



LAKEWOOD CITY COUNCIL AGENDA

Tuesday, February 16, 2021

7:00 P.M.

City of Lakewood

The State Legislature passed a Concurrent Resolution modifying the Open Public Meetings Act (OPMA) during the COVID-19 pandemic until the end of the emergency. As a result, City Hall Council Chambers will **NOT** be open for City Council meetings.

Residents can virtually attend City Council meetings by watching them live on the city's YouTube channel: <https://www.youtube.com/user/cityoflakewoodwa>

Those who do not have access to YouTube can participate via Zoom by either visiting <https://us02web.zoom.us/j/86872632373> or calling by telephone: Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373.

To participate in Public Comment and/or Public Testimony:

Public Comments and Public Testimony on Public Hearings will be accepted by mail, email or by live virtual comment. Send comments by mail or email to Briana Schumacher, City Clerk at 6000 Main Street SW Lakewood, WA 98499 or bschumacher@cityoflakewood.us. Comments received up to one hour before the meeting will be provided to the City Council electronically.

Virtual Comments: If you would like to provide live Public Comments or Public Testimony during the meeting, you will need to join the Zoom meeting as an attendee by calling by telephone Dial +1(253) 215- 8782 and enter participant ID: 868 7263 2373 or visiting <https://us02web.zoom.us/j/86872632373>.

By Phone: For those participating by calling in by telephone (+1(253) 215- 8782 and enter participant ID: 868 7263 2373), the Mayor will call on you during the Public Comment and/or Public Hearings portions of the agenda. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

By ZOOM: For those using the ZOOM link (<https://us02web.zoom.us/j/86872632373>), upon entering the meeting, please enter your name or other chosen identifier. Use the "Raise Hand" feature to be called upon by the Mayor during the Public Comments and/or Public Hearings portions of the agenda. When you are unmuted please provide your name and city of residence. Each speaker will be allowed (3) three minutes to speak during the Public Comment and at each Public Hearing.

Outside of Public Comments and Public Hearings, all attendees on ZOOM will continue to have the ability to virtually raise your hand for the duration of the meeting. You will not be acknowledged and your microphone will remain muted except for when you are called upon.

Page No.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

<http://www.cityoflakewood.us>

PROCLAMATIONS AND PRESENTATIONS

- (4) 1. Presentation of the 2021 Stormwater Pollution Prevention Calendar.
– *Beachwood Elementary School*

PUBLIC COMMENTS**C O N S E N T A G E N D A**

- (24) A. Approval of the minutes of the Joint City Council and Clover Park School District Board meeting of January 25, 2021.
- (26) B. Motion No. 2021-10
- Authorizing the execution of an agreement with GRM Information Management Services, Inc. for a Document Management Software System.
- (72) C. Items filed in the Office of the City Clerk:
1. Arts Commission meeting minutes of January 6, 2020.
 2. Arts Commission meeting minutes of February 3, 2020.
 3. Lakewood's Promise Advisory Board meeting minutes of September 3, 2020.
 4. Arts Commission meeting minutes of September 14, 2020.
 5. Lakewood's Promise Advisory Board meeting minutes of October 1, 2020.
 6. Arts Commission meeting minutes of October 5, 2020.
 7. Arts Commission meeting minutes of November 2, 2020.
 8. Lakewood's Promise Advisory Board meeting minutes of December 3, 2020.
 9. Arts Commission meeting minutes of December 7, 2020.
 10. Arts Commission meeting minutes of January 4, 2021.
 11. Lakewood's Promise Advisory Board meeting minutes of January 7, 2021.

Persons requesting special accommodations or language interpreters should contact the City Clerk, 253-983-7705, as soon as possible in advance of the Council meeting so that an attempt to provide the special accommodations can be made.

R E G U L A R A G E N D A**ORDINANCE**(94) Ordinance No. 749

Amending Chapter 8.76 of the Lakewood Municipal Code relating to motor vehicles in parks and on trails.

RESOLUTION(97) Resolution No. 2021-02

Amending Resolution No. 2020-15 of the City Council of the City of Lakewood, Washington, setting the 2021 docket of potential amendments to the Lakewood Comprehensive Plan, including the future Land Use and Zoning maps, and to the Lakewood Land Use and Development Code for four Habitat for Humanity parcels.

(110) Resolution No. 2021-03

Adopting a Second Amendment to the Fiscal Year 2019 (July 1, 2019 – June 30, 2020) Annual Action Plan and amendment to the Community Development Block Grant and HOME Investment Partnership Act Citizen Participation Plan.

UNFINISHED BUSINESS**NEW BUSINESS**(186) Motion No. 2021-11

Appointing a Councilmember to serve on the Pierce Transit Board of Commissioners through December 31, 2022.

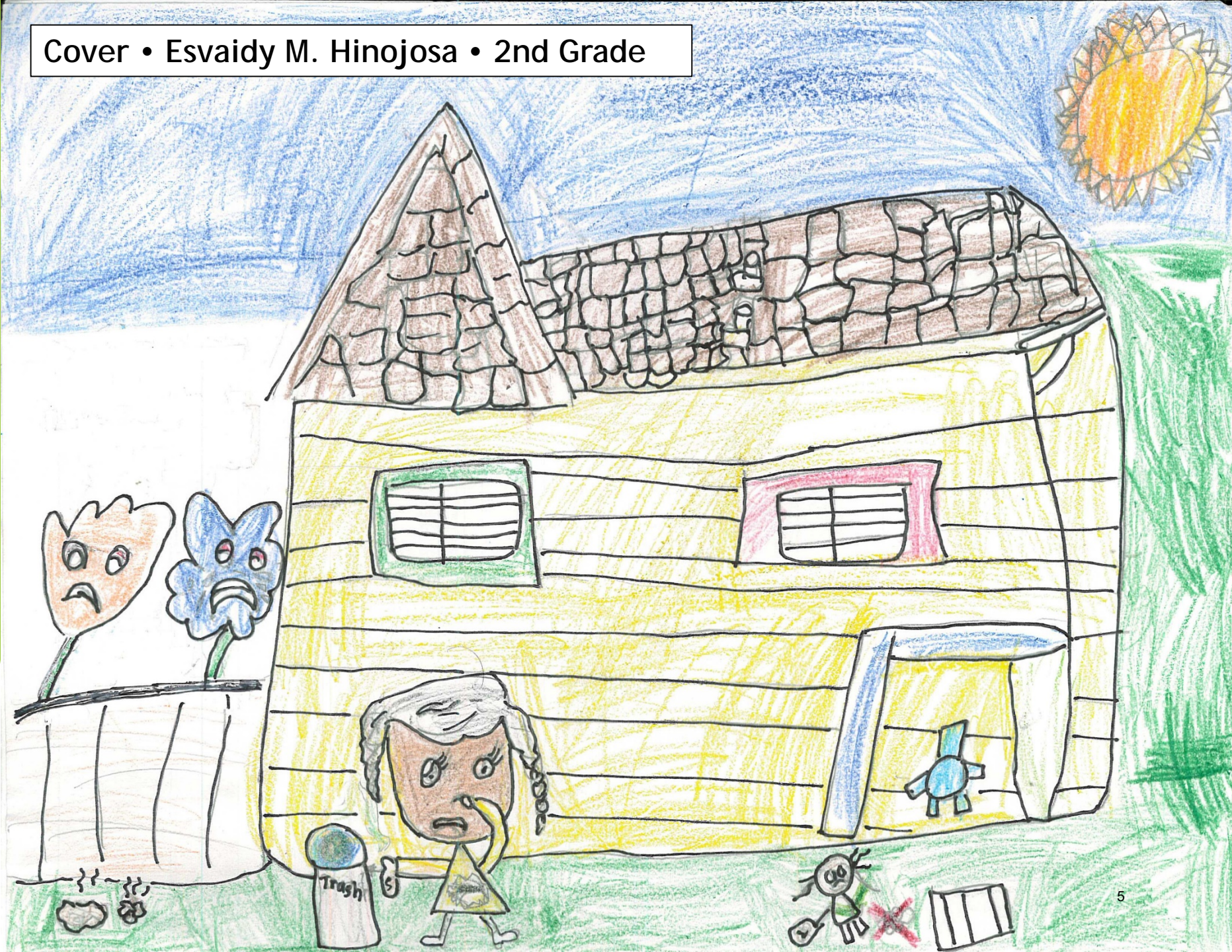
REPORTS BY THE CITY MANAGER**CITY COUNCIL COMMENTS****ADJOURNMENT**

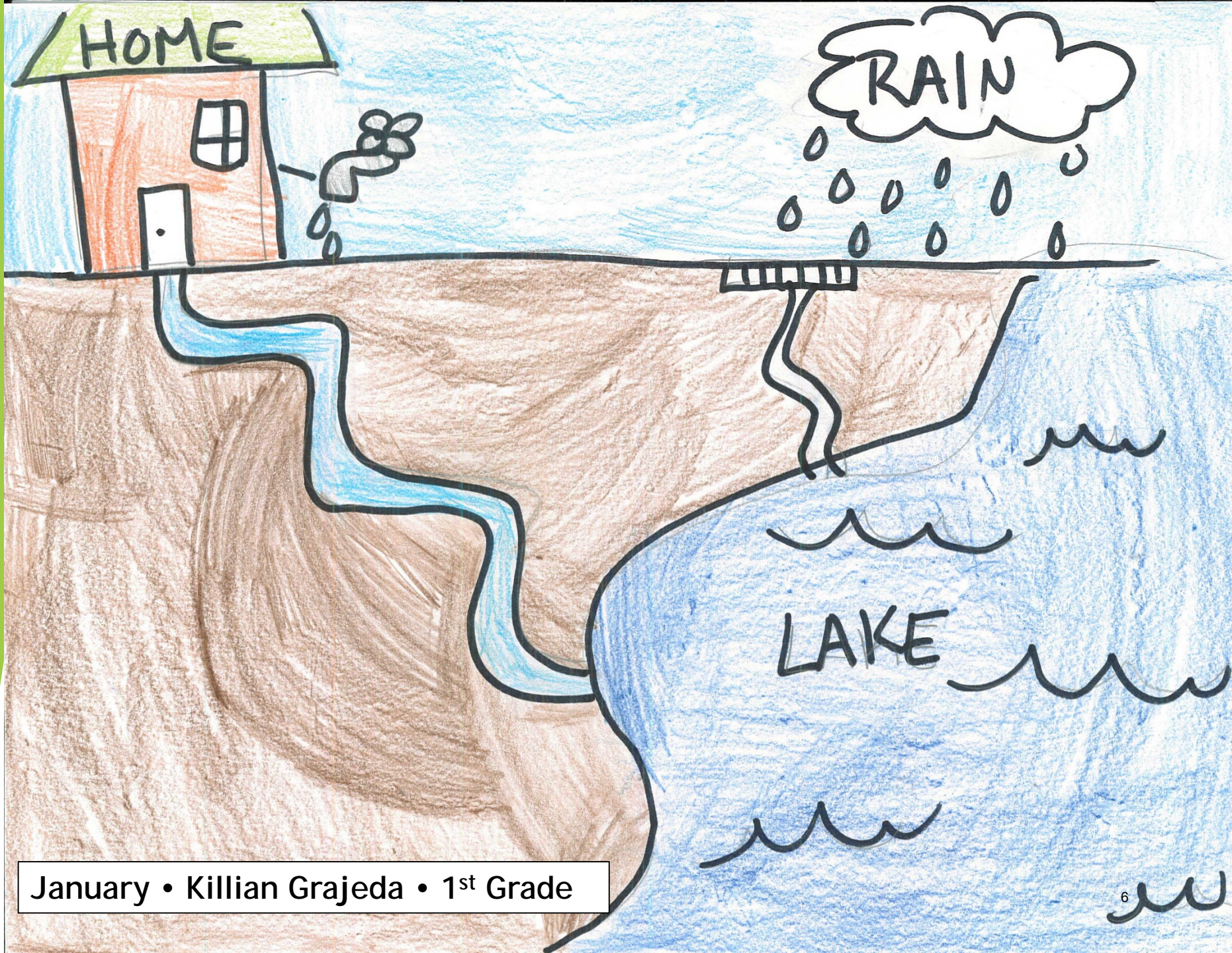
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City of Lakewood Stormwater Pollution Prevention Calendar 2021

