEFINITIONS AND CODES

CDBG can fund a wide range of public services that meet a CDBG national objective. Below is an excerpt from HUD’s database manual providing definitions and codes for CDBG eligible public services. Services that most likely respond to COVID-19 impacts are highlighted.

Subsistence Payments are short-term (no more than three month) emergency payments for utilities, rent or mortgage. The CDBG COVID-19 Subsistence Payment Guide with template forms for developing and implementing a CDBG-funded utility, rent and/or mortgage emergency assistance program is available on Commerce’s CDBG-CV website and [here](#).

CDBG funded public services may cover labor, supplies, materials, and other costs directly tied to service delivery). Planning and community organization activities, not directly linked to the delivery of an eligible public service to a client, are not eligible. CDBG cannot fund general outreach activities or partnership building activities, unless you can count and report on the clients receiving a direct service from those activities.

| HUD CODE   | Type of Services and Definition  |
|------------|--|
| <b>05A</b> | <p><b>Senior Services</b></p> <p>Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly.</p> <p><i>If the activity is intended primarily to serve persons with disabilities, use 05B instead.</i></p>   |
| <b>05B</b> | <p><b>Services for Persons with Disabilities</b></p> <p>Services for the persons with disabilities, regardless of age.</p> <p><i>If the activity is intended primarily for elderly persons, use 05A instead.</i></p>   |
| <b>05C</b> | <p><b>Legal Services</b></p> <p>Services providing legal aid to low- and moderate-income (LMI) persons.</p> <p><i>If the legal service is only for the settlement of tenant/landlord disputes, use 05K.</i></p>  |
| <b>05D</b> | <p><b>Youth Services</b></p> <p>Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well.</p> <p><i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i></p> |
| <b>05E</b> | <p><b>Transportation Services</b></p> <p>General transportation services.</p> <p><i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i></p>  |
| <b>05F</b> | <p><b>Substance Abuse Services</b></p> <p>Substance abuse recovery programs and substance abuse prevention/education activities.</p>   |
| <b>05G</b> | <p><b>Services for victims of domestic violence, dating violence, sexual assault or stalking</b></p> <p>Services for victims of domestic violence, dating violence, sexual assault or stalking.</p> <p><i>For services limited to abused and neglected children, use 05N.</i></p>  |

| HUD CODE | Type of Services and Definition   |
|----------|---|
| 05H      | <p><b>Employment Training</b><br/>Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, "how to get and keep a job" training, or training students in a particular field on skill when there is no tie to a specific position or business.</p>  |
| 05I      | <p><b>Crime Awareness/Prevention</b><br/>Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.</p>   |
| 05J      | <p><b>Fair Housing Activities (subject to Public Services subrecipient)</b><br/>Fair housing services (3.g., counseling on housing discrimination) that meet a national objective.</p>  |
| 05K      | <p><b>Tenant/Landlord Counseling</b><br/>Counseling to help prevent or settle disputes between tenants and landlords.</p>   |
| 05L      | <p><b>Child Care Services</b><br/>Services that will benefit children (generally &lt; age 13), including parenting skills classes.</p>  |
| 05M      | <p><b>Health Services</b><br/>Services addressing the physical health needs of residents of the community.<br/><i>For mental health services, use 05O.</i></p>  |
| 05N      | <p><b>Services for Abused and Neglected Children</b><br/>Daycare and other services exclusively for abused and neglected children.</p>  |
| 05O      | <p><b>Mental Health Services</b><br/>Services addressing the mental health needs of residents of the community.</p>   |
| 05P      | <p><b>Screening for Lead Poisoning</b><br/>Activities undertaken primarily to provide screening for lead poisoning.</p>   |
| 05Q      | <p><b>Subsistence Payments</b><br/>One-time or short-term (no more than three month) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.<br/><i>Further guidance from the <a href="#">list of CDBG Eligible and Ineligible Activities</a>: Direct payments to individuals for their food, clothing, utilities or other income payments are not eligible. Income payments or emergency vouchers paid to a third party for no more than three consecutive months may be eligible.</i></p> |
| 05R      | <p><b>Homebuyer Downpayment Assistance - Excluding Housing Counseling</b><br/>If needed, see the full definition in <a href="#">HUD's list of CDBG Eligible Activity Codes</a>.</p>   |
| 05S      | <p><b>Rental Housing Subsidies</b><br/>Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.</p>   |
| 05T      | <p><b>Security Deposits</b><br/>Tenant subsidies exclusively for payment of security deposits.</p>  |

| HUD CODE | Type of Services and Definition  |
|----------|--|
| 05U      | <b>Housing Counseling only</b><br>Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).                                |
| 05Ua     | <b>Energy Conservation Counseling</b><br>Energy conversation counseling and testing for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity). |
| 05V      | <b>Neighborhood Cleanups</b><br>One-time or short-term efforts to remove trash and debris from neighborhoods. Examples of legitimate uses of this code include neighborhood cleanup campaigns and graffiti removal.                                      |
| 05W      | <b>Food Banks</b><br>Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.   |
| 05X      | <b>Housing Information and Referral Services</b><br>An activity that provides housing information, education, and referral services, or general budget/financial counseling that does not meet the 24 CFR 5.100 definition of Housing Counseling.        |
| 05Y      | <b>Housing Counseling - Supporting Homebuyer Downpayment Assistance (05R)</b><br>Housing Counseling that is provided to in conjunction with homebuyer downpayment assistance (05R) as a public service.  |
| 05Z      | <b>Other Public Services</b><br>Examples are client referrals to social services, neighborhood cleanup, graffiti removal, and food distribution (community kitchen, food bank, and food pantry services).  |

Here is guidance on specific types of services that are eligible *under only limited conditions*:

- **Resource Referral** - If CDBG is to fund a staff person (such as a receptionist) who refers clients to both COVID-19 and non COVID-19 response services, then CDBG-CV can cover the referral service costs only in the proportion of total persons receiving COVID-19 response services, as well as meet the LMI National Objective. Contact CDBG if seeking to fund resource referral services.
- **Outreach costs** - Outreach is not an eligible CDBG public service in of itself. Outreach to inform clients of a specific program can be an allowable expense, but only as part of that program's service delivery costs. Specific partnership building costs necessary to provide a direct client service could be an allowable expense as part of that program's service delivery costs and that Program Name and service description would be listed in the table.
- **Housing Related Services** – Many housing related activities are not eligible as a CDBG public service because they are eligible instead for a housing rehabilitation, facility or homeownership assistance type of CDBG grant. Make sure your service description of any housing related services clearly shows how the service meets the definition of an eligible CDBG public service.

Please note: While the CARES Act [Coronavirus Relief Fund \(CRF\)](#) can fund similar local government activities that may be considered a public related service, the CRF differs from the CARES Act CDBG-CV funding requirements. A comparison of eligible activities is available on Commerce's [CDBG-CV website](#).

## PUBLIC (OR NON-PROFIT) FACILITIES DEFINITIONS AND CODES

CDBG can fund a wide range of public facilities. CDBG-CV1 funds are available for public health, emergency response, or temporary housing facilities that address COVID-19 impacts. The primary HUD codes for facilities most likely to be targeted in response to COVID-19 impacts are listed below. For the full list of 03 public facility codes, here is a link to [HUD's list of CDBG Eligible Activity Codes](#).

| HUD CODE | Type of Facilities and Definitions  |
|----------|---|
| 03C      | <p><b>Homeless Facilities (not operating costs)</b></p> <p>Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees.</p> <p><i>Note: For the construction of permanent housing for the homeless, use code 12; for the rehabilitation of such housing, use the appropriate 14* code; for facilities for abused and neglected children, use 03Q.</i></p>  |
| 03E      | <p><b>Neighborhood Facilities</b></p> <p>Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.</p>   |
| 03P      | <p><b>Health Facilities</b></p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>  |
| 03Z      | <p><b>Other Public Improvements Not Listed in 03A-03S</b></p> <p>This matrix code replaces matrix code 03. Only use this code when an activity does not fall under a more specific 03A – 03S matrix code. Check the following before using this matrix code:</p> <ul style="list-style-type: none"> <li>• Grantees may only have one public facility in an activity. Grantees must set up a separate activity for each public facility. When two or more related facilities are funded by CDBG, the grantee needs to set up a separate activity for each facility or improvement.</li> <li>• 03Z can be used for seawalls, bus shelters, retaining walls, and wind turbines.</li> <li>• 03Z can be used for activities that assist persons with disabilities by removing architectural barriers from or providing ADA improvements to government buildings (activities that otherwise would not be eligible for CDBG funding).</li> </ul> |

## SAMPLE PUBLIC HEARING NOTICE (FOR CDBG-CV1 GRANT ONLY)

Additional information can be added to these required clauses to meet specific local announcement needs and to encourage participation. Consider combing hearings for multiple CDBG applications/project where possible.

If the local government's assessment of demographic data shows there is a significant population of non-English speaking residents (see the Citizen Participation Guide), then select the applicable accommodation clause below and publicize this notice also in the alternative language.

|   |   |
|---|---|
| <p>1) Logistics Clause:<br/>(Where/When)</p>  | <p>NOTICE IS HEREBY GIVEN that a public hearing will be held by the (<i>city council/county board of commissioners</i>) in the (<i>council chambers/hearing room</i>), (<i>location</i>), on (<i>date and time</i>).</p> <p><u><i>If providing remote meeting access</i></u><br/>The hearing will be available via call in conference phone by dialing (phone number) entering (access code or pin #).</p>  |
| <p>2) Purpose Clause:</p>   | <p>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 persons residing in the (<i>name of area</i>) area.</p>  |
| <p>3) Funding Clause:<br/>(describing the availability of CDBG funds and eligible uses)</p>   | <p>Up to \$(<i>enter amount of request</i>) may be available to the (<i>city/county</i>) to fund CDBG public services and local microenterprise assistance programs; and public health, emergency response, or temporary housing facilities that address COVID-19 impacts . All CDBG funded activities must benefit low- and moderate-income persons or meet the CDBG urgent need national objective criteria.</p>  |
| <p>4) Comment clause:</p>   | <p>An overview of the proposed activities will be available for review at the (<i>location – government office and/or agency</i>), (<i>time and date</i>) or (webpage or document link). Comments may also be submitted in writing to (<i>city/county</i>), (<i>time period</i>).</p>   |
| <p>5) Accommodation Clause: (select the applicable option based on the assessment in your Citizen Participation Documentation form)</p> | <p><u><i>Option A – for standard use</i></u><br/>The (<i>council chambers/hearing room</i>) is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 24-hour advance notice. Contact (<i>name</i>) at (<i>number, location</i>).</p> <p><u><i>Option B – use when significant number of non-English speaking residents</i></u><br/>A (<i>insert alternate language</i>) interpreter will be available. The (<i>council chambers/hearing room</i>) is handicap accessible. Additional arrangements to reasonably accommodate special needs will be made upon receiving 24-hour advance notice. Contact (<i>name</i>) at (<i>number, location</i>).</p> <p><u><i>If providing remote meeting access - Option A or B</i></u><br/>Access for the hearing impaired and others can be accommodated using Washington Relay Service at 1-800-833-6384 and at the below website:<br/><a href="https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services">https://www.dshs.wa.gov/altsa/odhh/telecommunication-relay-services</a></p> |