Featuring Beachwood Elementary on JBLM







February • Zachary Jordan • 2nd Grade

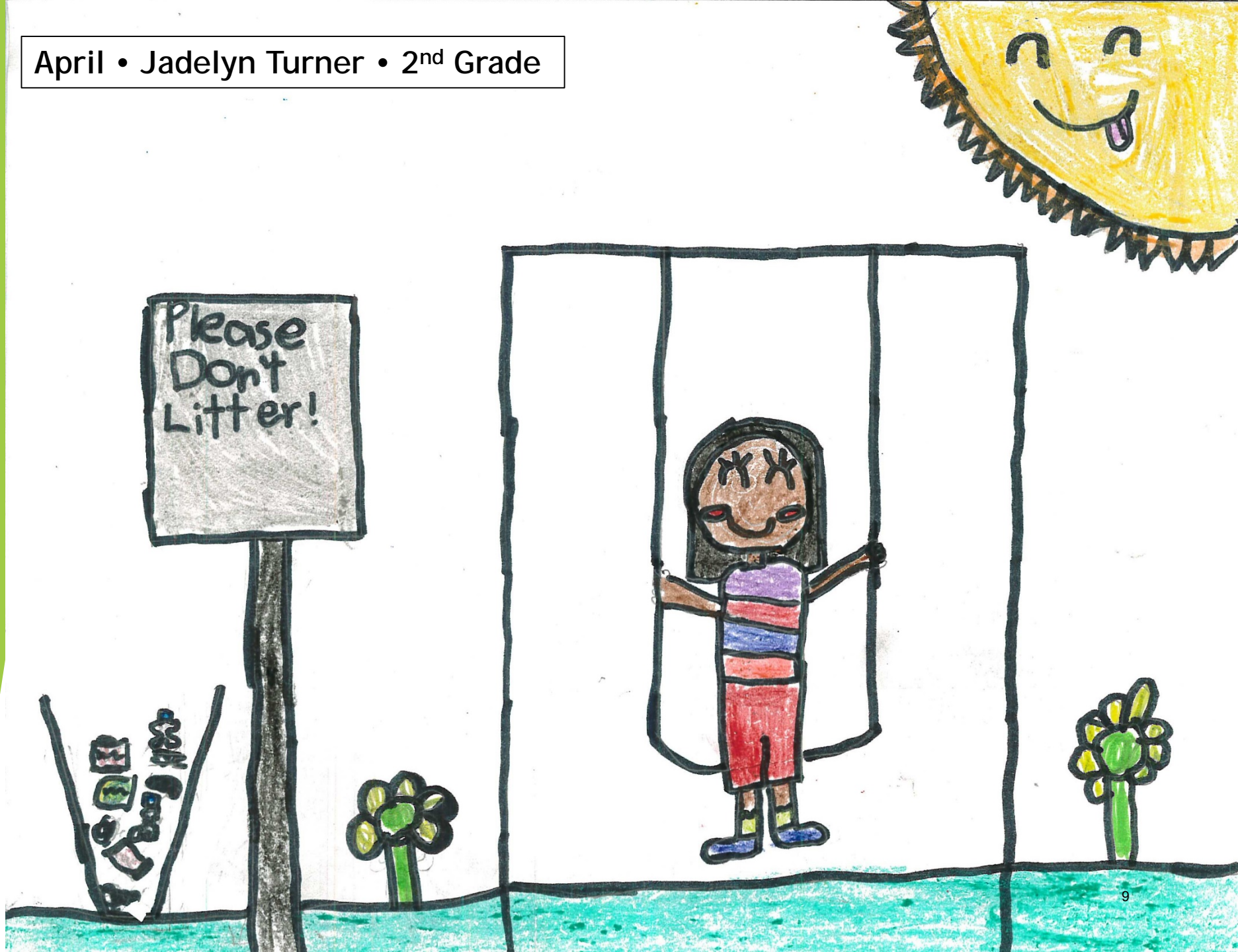
Always Pick Up
Your Pet's Poop



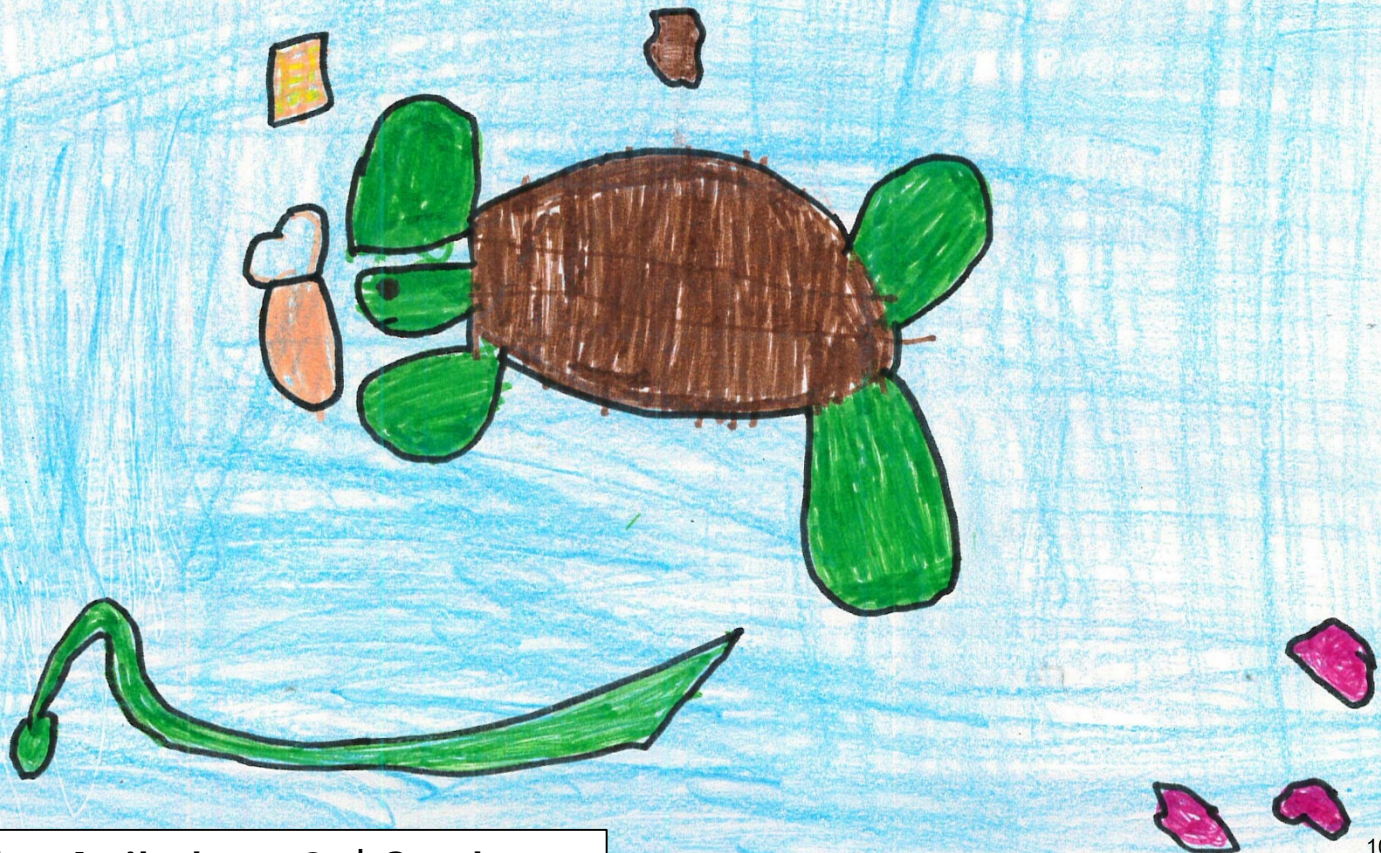
Don't Pollute

March • Holly Burleson • 3rd Grade

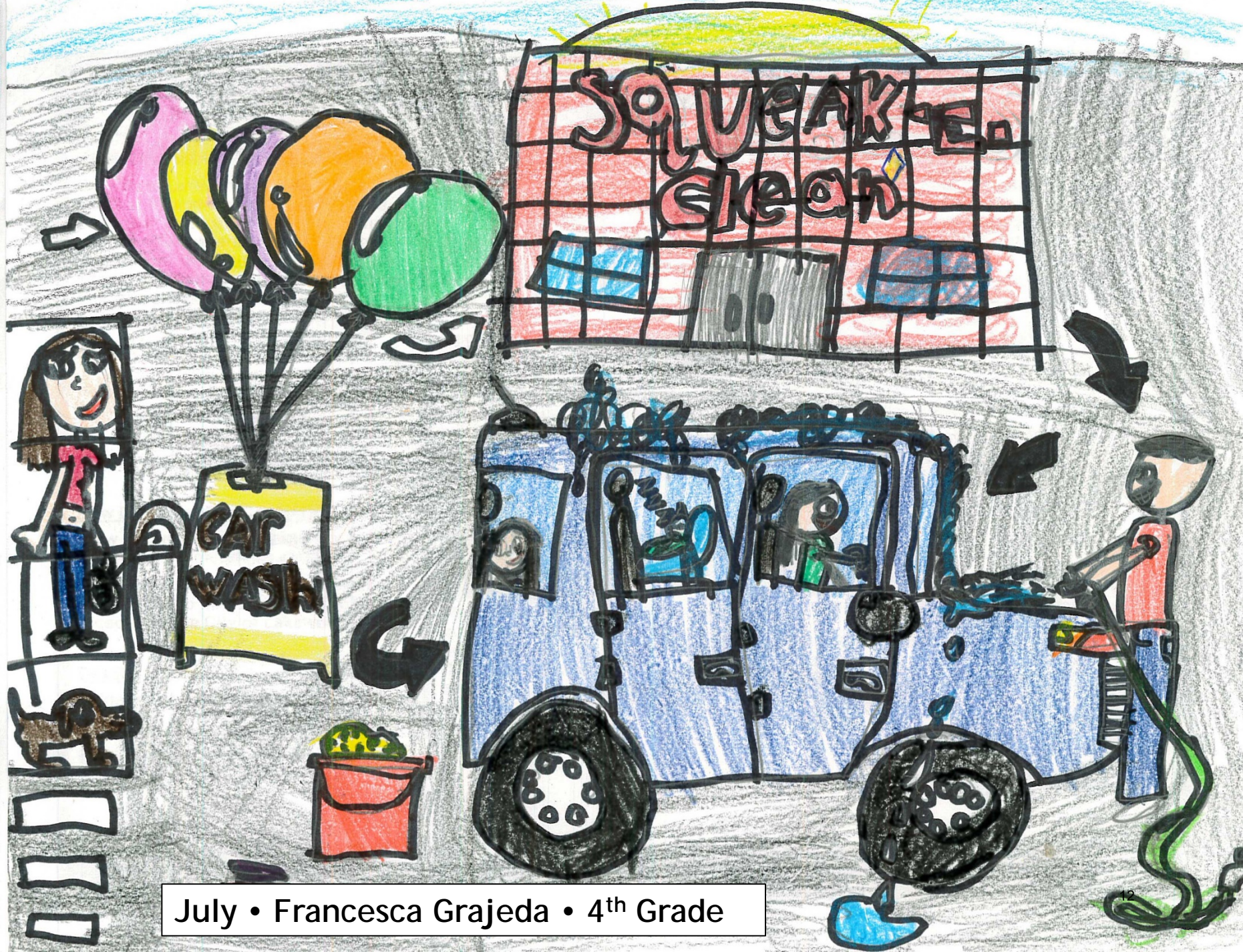




Don't Pollute!!!



A child's drawing on a white background. At the top, the text "Don't forget to throw your trash away!" is written in black marker. The scene depicts a green grassy field at the bottom, scattered with various pieces of trash like plastic bottles, food wrappers, and a can. In the center-right, a person wearing a pink shirt and blue pants stands on a brown wooden platform or fence. They are holding a long black pole that extends down to a small brown trash bin on the ground. The upper half of the drawing is filled with dense, horizontal blue scribbles representing the sky. Three simple white clouds with black outlines are floating in the sky. On the far left, there is a yellow sun partially obscured by a black, curved shape resembling a tree branch or a ladder. In the bottom left corner, a black-bordered box contains the text "June • Ali Meeks • 1st Grade". The number "11" is printed in the bottom right corner.



July • Francesca Grajeda • 4th Grade

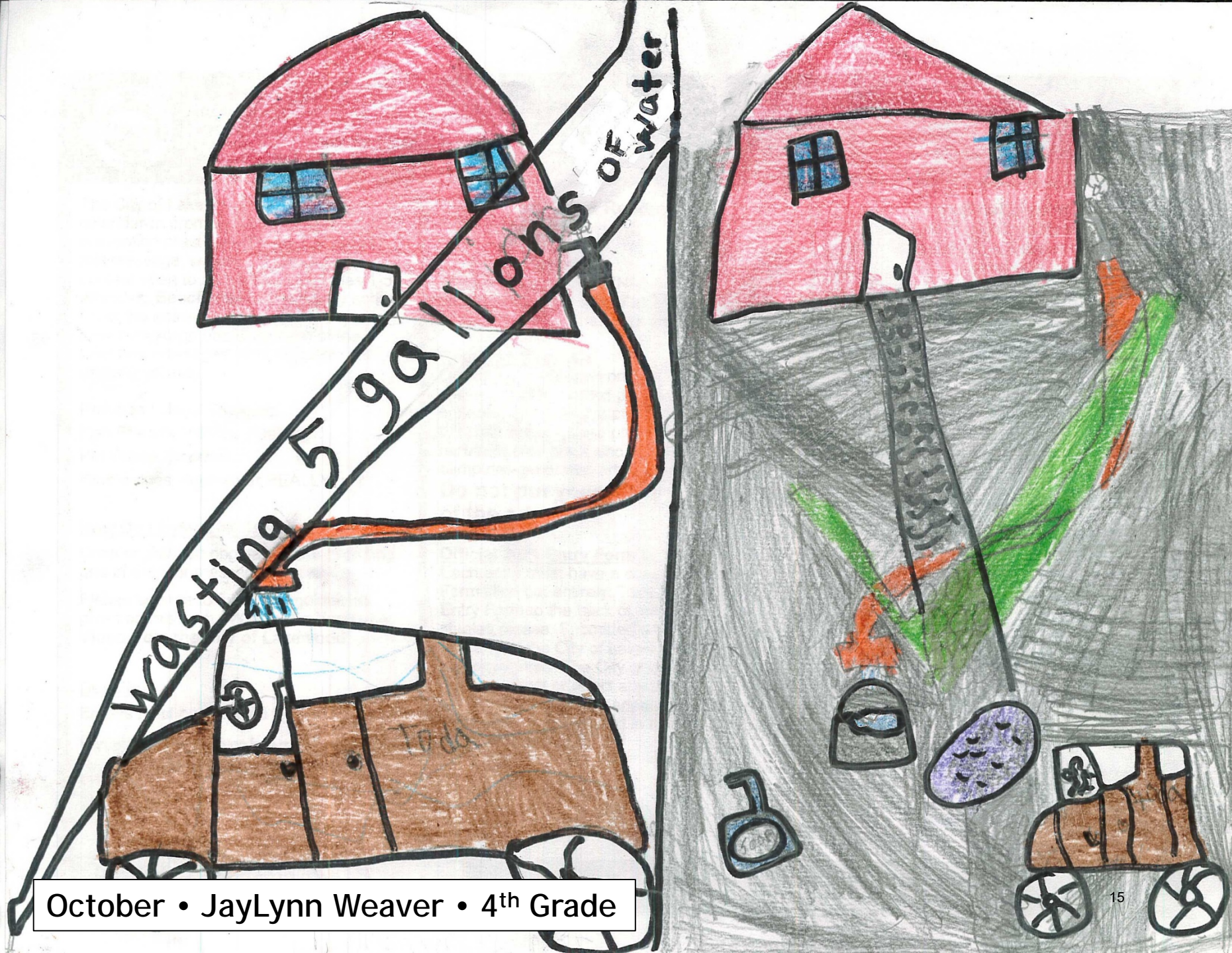


August • Luke Albers • 3rd Grade

Don't pollute!

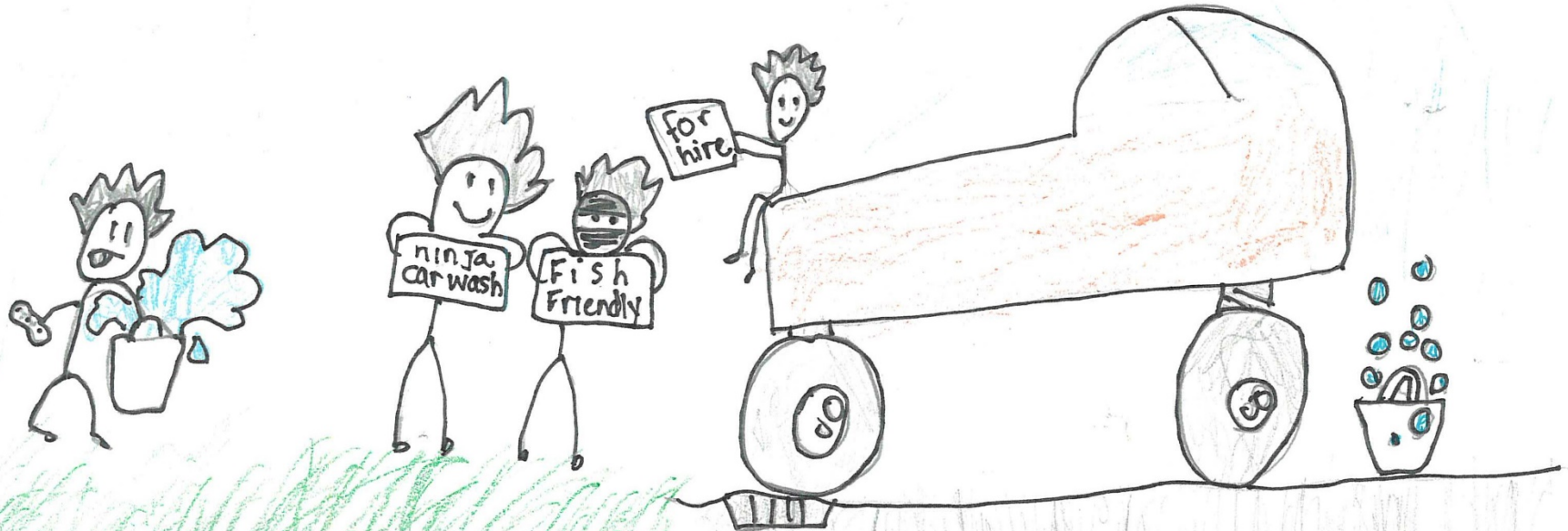


September • Emmy Meeks • 3rd Grade

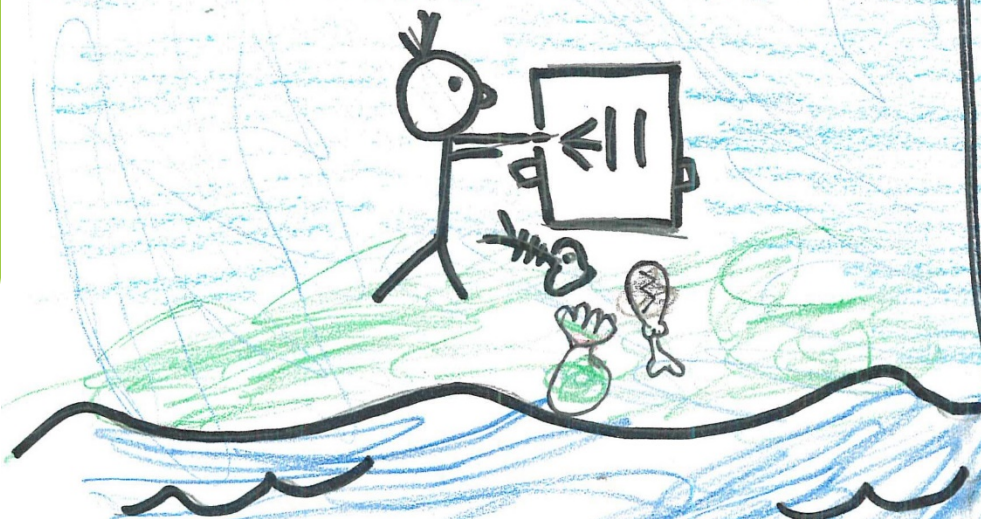


October • JayLynn Weaver • 4th Grade

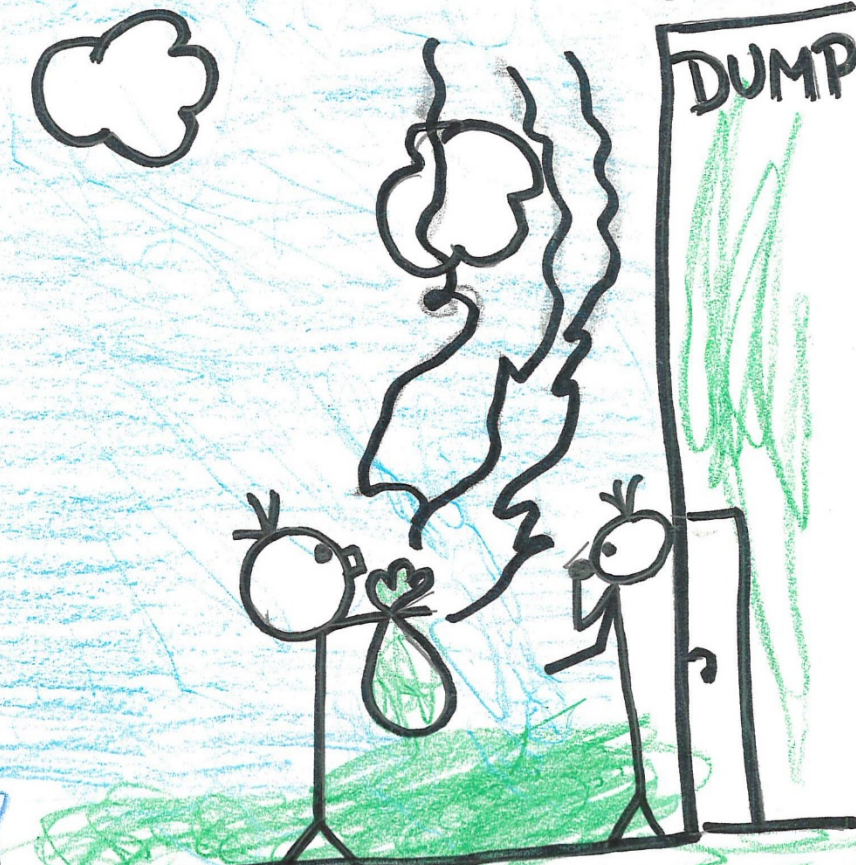
ONLY fish friendly Ear Wash

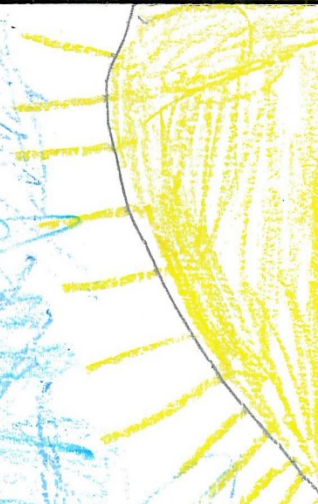
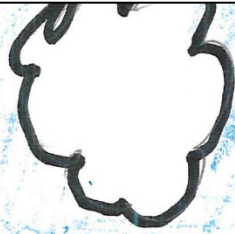
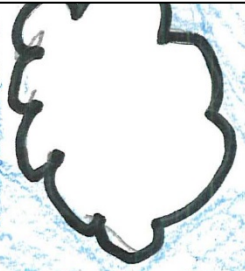


NO



YES





Trash



Why Would
to Plants ?

You do Stuff



core

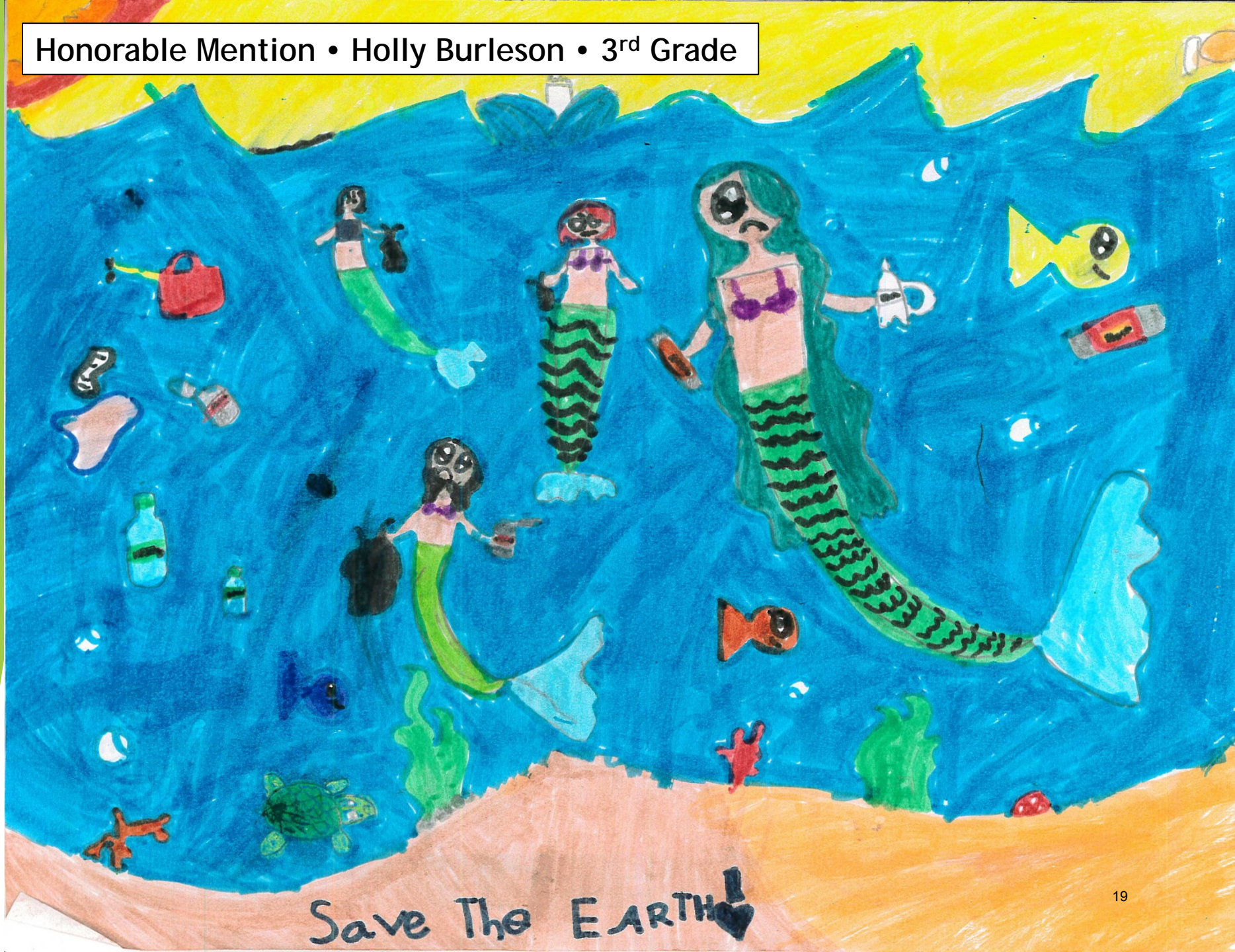


Fork

paper



Honorable Mention • Holly Burleson • 3rd Grade





Honorable Mention • Jackson Cadle • 3rd Grade

no

Littering!

please!



SCOOP The POOP!



Honorable Mention • Haley Degroot • 3rd Grade

1.



Someone's
littl-
ing.



2.

A Storm
Rolls
in.



Honorable Mention • Isaac Polak • 2nd Grade

3.

it Goes
Down The
Drain



4.

then
In
The Ocean.





**LAKWOOD CITY COUNCIL AND
CLOVER PARK SCHOOL DISTRICT BOARD
JOINT MEETING MINUTES**

Monday, January 25, 2021

City of Lakewood

<https://www.youtube.com/user/cityoflakewoodwa>

Telephone via Zoom: +1(253) 215- 8782

Participant ID: 868 7263 2373

CALL TO ORDER

Mayor Anderson called the meeting to order at 7:00 p.m.

ROLL CALL

Councilmembers Present: 6 – Mayor Don Anderson, Deputy Mayor Jason Whalen; Councilmembers Mary Moss, Mike Brandstetter, Paul Bocchi and Linda Farmer.

Clover Park School District Boardmembers Present: 5 – President Marty Schafer, Vice President Alyssa Anderson Pearson, Carole Jacobs, Anthony Veliz and Paul Wagemann.

ITEMS FOR DISCUSSION:

Review of Woodbrook Business Park and Dr. Claudia Thomas Middle School Projects.

Mayor Anderson provided an overview of sewer investments and property improvements in the Woodbrook Business Park, which has provided economic growth and created family wage jobs in the City.

Board President Schafer provided an overview of the history of merging of Woodbrook and Mann Middle Schools and the process for building the new Thomas Middle School which was named after former Lakewood Mayor Dr. Claudia Thomas.

Equity.

Superintendent Banner provided an overview of equity efforts and ways that the CPSD is working to empower students and families. He shared that the City and CPSD have been meeting to discuss equity and options for collaboration between the organizations. Discussion ensued related to considering a joint Resolution committing the bodies to work together to make changes related to equity and inclusion.

Mental Health Support.

Superintendent Banner commented on the impacts and partnerships in place to support mental and behavioral health for students. He shared that CPSD has school

counselors and partnerships through Greater Lakes Mental Healthcare, the Steven Cohen Military Family Clinic and Madigan Army Hospital. He also noted that CPSD has classes in secondary schools related to career and college planning which also focuses on the mental health needs of student and elementary schools are holding social circles and offer second step curriculum.

Discussion ensued related to the 1/10th of 1% passed by Pierce County to support the behavioral health needs of the community and how the City can advocate to support and enhance programs CPSD has in place to support students.

Mayor Anderson shared that the City Council has responded to the mental health needs of the community by recruiting the Cohen Military Family Clinic to Lakewood, providing community policing at Western State Hospital, allocating 1% of the general fund to human services programs and advocating federally for mental health professionals to be embedded in military schools.

Next Steps for the community with respect to COVID-19.

The City Council and School Board discussed next steps related to communication and engagement with respect to COVID-19.

City Manager Caulfield shared that throughout the pandemic the city continues to build community, respond to citizen needs, provide services such as roads, parks and coordinate special events such as the Farmers Market, Reverse Holiday Parade, the Martin Luther King, Jr. Ceremony and is expected to ramp up events in 2021.

President Schafer shared that CPSD continues to move forward with educating students, informing the community of return to school plans, and will be considering opportunities for a virtual online school for students.

Superintendent Banner commented that we have to allow each other space and grace as we move forward because we are "Better Together." He also noted that CPSD provided over 4,000 meals to students over the holiday break and has received a waiver from the federal government to continue provide meals to students through the end of the school year.

ADJOURNMENT

There being no further business, the meeting adjourned at 8:57 p.m.

DON ANDERSON, MAYOR

ATTEST:

BRIANA SCHUMACHER
CITY CLERK

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2021	TITLE: Authorizing execution of an agreement with GRM Information Management Services, Inc. for the Document Management Software System	TYPE OF ACTION: ORDINANCE NO. RESOLUTION NO. MOTION NO. 2021-10 OTHER
REVIEW: N/A	ATTACHMENTS: • Hosting Agreement	

SUBMITTED BY: Ken White, Chief Information Officer

RECOMMENDATION: Authorize the City Manager to execute a 5-year agreement with GRM Information Management Services, Inc. for a Document Management Software System.

DISCUSSION: In May, 2020 the City issued a Request for Proposals (RFP) for a Document Management System (DMS). The City received 24 responses to the RFP. Submissions were reviewed and four vendors were selected to provide an overview and demonstration of their system. The selected vendors were FreeDoc, GRM Information Management Services, Inc., Kelley Connect, and Questys.

GRM's VisualVault platform was identified as the solution to meet both immediate and future needs of the City. GRM's proposal included an all-inclusive enterprise license for the entire city along with all available modules. This results in future savings as no additional modules or licenses are required which is different from other proposals. GRM was also one of only a few respondents who took the time to identify the needs of the City and addressed them accordingly in their detailed proposal. Consistent with past and current practice, the City negotiated pricing and services with GRM to ensure the City receives a robust solution at the best cost possible.

ALTERNATIVE(S): Deny approval and provide alternate direction.

FISCAL IMPACT: Cost of the recommended system is \$54,000 for 1-time/startup and \$57,600 for ongoing annual software maintenance. Entering into a 5-year agreement will lock the annual rate at \$57,600. Beginning year 2026, costs are expected to increase 20% annually, which is typical for software purchases. If the city chooses only to do a single year at a time initial costs would be \$57,600 however subsequent years could potentially incur a 20% increase. In addition, the city expects additional costs to arise during years 2021 and 2022 which will provide third party services to scan existing paper documents. Due to the unknown number of documents that are required to be scanned this cost has yet to be determined. Many documents can be scanned by existing staff which ultimately lowers the cost for these services.

	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>6 Year Cost</u>
Annual	\$57,600	\$57,600	\$57,600	\$57,600	\$57,600	\$69,120	\$357,120
One-Time	\$54,000						\$54,000
Total	\$111,600	\$57,600	\$57,600	\$57,600	\$57,600	\$69,120	\$411,120

Tho Kraus
Department Director


City Manager Review

DISCUSSION: (continued)

GRM's VisualVault platform is a cloud-based solution with multiple data centers located in the United States. VisualVault's disaster and recovery procedures cover both internal and third-party hosting facilities and is consistent with information technology policies and standards. The solution complies with CJIS (Criminal Justice Information Systems), meets Washington State records retention and destruction requirements and integrates directly with existing systems currently in use by our Municipal Court (O-Courts), Legal (NextRequest, LawBase) and Police (PowerDMS). The system will allow personnel and the public the ability to easily search, index and retrieve documents along with enhancing existing online resources in many areas to include online forms, registration processes and document submission. In addition the system has the ability to streamline and automate daily workflows, has reporting and analytic features to extract information and dashboards to monitor daily processes.

FISCAL IMPACT: (continued)

The City Council authorized and funded \$300,000 for 1-time/startup costs and \$57,000 for ongoing annual software maintenance. The 1-time/startup costs includes funds to digitize a backlog of paper records including development services permits, site development, construction plans, etc. that require large scanners, time and effort. The cost to digitize the backlog of paper records is not included.

Additional savings anticipated following implementation include: off-site physical records storage and retrieval; shredding services for confidential/sensitive information; and personnel time. It should be noted, as with all systems implementation, there will be greater resources needed during implementation then tapering off once the system is in place. The actual savings is yet to be determined.

The cost of the recommended system is \$54,000 for 1-time/startup and \$57,600 for ongoing annual software maintenance. Any project savings will be returned to the General Fund at project completion.



Hosting Agreement

THIS HOSTING AGREEMENT ("Agreement") is made as of this 16th day of February, 2021 (the "Effective Date") by and between GRM Information Management Services, Inc. ("GRM"), a New Jersey corporation having its principle place of business at 215 Coles Street, Jersey City, NJ 07310 ("GRM") and the City of Lakewood, a Washington State Government Agency having its principle place of business at City Hall, 6000 Main St. SW, Lakewood, WA 98499 ("Subscriber");

WHEREAS, GRM is in the business of providing cloud based enterprise content management software solutions services, including the capture, transfer, retention, workflow creation, business process improvement and other ancillary services in connection therewith, which allows Subscriber to access and retrieve Subscriber's stored content and data (collectively, the "Data") via the Internet (such services hereinafter collectively referred to as the "Services" and each individually a "Service", and all GRM software added to or used in connection with the foregoing (including, without limitation, all image enabling software and workflow enabling software) and all related components, templates, features, enhancements, modifications, data and related fields used by GRM to perform the Services, shall hereinafter collectively be referred to as the "GRM Software"); and

WHEREAS, the Subscriber has a need for such Services.

NOW, THEREFORE, in consideration of the mutual premises and covenants hereinafter set forth, the parties agree as follows:

1. **Services.** GRM will, internally or through a third party servicer, use commercially reasonable efforts to provide Subscriber the Services in accordance with the terms of this Agreement and any addenda attached hereto in the form of an exhibit (each an "Exhibit" and collectively, the "Exhibits"), including the first Service Order, which is attached hereto as Exhibit A and made a part hereof. All Services shall be performed in accordance with the specifications and the time frames set forth in the Service Order, as may be modified from time to time in accordance with the terms of this Agreement. All Services shall be performed in accordance with GRM's security, privacy, audit and compliance policies and standards. "Service Order" shall mean an addendum to this Agreement that defines a particular project for Subscriber to be undertaken by GRM at the request of Subscriber, and shall include: (i) a description of the Services to be performed; (ii) the schedule on which such Services are to be developed and delivered, and (iii) the fees for the Services, which, unless otherwise provided, shall include a one-time charge for installation and account set-up. Upon execution, each such Service Order shall be deemed a part of this Agreement. To the extent that any provision contained in the Service Order is inconsistent with a provision set forth in this Agreement, the provision in this Agreement shall control.
2. **Term and Termination of Agreement.**
 - (a) This Agreement shall commence on the Effective Date. Unless otherwise specified in a Service Order (hereinafter defined), the term of this Agreement shall continue for a period of five (5) years immediately following the Effective Date (the "Initial Term"), and shall be automatically renewed for successive one-year terms (each, a "Renewal Term" and together with the Initial Term, the "Term"), unless either party gives the other notice of non-renewal at least ninety (90) days before the expiration of the then-current Term.
 - (b) A party may terminate this Agreement for cause (i) in the event that the other party materially breaches any term or provision of this Agreement and fails to cure such breach within sixty (60) days following the breaching party's receipt of written notice from the other party specifying the nature of such breach, or (ii) if the other party becomes the subject of a petition in bankruptcy or any other proceeding relating to insolvency, receivership, liquidation or assignment for the benefit of creditors.
 - (c) If this Agreement is terminated by Subscriber in accordance with Section 2(b) above, GRM will refund Subscriber any prepaid Fees (hereinafter defined), if any, covering the remainder of the then-current Term, or portion thereof, within thirty (30) days following termination. If this Agreement is terminated by GRM in accordance with Section 2(b) above, Subscriber will pay any unpaid fees covering the remainder of the then-current Term, and in no event will termination relieve Subscriber of its obligation to pay any Fees payable to GRM for the period prior to the effective date of termination.
 - (d) Upon the expiration or sooner termination of this Agreement for any reason, (i) Subscriber shall pay all outstanding Fees and additional charges incurred prior thereto, and any and all charges incurred by GRM in connection with GRM's return of Subscriber's Data, (ii) Subscriber agrees to cease accessing the GRM Software; and (ii) upon Subscriber's request, GRM will make all Data available to Subscriber for electronic retrieval for a period of thirty (30) consecutive days thereafter, after which thirty (30) day period GRM may delete or destroy all copies of Data in its systems or otherwise in its possession or control.

(e) When a user previously authorized by Subscriber is no longer authorized to access the GRM Software, Subscriber shall (i) promptly notify GRM of the revocation of such user's authority, and (ii) ensure that each such user ceases accessing the GRM Software.

3. **Payment for Services.**

(a) Subscriber will pay GRM the then applicable fees described in the Service Order for the Services (the "Fees") within thirty (30) days of the invoice date. All Fees and other applicable charges for Services not specified in the Service Order shall be billed in accordance with GRM's standard pricing. Such Fees and other applicable charges shall be paid by Subscriber in advance, either annually or as otherwise noted in the Service Order. Any payment not received by the due date shall be assessed a finance charge of up to 10% of the outstanding unpaid sum and bear interest at 1.5% per month or the highest legal rate then in effect, if lower, from the due date until fully paid, and Subscriber shall be responsible to reimburse GRM for all expenses incurred by GRM in connection with GRM's external efforts to collecting any outstanding amounts due. If Subscriber fails to pay any invoiced amounts when due, GRM may, upon written notice, declare the Subscriber in breach and, in addition to all other remedies available to GRM at law and under this Agreement, suspend the provision of some or all of the Services to Subscriber. Subscriber shall pay all taxes, which may be levied or assessed in connection with Subscriber's receipt and/or use of the Services. If Subscriber believes that GRM has billed Subscriber incorrectly, Subscriber must contact GRM no later than sixty (60) days after the closing date on the first invoice in which the error or problem appeared in order to receive an adjustment or credit, and GRM shall not be responsible for any errors in billing not brought to its attention in accordance with this provision.

(b) Subscriber acknowledges that the Services are subject to certain usage capacities specified in the Exhibits. If Subscriber's use of the Services exceeds the Service capacity set forth on the Service Order or otherwise requires the payment of additional Fees, Subscriber will be notified of such excess usage and will be invoiced by GRM therefor. Subscriber agrees to pay the additional Fees in the manner provided in the Service Order. GRM reserves the right to change Fees or applicable charges and to institute new charges and Fees at the commencement of each Renewal Term, upon sixty (60) days' prior notice to Subscriber, and Subscriber's continued use of the Services shall be deemed an acceptance of such changes to the Fees or applicable charges. In the absence of any such notice concerning a change in Fees, the per unit pricing for any Renewal Term shall automatically increase by up to five (5%) percent above the applicable pricing in the last year of the prior Term.

4. **Access to Data.** GRM shall use commercially reasonable efforts to make the GRM Software available for use twenty-four (24) hours a day, seven (7) days per week. The foregoing times of GRM Software availability may be modified to provide for (i) regularly scheduled maintenance, (ii) maintenance required as a result of matters beyond GRM's reasonable control, or (iii) events beyond GRM's reasonable control. GRM shall endeavor to give Subscriber at least twenty-four (24) hours' notice of scheduled maintenance by email to Subscriber's designated point of contact.

5. **Use Policy, Restrictions and Responsibilities.**

(a) All uses of the GRM Software and the Services must comply with all applicable laws and regulations, and with GRM's acceptable use policy (hereinafter referred to as the "Use Policy") attached hereto as Exhibit B and made a part hereof, which Use Policy may be amended from time-to-time upon the posting of the updated Use Policy on GRM's website. GRM shall endeavor to give Subscriber notice of any such changes to the Use Policy. Although GRM has no obligation to monitor Subscriber's use of the Services, GRM reserves the right to do so, and Subscriber hereby authorizes same. Notwithstanding anything contained herein to the contrary, GRM reserves the right to suspend the Services or terminate this Agreement effective immediately upon notice to Subscriber in the event of Subscriber's violation of the Use Policy.

(b) Subscriber (including Subscriber's authorized users) shall not engage or permit any unacceptable use of the Services. "Unacceptable use" of the Services shall include, but not be limited to, (i) dissemination or transmission (or establishment of links with the GRM Software therefor) of material that, to a reasonable person, may be abusive, obscene, pornographic, defamatory, harassing, grossly offensive, vulgar, threatening or malicious; (ii) dissemination or transmission of files, graphics, software or other material that actually or potentially infringes upon the copyright, trademark, patent, trade secret, or other intellectual property right of any person; (iii) interference with, disruption of, or attempt to gain unauthorized access to other accounts of GRM or any other computer network; (iv) dissemination or transmission of viruses, Trojan horses or any other malicious code or programs; or (v) engaging in any other activity reasonably considered by GRM to conflict with the spirit and intent of this Agreement and/or the Services being rendered.

(c) Subscriber will not make any Services or GRM Software available to, or use any Services or GRM Software for the benefit of, anyone other than Subscriber, unless otherwise expressly stated otherwise in a Service Order. Subscriber will not sell, resell, license, distribute, make available, rent or lease any Service or GRM Software, or use the Services or the GRM Software for timesharing or service bureau purposes or otherwise for the benefit of a third party.

(d) Subscriber will not directly or indirectly reverse engineer, decompile, disassemble or otherwise attempt to discover the source code, object code or underlying structure, ideas, know-how or algorithms relevant to the Services, the GRM Software or any GRM Materials (hereinafter defined); modify, translate, or create derivative

works based on the Services or any GRM Software (except to the extent expressly permitted by GRM); remove any proprietary notices or labels; use any Services to access or use any of GRM's intellectual property except as expressly permitted under this Agreement; or frame or mirror any part of the Services, other than framing on Subscriber's own intranets or otherwise for its own internal business purposes.

(e) Subscriber shall be responsible for obtaining and maintaining any equipment and ancillary services needed to connect to, access or otherwise utilize the Services, including, without limitation, hardware, software, networking, and the like.

(f) Subscriber (i) owns and accepts all responsibility for its Data; (ii) agrees to separately back up all Data; and (iii) shall at all times retain ownership of its Data. Subscriber shall provide notices to, and obtain any consents from, third parties as may be required by applicable law, rule or regulation in connection with GRM's processing of the Data via the Services.

(g) GRM will maintain appropriate administrative, physical and technical safeguards designed to protect the security, confidentiality and integrity of all Data it receives from Subscriber. Such safeguards will include, without limitation, measures designed to prevent the unauthorized access to or disclosure of such Data.

6. **Authorization.** Subscriber represents and warrants that it has the legal right and authority to enter into this Agreement and perform its obligations hereunder, and the performance of its obligations and the Services will not cause a breach of any agreements between Subscriber and any third parties.

7. **Limitation on Liability and Limitation on Damages.**

(a) IN NO EVENT SHALL GRM, ITS SHAREHOLDERS, MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, SUPPLIERS OR AFFILIATES (COLLECTIVELY, THE "AFFILIATES") BE LIABLE TO SUBSCRIBER FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING, WITHOUT LIMITATION, DAMAGES FOR LOSS OF PROFITS, LOSS OF GOODWILL, LOSS OF DATA OR USE OF THE SERVICES (OR PORTION THEREOF), DELAY OF DELIVERY OR COMPLETION OF THE SERVICES, INACCURACY OR MISREPRESENTATION OF DATA, OR ANY BUSINESS INTERRUPTION OR DISRUPTION ARISING OUT OF THE PERFORMANCE, ATTEMPTED PERFORMANCE OR NON-PERFORMANCE OF THE SERVICES (OR PORTION THEREOF) HEREUNDER (EVEN IF GRM HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES), INCURRED BY EITHER SUBSCRIBER OR ANY THIRD PARTY, WHETHER IN AN ACTION IN CONTRACT, TORT, OR STATUTORY CLAIM.

(b) FURTHER, NEITHER GRM NOR ANY OF ITS AFFILIATES WILL BE RESPONSIBLE FOR ANY COMPENSATION, REIMBURSEMENT, LOSSES, COSTS OR DAMAGES ARISING IN CONNECTION WITH: (i) SUBSCRIBER'S INABILITY TO USE THE SERVICES, INCLUDING AS A RESULT OF ANY (A) TERMINATION OF THIS AGREEMENT, (B) GRM'S DISCONTINUATION OF ANY OR ALL THE SERVICES, OR (C) ANY UNANTICIPATED OR UNSCHEDULED DOWNTIME OF ALL OR A PORTION OF THE SERVICES FOR ANY REASON WHATSOEVER, INCLUDING AS A RESULT OF POWER OUTAGES, SYSTEM FAILURES OR OTHER INTERRUPTIONS; (ii) THE COST OF PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; (iii) ANY INVESTMENTS, EXPENDITURES OR COMMITMENTS BY SUBSCRIBER TO ANY THIRD PARTIES IN CONNECTION WITH THIS AGREEMENT OR SUBSCRIBER'S USE OF OR ACCESS TO THE SERVICES; OR (iv) ANY UNAUTHORIZED ACCESS TO, ALTERATION OF, OR THE DELETION, DESTRUCTION, DAMAGE, LOSS, DENIAL OF ACCESS, OR FAILURE TO MAINTAIN OR STORE ANY OF SUBSCRIBER'S DATA OR OTHER CONTENT.

(c) THE COMBINED AGGREGATE AND CUMULATIVE TOTAL LIABILITY OF GRM OR ITS AFFILIATES FOR DAMAGES, INCLUDING FOR DIRECT DAMAGES, UNDER THIS AGREEMENT SHALL IN NO EVENT EXCEED THE AMOUNT OF FEES PAID BY SUBSCRIBER UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS PRECEDING THE INCIDENT GIVING RISE TO SUCH LIABILITY. SUBSCRIBER ACKNOWLEDGES THAT THE FEES FOR THE SERVICES REFLECT THE ALLOCATION OF RISK SET FORTH IN THIS AGREEMENT AND THAT GRM WOULD NOT HAVE ENTERED INTO THIS AGREEMENT WITHOUT THE DISCLAIMERS OF WARRANTY AND LIMITATIONS OF BOTH LIABILITY AND DAMAGES SET FORTH IN THIS AGREEMENT INCLUDING, WITHOUT LIMITATION, THE PROVISIONS OF THIS SECTION 7.

8. **Representations, Warranties and Disclaimers.** GRM represents and warrants to Subscriber that GRM shall use reasonable efforts consistent with prevailing industry standards to provide and maintain the Services in a professional and workmanlike manner. **GRM DOES NOT WARRANT THAT THE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE; NOR DOES GRM MAKE ANY WARRANTY AS TO THE RESULTS THAT MAY BE OBTAINED FROM SUBSCRIBER'S USE OF THE SERVICES. THE SERVICES ARE PROVIDED "AS IS" AND GRM DISCLAIMS ALL WARRANTIES OF ANY TYPE, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**

9. **Confidential and Proprietary Information; Security.**

(a) **Proprietary Information.** Each party (the "Receiving Party") will regard any information provided to it by the other party (the "Disclosing Party") as proprietary or confidential ("Proprietary Information"), including, without

limitation, non-public information given by GRM regarding features, functionality and performance of the Services, and non-public data provided by Subscriber to enable the provision of the Services. The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in its performance under this Agreement or as otherwise permitted herein) or divulge to any third person any such Proprietary Information. Proprietary Information does not include any information (A) that is or becomes generally available to the public, (B) was in Receiving Party's possession or known by it prior to receipt from the Disclosing Party, (C) was rightfully disclosed to Receiving Party without restriction by a third party, (D) was independently developed without use of any Proprietary Information of the Disclosing Party, or (E) is required to be disclosed by law. The Receiving Party may disclose Proprietary Information pursuant to the requirements of applicable law, legal process or government regulation, provided that it gives the Disclosing Party reasonable prior written notice (where lawful to do so) to permit the Disclosing Party a reasonable time within which to contest such disclosure, and such disclosure is otherwise limited to the required disclosure. Each party will protect the confidentiality of the other party's Proprietary Information in the same manner as it protects its own valuable proprietary information, provided that such protection shall in no event be less than that level of protection that is reasonable under the circumstances.

(b) Subscriber acknowledges and agrees that all software, programs, tools, systems, data or other materials made available by GRM to Subscriber in connection with this Agreement, including, without limitation, the GRM Software, as well as any information, materials or feedback provided by Subscriber to GRM relating to any of the foregoing (collectively, the "GRM Materials") are and shall at all times be and remain the sole and exclusive property of GRM and GRM's third party licensors, if any, subject only to the ownership rights of such third parties in portions of the GRM Software and the rights granted to Subscriber in this Agreement. GRM retains all right, title and interest in and to the GRM Materials and all intellectual property rights in connection therewith. Subscriber does not and will not be deemed to acquire any right, title or interest therein, except as expressly granted in this Agreement. Further, Subscriber does not and will not be deemed to acquire any right, title or interest in any patent(s), copyrighted material or other intellectual property, or proprietary information or data, owned by GRM and/or any of its subsidiaries or Affiliates.

(c) Security Measures. Subscriber acknowledges the need for and agrees to implement reasonable security measures and procedures relating to Subscriber's access to the GRM Software and use of the Services. Subscriber shall be responsible for administering the procedures relating to the assignment and administration of all identification codes and passwords authorizing access to the GRM Software on behalf of or for the benefit of Subscriber, and Subscriber shall be responsible for taking appropriate security measures relating to such identification codes and passwords. Subscriber shall be solely responsible for any and all acts or omissions that occur under any account or password issued to Subscriber (and its authorized users).

(d) Notwithstanding anything to the contrary, GRM shall have the right to collect and analyze Data and other information relating to the provision, use and performance of various aspects of the Services and related systems and technologies (including, without limitation, information concerning storage usage, data transfers, login activity, API transactions, creation of unique logins, Data and data derived therefrom), and GRM will be free (during and after the Term) to (i) use such information and data to improve and enhance the Services and for other development, diagnostic and corrective purposes in connection with the Services and other GRM offerings, and (ii) disclose such data solely in aggregate or other de-identified form in connection with its business.

(e) Subscriber hereby grants GRM permission to use Subscriber's name, logo, trade names, service marks, and/or other identifying marks (collectively, the "Marks") solely to identify Subscriber as a customer of GRM on GRM's website and on GRM's customer lists. Subscriber acknowledges and agrees that GRM may, upon Subscriber's prior written consent and in collaboration with Subscriber as may be appropriate, use Subscriber's Marks as part of GRM's marketing and promotional materials, which may take the form of press releases, case studies, white papers, testimonials, and any other materials that GRM may disseminate to the public. All Marks shall remain the sole property of the owner thereof.

10. **Mutual Indemnification.**

(a) Subscriber hereby agrees to indemnify, defend (with counsel reasonably acceptable to GRM) and hold harmless GRM and its affiliates, shareholders, directors, members, officers, employees and agents from and against any damages, settlements, liabilities, actions, losses, costs, expenses (including reasonable attorneys' fees and costs) in connection with any claim or action alleging (i) the use or misuse of the GRM Software or the Services by Subscriber, its agents, employees and/or authorized users, including but not limited to Subscriber's use of the Services in an unlawful manner or in violation of this Agreement or Service Order, or (ii) that any Data or Subscriber's use of the Data for the Services infringes or misappropriates a third party's intellectual rights.

(b) GRM hereby agrees to indemnify, defend (with counsel reasonably acceptable to Subscriber) and hold harmless Subscriber and its Affiliates from and against any damages, settlements, liabilities, actions, losses, costs, expenses (including reasonable attorneys' fees and costs) in connection with any claim or action alleging that any of the GRM Software, the GRM Materials or the Services infringes upon or misappropriates a third party's intellectual property rights. In the event that any of the Services, GRM Software or GRM Materials become, or, in the opinion of GRM, is likely to become, the subject of an infringement claim, GRM may, at its option and expense, (i) procure for Subscriber the right to use the Services, GRM Software or GRM Materials free of any liability, or (ii) modify, in whole or in part, the Services, GRM Software or GRM Materials to make it non-infringing, provided that the replaced or modified portion(s) thereof is substantially equivalent in functionality and performance.

(c) This “mutual indemnification” section states the indemnifying party’s sole liability to, and the indemnified party’s exclusive remedy against, the other party for any third party claims described in this Section.

11. **Miscellaneous.**

(a) **Entire Agreement.** This Agreement, together with the Exhibits attached hereto and incorporated herein, constitutes the entire agreement of the parties with respect to the subject matter hereof, and supersedes all previous proposals, oral or written, and all negotiations, conversations or discussions heretofore and between the parties related to this Agreement. Each party acknowledges that it has not been induced to enter into this Agreement by any representation or statements, oral or written, not expressly contained herein and in any attachments, schedules, exhibits or addenda not attached hereto. The parties acknowledge that GRM has set its prices and entered into this Agreement in reliance upon the limitations of liability and the disclaimers of warranties and damages set forth herein, and that the same form an essential basis of the bargain between the parties. The parties agree that the limitations and exclusions of liability and disclaimers specified in this Agreement will survive breach or termination and apply even if found to have failed of their essential purpose.

(b) **Governing Law.** This Agreement will be governed by and interpreted in accordance with the laws of the State of New Jersey, without regard to its conflict of laws principles. Any claims or legal actions by one party against the other arising out of the relationship between the parties contemplated herein (whether or not arising under this Agreement) shall be governed by the laws of the State of New Jersey and shall be commenced and maintained in any state or federal court located in Hudson County, New Jersey, and each party hereto hereby consents and submits to the exclusive jurisdiction and venue of any such court. No proceeding, regardless of form, arising out of the subject matter of this Agreement will be brought by Subscriber more than one year after the claim becomes known to Subscriber.

(c) **Notices.** All notices hereunder shall be in writing and shall be delivered in person or may be sent by courier, telecopy, express mail or postage prepaid certified or registered air mail, addressed to the party for whom it is intended, at the address set forth herein.

(d) **Severability.** If any provision of the Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, such provision shall, to such extent as it shall be determined to be invalid or unenforceable, be deemed to be null and void, but the remaining terms of this Agreement shall otherwise remain in full force and effect.

(e) **Assignment.** Subscriber may assign this Agreement as part of a corporate reorganization, consolidation, merger, or sale of substantially all of its assets upon prior written notice to GRM. Any other assignment of this Agreement on the part of Subscriber, whether in whole or in part, shall require the prior written consent of GRM. GRM may assign this Agreement without Subscriber’s consent. This Agreement will bind and inure to the benefit of each party’s successors and permitted assigns.

(f) **Waiver and Amendment.** Any waiver, amendment, supplement or modification of this Agreement will not be effective unless set forth in writing and signed by an authorized representative of both parties. Any such written waivers, amendments, supplements and modifications will be deemed a part of this Agreement as if incorporated herein. The failure of either party to exercise any of its rights under this Agreement will not be deemed a waiver or forfeiture of such rights.

(g) **Counterparts.** This Agreement may be executed in counterparts, which taken together, will constitute one Agreement, and any party hereto may execute this Agreement by signing such counterpart.

(h) **Surviving Provisions.** The provisions of Sections 2, 3, 5, 7, 8, 9, 10, and 11 of this Agreement (and any other obligations in this Agreement that by their nature are continuing) shall survive the termination hereof.

(i) **Force Majeure** – Except with respect to Subscriber’s monetary obligations hereunder, neither party hereto will be liable for any failure or delay in performance of its obligations hereunder by reason of any event or circumstance beyond its reasonable control (“force majeure”), including without limitation acts of God, war, terrorism, fire, flood, or shortage or failure of suppliers; provided, however, that for any force majeure extending for more than 60 days, the party not claiming the existence of a force majeure will have the right to give notice, pursuant to Section 12(c), of the termination of this Agreement without penalty.

(j) **Anti-Corruption.** Neither party has received or been offered any illegal or improper bribe, kickback, payment, gift or thing of value from an employee or agent of the other party in connection with this Agreement. Reasonable gifts and entertainment provided in the ordinary course of business do not violate the aforesaid restriction.

(k) **Relationship of the Parties.** The parties are independent contractors. This Agreement does not create a partnership, franchise, joint venture, agency, fiduciary or employment relationship between the parties. Each party will be solely responsible for payment of all compensation owed to its employees, as well as all employment-related taxes.

(l) **Third Party Beneficiaries.** There are no third party beneficiaries under this Agreement.

IN WITNESS WHEREOF, the parties have caused the Agreement to be executed as of the Effective Date.

GRM Information Management Services, Inc.

[City of Lakewood]

Printed Name: Mark Spitz
Title: Senior Solutions Strategist
Date:

Printed Name: John J. Caulfield
Title: City Manager
Date:

Attest:

Printed Name: Briana Schumacher, City Clerk

Printed Name: Heidi Ann Wachter, City Attorney

EXHIBIT A

SERVICE ORDER FORM

The Service Order Form refers to GRM's RFP response dated 8/28/2020 (attached as "GRM Response to the City of Lakewood's DMS RFP.pdf" and "GRM Pricing Response.pdf."



GRM Information Management Services Inc.

Title: RFP Response Document Management Software System

Prepared for:

Ken White, Chief Information Officer, Information Technology
City of Lakewood

Presented By:

GRM Information Management Services, Inc.
215 Coles Street
Jersey City, New Jersey 07310

Mark Spitz

Senior Solutions Strategist

mspitz@grmdocument.com

www.grmdocumentmanagement.com

Date: 8/28/2020

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Dear Ken,

Thank you for the opportunity to participate in your RFP for a Document Management Software System for the City of Lakewood. With over 30 years of experience and recognized in both Gartner's Magic Quadrant and the Forrester Wave, GRM Information Management Services is a leading manufacturer of the award winning, cloud-based, SaaS Enterprise Document Management Software for State and Local Governments called VisualVault. GRM is enthusiastically proposing our Content Services (CSP) and Business Process Optimization (BPO) Platform (VisualVault) as the solution for the City of Lakewood's Intelligent Document Management Software System (DMS). The solution proposed is a SaaS solution deployed inside of GRM's private AWS cloud. Utilizing a SaaS solution on AWS provides many benefits to the City over an on-premise implementation including no investment in server hardware or database licenses, no annual maintenance fees, reduced time to implement, lower costs, robust scalability and integration, quick access to new releases and many other benefits.

Our understanding of the main issues is that files are scattered across multiple file shares and physical boxes, making accessing and retrieving of those files the number one issue. Plus, the current process of storing digital files is extremely manual, tedious and time-consuming. Finally, enforcement of proper retention schedules on digital files is challenging and opens the City up to liability.

In our discussions, you indicated that the City is seeking a partnership with a Document Management Vendor that offers Document Management Software for the City's Municipal Court and Legal Departments with plans to roll out to all other City departments in a phased approach. As the City currently has several applications in place including O-Court, NextRequest, PowerDMS and LawBase, our included, no-code integration will allow City personnel to easily retrieve documents while being in those system from our Document Management System called VisualVault.

GRM has tremendous experience in providing Document Management solutions to State and Local governments. Our VisualVault Platform supports a wide array of implementations and are in use by municipalities similar to your City. Our Disaster Recovery Strategy and Business Continuity Plan ensures complete system uptime and access with our multiple locations and redundancy. All information in our VisualVault Platform is hosted in secure, on-shore data centers in the U.S. and offers full document retention and full backups. GRM understands Records Management and the requirements following Washington State's retention schedule. GRM is the sole provider of Records Management Solutions and Services to all NYC Agencies.

GRM's company culture, our technology and our commitment to our customers demonstrates that we have the right partnership model that the City of Lakewood is looking for in a partnership with a vendor. We understand that a strong partnership is vital for the success of this project. Additionally, our Project Management Team has extensive experience assisting other Washington State Governments with their Document Management Systems including the Port of Tacoma, City of Everett and Pierce County.

On behalf of the GRM team, we are excited regarding the potential of forming a solid partnership with the City of Lakewood and look forward to continued discussions in how we can provide the much needed VisualVault Document Management technology to assist the City with their Digital Transformation Strategy.

Sincerely,



Mark Spitz, Senior Solutions Strategist

GRM Information Management | Phone: 201.798.7100 x358 | Email: mspitz@grmdocument.com

Executive Summary

As the City of Lakewood embarks on a project to implement an Intelligent Document Management Software System (DMS), it is vital that the system and migration team selected have the ability to support the City's document and content management requirements across all departments of the entire City. We understand that the solution must work with the City of Lakewood's operational systems including O-Court, NextRequest, PowerDMS and LawBase and other user productivity tools, enabling effective content creation. It must also have strong categorization and retrieval functionality that enables users to easily locate and utilize content.

GRM is enthusiastically proposing our Content Services (CSP) and Business Process Optimization (BPO) Platform (VisualVault) as a candidate for the City of Lakewood's Intelligent Document Management Software System (DMS). For this deployment and migration, careful consideration has been given to creating a cost-effective and highly scalable solution that will utilize existing data to provide the City of Lakewood with a platform to grow with. VisualVault is recognized in both Gartner's Magic Quadrant and the Forrester Wave as a leading solution in both Content Services Platform and Business Process Optimization. The GRM professional services team are highly skilled in performing deployments and data migrations of this size and scope. The solution being proposed is a SaaS solution deployed inside of GRM's private AWS cloud. Utilizing AWS provides many benefits to the City of Lakewood over an on-premise implementation. We look forward to discussing our solution in more detail with you and are also open to discussing other possible deployment scenarios.

The following information contained in this document will help you learn more about GRM, the VisualVault ECM system and how we will ensure success of your Digital Transformation Initiative.

Why GRM? Stability and Experience

Recognized in both Gartner's Magic Quadrant and the Forrester Wave, GRM's VisualVault platform is a leading solution in both Content Services Platform and Business Process Optimization. The completely SaaS-based, Amazon Web Services (AWS)-backed-solution features an array of proprietary tools to fit an Enterprise deployment for daily production use in financial organizations.

GRM's VisualVault system is a leading solution in both Enterprise Content Management and Business Automation Processes. The completely SaaS-based, cloud solution features an array of proprietary tools to fit deployments for a wide array of organizations. GRM has tremendous experience in providing Document Management solutions to State and Local governments, public research universities, state and independent colleges and universities, two-year community colleges, schools, K-12 school districts, hospitals, government agencies, non-profits and businesses. Our VisualVault Platform supports a wide array of implementations and are in use by municipalities similar to your City.

GRM Document Management is a leading provider of Document Management Software, ECM Solutions, Lifecycle Records & Information Management Solutions. Founded in 1987, GRM's success is based on developing and fulfilling one client relationship at a time. It's an approach that has earned the company



the trust and continued business of more than 7,000 customers—both large and small, domestic and multi-national. Clients are served by over 500 GRM employees working from state-of-the-art facilities in New York, Los Angeles, San Francisco, San Diego, Atlanta, Washington DC, Baltimore, Boston, Chicago, Houston, Dallas, Austin, Indianapolis, Miami, Philadelphia, and internationally throughout the world.

One of our primary offerings is quality conversion services into VisualVault with our primary focus on optimizing the production processes with VisualVault as a daily solution. Currently, GRM stores billions of digital records along with billions of discrete data points, and millions of physical files.

GRM's company culture, our technology and our commitment to our customers demonstrates that we have the right partnership model that the City of Lakewood is looking for in a partnership with a vendor. We understand that a strong partnership is vital for the success of this project. This is precisely what GRM offers. Plus, we utilize the train-the-trainer approach and encourage developing things in-house to help keep costs to a minimum. We trust that we will have the opportunity to be interviewed further so that we can explain our proposal in more detail and demonstrate our award winning VisualVault Document Management Platform.

GRM Strategy

GRM's strategy starts with our belief that SaaS solutions in the cloud, artificial intelligence and big data analytics are where companies have tremendous opportunities to discover new savings. Our experience has shown that most municipalities still struggle with old school, on-premise, document-based ECM Systems, let alone AI-enabled, big data-driven content management. GRM has had success replacing a large number of these traditional, on-premise ECM systems. In cases where they aren't completely replaced, GRM provides unique solutions that other systems can't deliver.

What we see in today's market is that municipalities want a speedy implementation and an actual solution to their business problem(s) that provides a rapid return on their investment, not just a platform that will require months, sometimes years, to deliver a result. That's what VisualVault provides, it's central to our major market strategy and we view it as a real differentiating advantage.

In addition, we also provide the required information governance and compliance components, which a lot of times get ignored by competitive offerings and, many times, are sold as pricey add-on components. VisualVault is a platform for municipalities to leverage, expanding access internally, while providing access to the public, regulators and other parties. All of this is proof of the strong "business value" orientation that GRM embodies.

Another key reason for our success with municipalities is VisualVault's unmatched scalability. As you have no doubt seen, there is massive push for newer, SaaS-based Document Management Systems across Governments. Because VisualVault was borne and built for the cloud, organizations engaged in extensive document storage, workflow and portal activity can really leverage our server-less computing model. VisualVault is one of the few solutions that can rapidly scale when a municipality decides to become more efficient with a SaaS-based Document Management System.

GRM VisualVault Works with Other City of Lakewood Applications

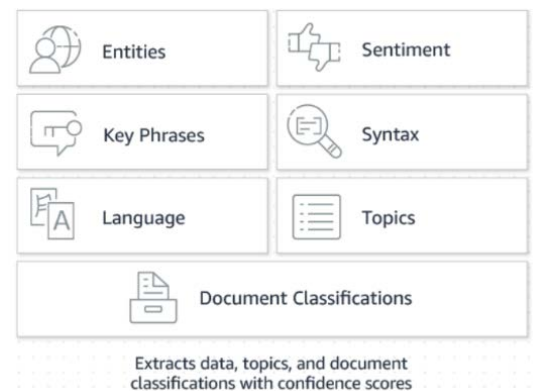
As the City currently has several applications in place including O-Court, NextRequest, PowerDMS and LawBase, our included, no-code integration will allow City personnel to easily retrieve documents while being in those system from our Document Management System called VisualVault. Regarding your O-Court SaaS Solution, we understand that the primary issue is in searching for case files. Our no-code integration mentioned above will allow court personnel to immediately retrieve documents from JIS for the judge without costly integration fees. Additionally, our VisualVault Platform will eliminate the manual, tedious, and very time-consuming process in use today for importing caseload files created from O-Court. Our VisualVault Platform can monitor an incoming directory, automatically perform Optical Character recognition (OCR) on all documents for keyword searching, auto index based on a document number or document type, auto create folders and then move those documents into that folder, so that the judge can easily query those files during court. Plus, our VisualVault Platform provides the ability to perform a print stream from other court applications directly into VisualVault and have VisualVault AI auto index those files, providing a massive amount of efficiency over the current, manual, tedious, and time-consuming process.

Regarding your NextRequest SaaS Solution, VisualVault provides the ability to easily flag documents as “publicly accessible.” This would allow the public to retrieve any document from the system that has been flagged for transparency and public records requests. These documents will then be made available in our public portal designed to allow the public to search and retrieve public flagged documents directly from the City’s website. Regarding your LawBase SaaS Solution used by your legal department for managing case load and calendaring for scheduling court hearings, our VisualVault Platform provides the ability to perform a print stream from other applications directly into VisualVault with VisualVault AI auto indexing those files, providing a massive amount of efficiency over the current, manual, tedious and time-consuming process.

GRM Suite of Services and Solutions for Municipalities

GRM provides a complete set of Document and Content Management solutions for municipalities, including:

- Conversion Services (document scanning)
- Content Management with open Architecture, Integration Features, Collaboration Tools, workflow, iForms, and Information Management Governance
- Business Process Automation and Integrations for Back-office processes including Human Resources
- Advanced Analytics and Machine Learning
- Document classification
- Digital Ingestion Solutions
- Paper and Film Storage



Technology Platform - VisualVault

Infrastructure Overview

VisualVault was designed as a true SaaS offering. As a content services and business process automation platform, all interactions with data are maintained and controlled through the core business rules of VisualVault. This approach leverages product features such as audit trails, change logs and capturing information or documents in a consistent fashion. VisualVault also allows the configuration of solutions specific to a customer's needs. The VisualVault platform relies is architected to securely leverage AWS services in order to cost effectively provide a high performance, secure platform.

The VisualVault Platform is built upon a highly-scalable infrastructure operating within Amazon Web Services (AWS). The services, appliances, and infrastructure can be rapidly expanded to handle program growth.

VisualVault, from an architecture perspective, is a business platform, it's not a monolithic piece of software as many other systems are structured. It is a combination of ECM, business services, content services and compliance, which is what we envision a modern content platform to be.

VisualVault was designed and architected from the ground up as a cloud-based solution, it wasn't an older client/server application that was migrated to the web. That design gives it some key strengths:

- It's a Contextual Presentation, with metadata-driven structured and unstructured content
- VisualVault is built to be easily integrated with existing line of business systems, CRM and ERP applications, EMRs in healthcare, and other operational systems, through a network of open APIs as well as Low Code or No Code Integration, and,
- Scalability in the cloud, from the capture and processing side through the presentation layer.

The sections that follow will document the technology and infrastructure.

Data Centers

VisualVault operates a private cloud within multiple load-balanced AWS data centers within the United States. Data is replicated geographically between geographically separated AWS data centers.

Storage Devices

File data is stored within geographically redundant Amazon S3 repositories. All data is encrypted at rest and in transit.

APIs

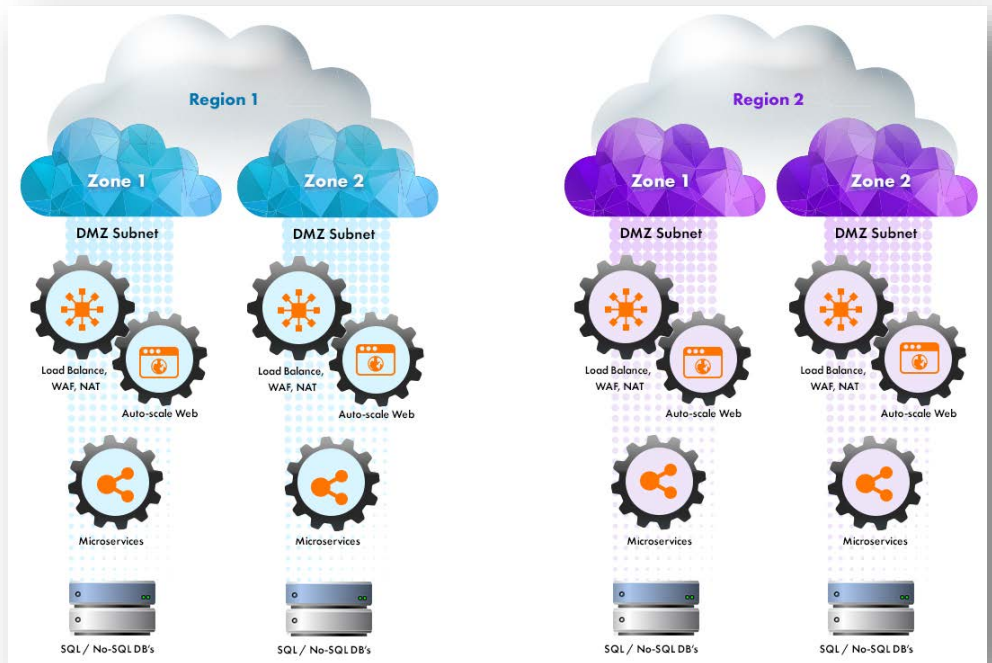
VisualVault provides an extensive REST API featuring industry standard OData style query syntax. The REST APIs are protected using OAuth 2.0 authentication and authorization protocol. Code examples are available for multiple programming languages including Java, .Net, Node.js, and Python.

Microservice Library

VisualVault includes a Microservice Library which is used to provide customer specific implementation support. Microservices are written in Node.js (server-side JavaScript) with access to VisualVault APIs to perform common tasks such as 3rd party system integration and enforcement of complex business rules.

Redundancy

VisualVault is committed to maintaining the integrity and availability of its information and information processing facilities. Backup procedures cover both internal facilities and third-party hosting facilities. Backup practices are consistent with IT industry standards. All customer data is encrypted at rest per our Encryption and Key Management Policy and replicated from a primary datacenter to at least two other datacenter locations, including at least one geographically separated datacenter location.



Our Disaster Recovery Strategy and Business Continuity Plan ensures complete system uptime and access with our multiple locations and redundancy. All information in our VisualVault Platform is hosted in secure, on-shore data centers in the U.S. and offers full document retention and full backups.

Environment Configurations

VisualVault provides two environments for each client. As the solution moves from development towards production, the project team will to the following to ensure a high level of work delivered. GRM may also work with the City of Lakewood to create a fourth environment if it is required.

Sandbox-Test Environment

- Project team, including the customer's staff test the solution for compliance with the specifications document based on a provided test plan.
 - Bugs are reported.
 - Bugs are retested once they are updated in this environment.
- The customer approves any changes here before they are migrated to production.



Production Environment

- User Acceptance Testing (UAT) is completed before officially going into production. After the system is in production, changes go into this environment after the customer has accepted a change request and a time has been scheduled for the change to occur. Post-implementation, the

project team conducts tests to make sure new changes are working. Our experienced team will configure and develop the specific Data Management System and release it to the Sandbox-Test environment. The entire project team, including designated staff, will test the system for compliance, identify bugs, resolve any issues.

- Once the system meets all of the requirements, it is migrated to the Production environment. In the Production environment, UAT is completed, and the system is released for use by authorized users.
- The Sandbox-Test environment is kept active with non-personal identifiable information (PII) data so that it can operate as a training environment. Authorized users can log in and view training videos and use this environment to practice developing forms and reports prior to performing the tasks in the live production environment.

Experienced, Committed Staff

At GRM, we're passionate about harnessing innovation to drive positive business impact. We're driven by it, and it's this principle that helped us to pioneer Document Management Software technologies that are leading the market. From the beginning we've invested a significant percentage of our revenue back into research and development and continue to bring new innovations to market. Our focus is on technology delivery and services solutions that empower organizations to realize best value and accelerate profitable growth.

We're committed to ensuring that our customers succeed in meeting, and often surpassing, their business objectives. We do so by bringing to bear not only our functionally-rich suite of solutions, but also our domain expertise and that of our partners. GRM partners with its customers to ensure they achieve rapid deployment, high user adoption, fast and significant ROI, and in-house mastery and management of its solutions. GRM offers a comprehensive set of technical, education, consulting, data management, and global multi-lingual support services.

We have worked with hundreds of Customers, deploying multiple horizontal solutions into financial and many other industries. We understand security and compliancy and their utmost importance in deploying software solutions. Beyond our GRM successes, our Professional Services team is a collection of decades of experience in Information Management including software, deployments, consulting for best practices, obtaining high levels of quality delivery and building many relationships across industries. Our collection allows us to deliver Success to our Customers.

Our mission is to help the City of Lakewood transition from storing files on shared network drives into the VisualVault Document Management Platform by contributing our experiences and industry-leading solutions. GRM is uniquely positioned to work in conjunction with existing systems and provide housing for all of the City's files with Records Retention Requirements.

Approach to Data Security, HIPPA and PCI Compliance

GRM undergoes annual assessments for HIPAA, PCI, SSAE16 and SOC 2 compliance by independent 3rd parties. All employees are required to take Security-awareness training classes annually focusing on securing the digital and physical handling of content.



VisualVault Functionality

User Workflow in VisualVault

VisualVault brings a remarkably unique approach to modernizing the system to support both paper and digital data and documentation. Highlighted points are:

- VisualVault brings a true focus on User Experience
- Secure, robust central repository becomes the System of record
- Clients representative of the quality and longevity of our implemented systems
- Eliminate the need to manage data stored across multiple shared network drives
- Flexible software platform provides seamless growth opportunities for many years

GRM's exceptional usability and customer focused design enables expedient deployments and quick adoption by end users. Focused, remote training allows Users to be successful immediately. Intuitive navigation and feature-rich tools provide the City of Lakewood with the flexibility to update configuration independently, as users organically evolve and expand their use of the system.

System Administration

VisualVault is designed for a System Administrator to configure changes to Library Taxonomy, security models, User Experience views, workflows, iForms, and roles within the system. Typically, our Customers prefer to manage as much of the system as possible. This self-reliance is in alignment with VisualVault's design and approach of a configurable system which is a key objective of this project.

We will work with your team to provide the training and comfort level required. Our support is always available to help your System Administrators through any issues they may run into throughout the course of the system. GRM provides training manuals, online help and easy access to our Support team.

When configuring a solution within VisualVault, there are several mechanisms for configuring how end-users securely access content. When users are created within VisualVault, by default, they do not have access to anything within the system. VisualVault provides system access by assigning a base layer of permissions to allow each user to view, edit, or own content. The next layer of access control is based on the configuration of the system.

Administrators and solutions architects can configure a portal, menus, and dashboards to only permit certain information to be published to certain users and user groups. A user may have editor access to the core records. The proper configuration of portals and menus are designed to restrict user permissions to add to content security.

Creating workflows begins with a simple process of setting up a workflow template of tasks and steps. As each step is configured, adding functionality such as notifications, status updates and escalation reviews (as examples) can be easily configured and added to enable the workflow to increase its value as it conducts tasks at machine speed while reducing manual work. VisualVault workflow supports the fixed assignment of groups or users to each task.

VisualVault also supports the configuration of business rules to dynamically assign tasks based on information that is present in the business process. Configuring business rules is as simple as selecting the fields and entering the conditions that need to be present for the task to be assigned. Workflows can also be updated by system administrators to ensure the system evolves as requirements change.

Search Functionality

Included in the core functionality of the VisualVault Platform is the ability to search contents of electronic documents and records by any of the system and User Indexes. Our search capability is extensive and includes an almost unlimited number of search criteria.

The VisualVault search engine does not collect or create metadata about tenant data usage.

Our integrated document viewer enables users with rights to enter search criteria and annotate and redact the designated information on the document.

VisualVault offers an extensive array of search methods which are configured based on the needs of our clients. For example, frequent everyday users may require a search capability that requires more complex searches to confirm documents across several folders or business units. These complex searches may be saved if they are used regularly to reduce work and increase retrieval speed.

Simple searches may also be configured for everyday on-demand use based on defined roles. Content within the system will be secured by role and may restrict searches based on these roles. There is no limit to the number of searches available.

When required, VisualVault also supports full text searches across any set of folders or documents you select that have been through OCR or are text. This is a common search when legal actions are taken. For VisualVault casual users, providing secure access will contribute to service improvement goals.

There are several view or print-only class of users. This is a perfect way to ensure their use of VisualVault is a positive, intuitive experience.

The VisualVault Platform will allow designated users to search specific folders while securing others from searching as needed.

Users can search on and find information as long as they have permissions and the information is published to them through screen configurations.

VisualVault allows System Administrators to create custom searches using system and User indexes. These custom searches are available to users through the interface as part of the core functionality.

The VisualVault Platform provides the capability to search and display content through our integration with other source systems. It allows users to save a search once it is complete for future use. Saved searches can be accessed from multiple different configurable user interface options.

The VisualVault Platform allows for easy sorting and searching as part of our core functionality, and provides the ability to allow for wild card searches of relevant data fields.

Using GRM and VisualVault for Reporting & Analytics

Perhaps one of the most critical benefits of the VisualVault Platform is the level of insight and transparency Customers gain. Reporting, Dashboards and Analytics are based on provided data and gained data from content.

Analytics

Management could have Analytics dashboards configured to show a 360-degree view of all key performance metrics on one screen with live graphics that when selected, instantly drills down to the details of each performance metric. In fact, all user types could have a customized dashboard to view the status of tasks and other key performance indicators (KPIs) that are relevant to perform their job.

Through the integration of business rules for data and related content required for reporting, the system may aggregate data to show different views, allowing Users the 360-degree view of metrics.

Reports

Users may be trained to create reports as required. The reports vary from simplistic line data to more complex presentation-quality reporting. The VisualVault Platform enables access to all data, based on security rights, within the repository and integrated third-party applications to create as many reports as required. Our flexible data model means that fields may be added to the system as reporting requirements evolve, without additional programming. Reports may be modified to include new or changed fields as often as required.

iForm Data and Content MetaData

Mechanisms to analyze and extract information stored within iForms or document metadata within VisualVault. These tools allow for static reports, reports that can be adjusted based on filters or analytics dashboards where users can interact with charts or data to analyze subsections of data. Data can be displayed as detailed lists, summary reports, or graphical reports to output and analyze information relating to business processes.

A single report can be displayed to different users. User contextual parameters passed into the reporting tool can control what data is presented to different users. VisualVault has several means of dashboards, reports, and analytics.

Dashboards may be configured for Users to monitor daily work requirements, allowing Management a quick, transparent view into Productivity.

Report distribution is part of the core functionality of the VisualVault Platform. Reports may be set to run automatically and an email can be auto-generated alerting the user that their reports have been run and are available.

Auditing

The VisualVault Platform allows for audit reports of login and logout information.

The VisualVault Team is aware of our responsibility to report all information security events in a timely manner. Information security events will be reported through predefined communications channels in a prompt and expedient manner in compliance with statutory, regulatory and contractual requirements. Formal policies and procedures are in place for reporting and managing information security incidents. Implementation

The upfront Assessment will help discover reporting and Analytics needs to optimize business processes within the daily work activity.

Summary

There are many reasons for GRM's successes and market traction, both internal and external, but it all starts with the VisualVault platform. Our cloud-based architecture, technology infrastructure, advanced functionality, scalability and ease of integration are driving a lot of market acceptance.

Because of our strong platform and growing client base, VisualVault has received a lot of industry recognition and accolades, most notably from both Gartner and Forrester. In its 2018 Magic Quadrant for Content Services, Gartner added VisualVault, and in 2019 it was been placed in the Forrester Wave and New Wave for Cloud Content Platforms.

From a product development perspective, GRM has been very aggressive in developing and launching new VisualVault functionality, all of which has resulted in industry validation through the acquisition of high-profile clients. We are closely aligned with what our clients are demanding, but also where technology is going and the direction the market is moving. The bottom line is enabling business, transforming the way our clients work. We have leapfrogged the old, static ways, utilizing cutting-edge technology like AI, machine learning and microservices to optimize and transform our customers' business processes.

The GRM team understands the challenges involved in replacing existing systems, migrating data and successfully deploying new technology. We have worked with hundreds of customers, deploying multiple solutions across vertical and horizontal organizations and departments. Our Professional Services team is a collection of decades of experience in Content Services, document management and information management, including software, deployments, consulting for best practices, and obtaining high levels of quality delivery across the industry. Our expertise and years of experience allows us to deliver Success to our Customers.

Legal Name Verification

As per the NJ Division of Revenue & Enterprise Services, our legal name is GRM INFORMATION MANAGEMENT SERVICES, INC. Please refer to the included "GRM Completed Legal Name Verification.pdf" file in the GRM Attachments directory.

Vendor Questionnaire

1. Company Information

Company Experience

- 1. How many years has the company been engaged in providing the proposed solution to entities? Please describe implementation projects most comparable to the solution being proposed to the City.*

With over 30 years of experience, GRM Information Management Services, Inc. has been providing Document Management Services. GRM is a leading manufacturer of the award winning, cloud-based, SaaS Enterprise Document Management Software for State and Local Governments called VisualVault. Listed below are 3 customers that have implementation projects most comparable to the solution being proposed to the City.

- 2. Are you a top tier reseller for the software you are proposing? Please describe the partner tiers and which tier you are in.*

GRM is the direct manufacturer of the VisualVault Document Management Platform and also has our own reseller channel, where our resellers are provided with GRM VisualVault Reseller Certifications. As the City plans on rolling out the Document Management Platform City-Wide for use as a core business system, there are advantages in working directly with the manufacturer who can provide the required support and assistance over the long term for such a mission critical system.

3. Does your company have Enterprise – Active Directory awareness? Please explain

Yes, GRM does support Enterprise-wide Active Directory integration, as well as any other SAML 2.0 compatible authentication systems, for Single Sign-On purposes. For additional information on configuration, please refer to the included “GRM Attachment WP5 - VisualVault SSO with Multi Factor Authentication.pdf” file in the GRM Attachments directory.

4. Please provide a brief company history and overview.

With over 30 years of experience, GRM Information Management Services is a leading manufacturer of our award winning, cloud-based, SaaS Enterprise Document Management Software for State and Local Governments.

GRM has a national U.S. presence with offices in key metro areas strategically placed across the U.S. Founded in 1987, GRM’s success is based on developing and fulfilling one client partnership at a time. It’s an approach that has earned our company the continued business and trust from more than 7,000+ customers and growing— both small and large. Clients are served by over 500 GRM employees working from state-of-the-art facilities in Los Angeles, San Francisco, San Diego, Atlanta, Washington DC, Baltimore, Boston, Chicago, Houston, Dallas, Austin, Indianapolis, Miami, New Jersey, Philadelphia, and internationally.

At GRM, we're passionate about harnessing innovation to drive positive business impact. We're driven by it and it's precisely this principle that helped us pioneer revolutionary Document Management technologies that are leading the market. From the beginning, we've invested a significant percentage of our revenue back into research and development and continue to bring new innovations to market. Our focus is on technology delivery and services solutions that empower organizations to realize the best value and accelerate profitable growth.

We're committed to ensuring that our customers succeed in meeting, and often surpassing, their business objectives. We do so by bringing to bear not only our functionally-rich suite of solutions, but also our domain expertise and that of our channel alliances. GRM partners with its customers to ensure they achieve rapid deployment, high user adoption, fast and significant ROI, and in-house mastery and management of its solutions. GRM offers a comprehensive set of technical, education, consulting, data management, and global multi-lingual support services.

Company Organization

How many employees does the company have associated with the proposed solution? * Regarding the Pacific Northwest, GRM has offices in 16 cities across the United States, with over 40 employees located in San Francisco, Los Angeles and San Diego. Additionally, our VisualVault headquarters is in Tempe, AZ.	United States: # employees: 400 Pacific Northwest WA, OR, ID, AK, CA, AZ: # employees: 40 Outside the US: # employees: 75
Average annual staff turnover rate for employees in key staff positions:	Less than 5%
Location of office that will serve as the primary contact during implementation:	Our award winning VisualVault Document Management Platform is served by personnel across several office locations in Arizona, California, Georgia, and New Jersey. As our VisualVault Document Management Platform is completely SaaS-based and hosted in the cloud, we have implemented hundreds of solutions across the U.S. completely remotely. We also provide local support from our Regional West Coast Support center.

Prime Contractor

If your proposal includes hardware, software and services from a third party, the Company must act as prime contractor for procurement of all proposed products and services required for hosting the services. Prime contractor shall be the sole point of contact for contractual issues including payment of any and all charges resulting from the purchase of the proposed hardware, software, and services. Prime contractor must take responsibility for demonstration, delivery, installation, and acceptance testing of all items proposed. Prime contractor must also provide maintenance, warranty and ensure third-party warranties are extended to City.

1. Will Vendor utilize Subcontractors?

Yes ☐ No ☒

2. If yes, attach a clear description of how you as prime contractor will direct work of all subcontractors to ensure the quality and timeliness of work performed by the Company and all subcontractors. Attached?

Yes ☐ No ☐

3. If you responded yes and are utilizing subcontractors (or third-party vendors), then also complete the following chart.

<i>Third Party Vendor Name</i>	<i>Number of previous partnerships with</i>	<i>Location of Previous Partnerships</i>	<i>Description of Installed and Configured Service</i>
<i>Project Management Services</i>			
<i>Application Software Programs</i>			
<i>Other Software</i>			
<i>Training</i>			
<i>Client Devices/Hardware</i>			
<i>Data Base Administration</i>			
<i>Networking/Infrastructure</i>			
<i>Security</i>			
<i>External System Interfaces Development</i>			
<i>Functional/Business Analysis</i>			
<i>Testing</i>			
<i>Deployment</i>			

Prime – No Subcontracting

For vendors offering a solution provided as a prime vendor with no subcontractors, describe whether any component within the product offering has been previously owned by another company. For example, if your company purchased an image scanning system from another company and then integrated it with your software application, you must divulge the image scanning software's ownership history.

N/A.

2. Vendor Registration with City of Lakewood

Has your company complied with the Department of Homeland Security E-verify program located at: <https://www.e-verify.gov>.

Yes ☒ No ☐

3. Project Approach and Schedule

Proposed Project Approach

Attach a discussion of your proposed project approach, including a detailed project plan.

Please refer to the included “GRM Project Plan with Staffing & Deliverables.pdf” file in the GRM Attachments directory.

Project Organization

Provide a diagram that illustrates the Vendor’s project organization. Include the names of key project staff and any subcontractors. Identify all internal and external communication paths, including within the Vendor’s project staff and between the Vendor and City project staff.

Please refer to the included “GRM Visio Project Org Chart & Communications.pdf” file in the GRM Attachments directory.

Proposed Schedule and List of Deliverables

Attach a proposed schedule and list of deliverables, referencing both the project approach and list of standard deliverables. Include a detailed description, dates, time and acceptance periods.

Please refer to the included “GRM Project Plan with Staffing & Deliverables.pdf” and “GRM Visio Project Org Chart & Communications.pdf” files in the GRM Attachments directory.

Projected Resources Required by City of Lakewood

Based on past experience with projects of this size and scope, please describe the level of staffing support required of the City during your proposed project phases.

Please be specific in describing the number of positions required, roles, responsibilities, and prerequisite skills of all staff members.

Please refer to the included “GRM PrecisionPLUS Project Methodology.pdf” file in the GRM Attachments directory.

4. Future Support and Enhancements

Future Software Support

If Vendor proposes software customization, discuss and describe how customized software is supported.

Software Version Upgrades

Provide a brief history of system software version upgrades released by the Vendor over the past two (2) years. Provide information on planned system software upgrade releases by the Vendor. Include the following information:

- *Upgrade version number*
- *Planned release date*
- *Feature changes*

- *Associated upgrade costs to clients*

Future Functional Enhancements to Base Software

Enhancement Protection

The Vendor should explain how the City might avoid unwanted future enhancements.

Any customizations to the software are logged and tested prior to system upgrades. Our thorough testing procedures for implementation help ensure complete continuity of functionality and prevent any destructive upgrades being released. For further details on our testing and QA process for upgrades, please refer to the included “GRM Attachment J - SOP-0006 - GRM VisualVault Software Development Life Cycle.pdf” file in the GRM Attachments directory.

In the last 2 years, GRM’s VisualVault has been upgraded from version 4.0 to 4.13 (current version in production). The product is patched on an as-needed basis with minor updates being deployed quarterly and major version upgrades being deployed on an annual basis. The current version number is 4.13.20200615.1 the next version will be 5.0 which is slated for release at the end of the current FY. There are no associated upgrade costs to our clients. Major feature changes upgrades will include: integrated predictive analytics, integrated data warehousing for advanced data analysis and reporting, and increased Document Management features incorporating machine learning and artificial intelligence.

Vendor Qualifications

Indicate “Yes” or “No” to signify compliance or non-compliance to each minimum qualification. If you do comply, describe exactly how you achieve each minimum qualification. The determination that you have achieved all the minimum qualifications is made from this document.

Experience:

Does the Vendor have at least three (3) years of experience implementing document management systems?

Yes ☒ No ☐

If yes, describe:

GRM Information Management Services, Inc. has been offering Document Management Services for over 30 years. Founded in 1987, GRM’s success is based on developing and fulfilling one client relationship at a time. It’s an approach that has earned the company the trust and continued business of more than 7,000 customers — both large and small. Clients are served by over 500 GRM employees working from state-of-the-art facilities in New York, Los Angeles, San Francisco, San Diego, Atlanta, Washington DC, Baltimore, Boston, Chicago, Houston, Dallas, Austin, Indianapolis, Miami, Philadelphia, and internationally throughout the world. Below are 3 customers that have already reaped the many benefits of our award winning, VisualVault Document Management Platform.

Experience:

Does the Vendor have product implementations in at least two (2) organizations that are actively using the solution?

Yes ☒ No ☐

Product Implemented	Name of Organization	Contact Information	Date Implemented, Month & Year	Providing Ongoing Technical Support? (Y/N)
VisualVault	City of Monterey Park	Helena Cho, CMC Assistant Deputy City Clerk 320 W. Newmark Ave., Monterey Park, CA 91754 626-307-1362 hcho@montereypark.ca.gov	April 2014	Yes
VisualVault	California Department of Public Health (CDPH)	Cyndi Maivia Chief, Office of Problem Gambling (OPG) 1515 K St. #400 Sacramento, CA 95814	November 2011	Yes
VisualVault	Pierce County	Department of Human Services 930 Tacoma Avenue S Tacoma, WA 98402 www.piercecountywa.gov	December 2017	Yes

Accounts Payable Vendor/W-9 Form

Please refer to the included "GRM Completed AP-Vendor-W9-and-EFT-Form.pdf" file in the GRM Attachments directory.

Mandatory Technical Requirements

The completed Mandatory Technical Requirements can be found in the included "GRM Completed Technical-and-Functional-Responses.xlsx" file in the GRM Attachments directory.

Reseller Certification

GRM is the manufacturer of the VisualVault Document Management Platform and also has our own reseller channel, where our resellers are provided with GRM VisualVault Reseller Certifications. As the City plans on rolling out the Document Management Platform City-Wide for use as a core business system, there are advantages in working directly with the manufacturer who can provide the required support and assistance over the long term for such a mission critical system.

Pricing Response

Our Pricing Response can be found in the included “GRM Pricing Response.pdf” file in the GRM Attachments directory.

The City of Lakewood Document Management System Solution & Project Experience

GRM is selected by many Customers to manage the entire process of converting and preserving content from a source system and into VisualVault. The GRM approach is take a holistic view of the comprehensive requirements of the customer and match the GRM service offerings. We build a foundation that allows for future growth.

The Primary solution starts with converting existing content from networked drives to VisualVault, configuring ingestion methodologies for ongoing content, ensuring security is correctly activated for Authorized Users, and providing comprehensive collaboration and search and retrieval functionality, with Compliance at the heart of the solution.

Compliance includes automating Retention with notifications and workflow, and Reporting/Analytics that allow Users to drill into data and use the results to identify the applicable actions. For compliance GRM is knowledgeable on all applicable federal, state and local laws governing the use and retention of various types of records.

The City of Lakewood’s Conversion Methodologies

The main objective for this engagement is to provide the City of Lakewood with a quality-driven, little-impact on daily Production conversion and ECM Solution.

Our understanding of the objective of the RFP is that the City is seeking a partnership with a Document Management Vendor that can offer Document Management Software for the City’s Municipal Court and Legal Departments with plans to roll out to all other City departments in a phased approach. As the City has interest in creating digital forms in numerous areas from existing PDF forms or creating new ones from scratch, our digital forms called “iForms” can be used by Police so that the public can easily file domestic violence, property theft and other crime reporting complaints directly from the City’s website. Plus, your completed psychiatric evaluation hold forms can be automatically faxed to hospitals utilizing our iForms utilizing the hospital’s location with workflow for correct routing; for Park & Recreations, for

the ability for the public to easily complete forms to rent a specific park or boat launch space; for Human Resources, to automate onboarding processes for new hires, terminations and layoffs including training requirements; for Finance, for AP approvals with electronic signatures; for Council, a workflow to include approval of packets, memos and other items; and for all departments, a City-Wide document review and approval system.

Our data conversion approach is based on GRM's successful track record.

It is our practice to develop a joint agreement on a data conversion plan that documents the approach and timing of conversion activities; special constraints and known issues regarding the source data, stakeholder groups and subject matter experts that need to be engaged; approach for control and validation to support go/no-go decisions; recovery and backup plans; and the business impact on operations. Key principles for the data conversion plan will be that all source data records will be accounted for and that the cutover to production is carefully planned with the focus on controlling the impact of operations.

Our data conversion and migration methodology are designed to minimize the impact on operations by careful planning to keep downtime during the migration to production to a minimum. We achieve this by contributing to mock conversion test runs which allows us to identify issues and refine the data conversion as well as confirm timing and processes/checklists to successfully complete the migration activities as well as streamline the processes to keep the conversion window as short as possible. During our conversion planning we also work with your team and/or Vendor to understand business impact such as avoiding peaks of high workload for system downtime, accounting for any natural business processing cutoffs, and considerations of the merits of a single migration versus incremental/phased cutover.

We recognize the importance of maintaining data integrity to comply with reporting guidelines. Our expertise has been developed through the successful data migration of records in regulated industries where data integrity is a must to comply with regulations. We provide analysis reporting to support your staff invalidation and go/no-go decisions.

The following describes the process for data conversion. We have assumed that data dictionaries are available, and that data normalization is required.

- **Data Conversion Planning** – during this activity, we will work with your team to develop a comprehensive data conversion plan that will serve as a roadmap and will take into consideration not only the technical migration, but also impact on operations associated with migration activities, such as potential impact on legacy system availability during the data conversion process. We understand and affirm that important goals include the minimal impact to operations, that down time is to be kept at a minimum, and that recovery and backup method will be included with the data conversion plan. During this activity, we will also work with your technical staff to determine the tools and methods for data conversion, including the following options:
- **Data Mapping** – during this activity, our team, working with your IT staff, Vendor and business users, will map the data elements to the target VisualVault taxonomy.
- **Data Extraction and Transformation** – during this activity, we will work with the City of Lakewood and their Vendor on the data extraction processes. We will assist with defining the rules to validate data, required data transformation activities, and other data conversion activities required. We will

then perform transformation in a test environment, typically running the tests multiple times, providing your IT and business users the opportunity to validate the extraction process success, including the converted data maintaining data integrity. The primary objective is to migrate data through automated routines, and only where business rules cannot be identified to support automated data transformation or where necessary data elements are not available, will the source data be migrated “as is” to the target database, potentially requiring subsequent data correction.

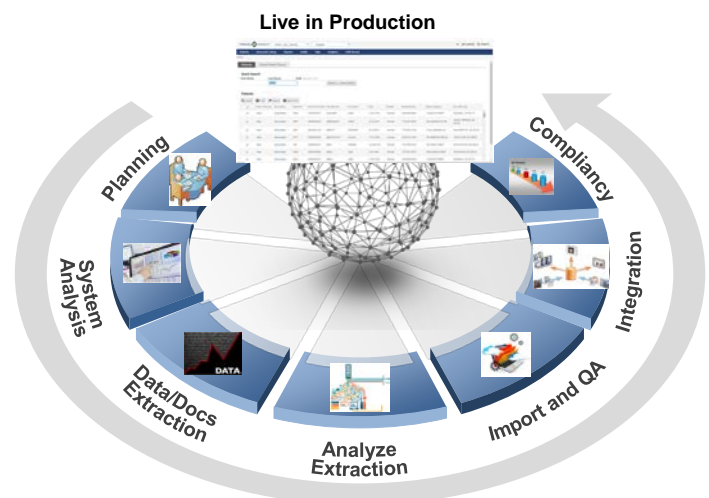
- **Mock Data Conversion** – we will contribute to a mock conversion of data. Your IT staff and business users will be able to include live converted data in the user acceptance test phase of the implementation. The import to the integration test may not include the full data set, but a subset that is representative of the full data set and sufficient to support the user acceptance test.
- **Data Migration to Production** – Following the conclusion of user acceptance test, we will make any required updates to the data conversion, and import routines, and run sampling from the full data set, producing audit control totals to validate that the set has been properly imported in a test environment before running the final data migration into the production environment. We will provide final audit control totals and other migration results reporting to allow your IT and business users to validate the successful data migration into production.

Project Plan and Management

GRM’s methodology is consistently used to provide successful impact to the Customer’s target goals. GRM must have administrator access to existing systems as a User and technically to access the database and file system.

GRM’s methodology promotes collaboration between GRM and the City of Lakewood. Weekly status meetings provide management oversight and continuous technical and operational working sessions create the configurations and specifications to complete the builds. GRM also provides a VisualVault Project Management site for full collaboration. All team members may access and view current status or provide status and documentation. Project Managers create the activities and tasks that make up a project and assign tasks to Team members. The typical project data such as Issue collection, identifying Risks and documenting questions and change requests are completed through VisualVault forms, allowing full access and transparency to all stakeholders.

The following demonstrates the milestones activities in the GRM Conversion implementation process. Each step is documented and approved ensuring all team members are informed of the current decisions. Documentation may be analysis or specifications or other pertinent material.



Content Management & Business Process Optimization Solution for the City of Lakewood, WA

GRM is uniquely qualified to partner with City of Lakewood, WA as a single source vendor with over 30 years of experience managing both physical and digital records, a highly skilled team of Technology professionals, and a comprehensive suite of services and solutions specifically tailored for our customers.

Planning and Assessments

In our planning stage, GRM collaborates with City of Lakewood, WA to discover and document, via an Assessment, the current usage with regards to the current systems including User workflow and reporting.

The Assessment will include all of the applicable User roles (activities, security access, workflow authorizations), the required operational workflow components and ordering of those components, Inter Sections workflow components and ordering of those components and required changes or updates from the current process, and all content, compliancy and retention requirements.

The resulting Assessment will lead to a technical specification that details all of the solution's forms and workflow requirements, role usage, integration points, reporting and Analytics needs.

Together, GRM project teams will create Testing and Training plans and determine timing for solution deliverables based on approved scheduling.

Training will also be planned and conducted as 'Train-the-Trainer' with both Central Training (if a department is available) and the Leads. Central Training and/or Leads will continue the subsequent training. All training may be recorded to use for further training as well.

Future Phases

Ongoing additional services such as further forms and workflows to continue enhancing the Employee and Management experiences; and add interoperability with other departments, including more automations and the addition of further GRM services and solutions.

GRM Professional Services

Several key roles are involved from the GRM team. These key team members may be full-time, part-time or on an as-needed basis.

- Project Manager to lead all project activities and standard Project Management methodologies
- Business Analyst to conduct the Assessment and Discovery, recommend VV configuration
- Implementation Engineer to configure the VisualVault taxonomy, integrations, data file imports, document imports, iForms and workflows
- QA to test the Engineering efforts
- Trainer to provide Train-the-Trainer sessions

- Developer to train the City of Lakewood, WA Developer and Technical staff, provide guidance for any City of Lakewood, WA development and web services requirements

Project Activities and Timeline

GRM will be providing two tracks in parallel: Both physical and digital. We provide two teams to deploy both solutions simultaneously.

Our Physical Solution team focuses on the paper content, scanning and indexing, and quality checking the resulting files. All of the files will import into your VisualVault site, OCR'ed, indexed and ready for search and retrieval.

The VisualVault deployment will focus on the conversion from digital solutions and providing Business Process Optimization for the Court and Legal departments.

A representative project plan is below. Upon expanding the submitted Project Plan, Recipients may see the Estimated Staffing requirements and project deliverables throughout the project.

	Task Name	Duration	Predecessor	Resource Names	Estimated % of Time	Deliverable
1	City of Lakewood Court and Legal Departments Conversion and Business Process Optimization (BPO) Project Plan	120 days			Customer Time	
2	Infrastructure and Project Management	28 days				
3	Project Management	10 days				
17	Discovery and Documentation of VisualVault Infrastructure for Digital Content	15 days				
26	Retention Policy Manager for Compliance	10 days				
29	Workstation Deployment	13 days				
30	Document various User types and their required workstation configurations	12 days		Customer Business Owner	10%	
37	Meet with IT to create a workstation rollout schedule for applicable workstations	1 day	36	Customer Business Owner GRM PM, Customer PM,Customer	10%	Workstation Rollout Schedule
38	Assessments to Discover iForms, Workflow and Desired User Experiences	13 days				
42	Conversion (Duration is Per 3 Depts)	19 days				
52	Document the Functional Specifications Based on Configuration and Discovery, Conversion and Assessment Documentation	5 days	50			Functional Specs, Test Plan
53	Test Planning	15 days				
57	Sample and Prep Extractions from Identified Source Systems	30 days				
66	Adv. Technical Training	10 days				
74	Business Process Optimization Execution	5 days				
79	User Training for the Test Team	7 days				
83	Functional/Unit/System Testing for 3 Depts	15 days				
89	Begin Production Extractions and Imports from Identified Source Systems	19 days				
100	Confirm Users' workstation configurations and deploy utilities and scanning as needed	5 days				
104	Complete the SOPs to use in System Acceptance Testing	5 days	25	Customer PM, Customer Business Owners	25%	Customer SOPs
105	System Acceptance Testing for 3 Depts	45 days				
112	Schedule and Conduct Train-the-Trainer End-User and User Administration Sessions	4 days				
116	Prepare for Go-Live	7 days				
136	Go-Live	10 days				
139	Sandbox Environment	5 days				

Project Deliverables

VisualVault is a completely born-in-the-cloud SaaS platform. With this approach, Customers do not have to implement hardware installations and configurations (with the exception of scanners and/or printers required by the End Users), network connectivity, VPNs or any other Data Center components. GRM will work with the City of Lakewood to begin the project work as soon as the kickoff is completed. Deliverables are in the form of documentation, samples and migration efforts, and the Business Process Optimization solutions.

Deliverable	Approval Period
<ul style="list-style-type: none"> Project Management/Project Documents 	<ul style="list-style-type: none"> Collaboratively work with the Customer PM to create required documents. Configure the VVPM platform, continue collaboration to refine the approach and use for project tracking and as a repository. No approvals required.
<ul style="list-style-type: none"> Discovery Document to gather Users, security and Library taxonomy. 	<ul style="list-style-type: none"> GRM configures the Library taxonomy and security roles (preparing for LDAP and SSO) and Retention based on the Discovery document. Customer reviews, provides comments and approves the final configuration prior to conversion efforts to ensure the conversion will import as required. After conversion samples are delivered, may make slight modifications.
<ul style="list-style-type: none"> Document the Workstation requirements for individual scanning and importing and integrations. Collaborate on the document. 	<ul style="list-style-type: none"> IT reviews and provides comments that may update the document. Provide comments within an acceptable time period to prepare for testing.
<ul style="list-style-type: none"> Assessment Documentation per Department. 	<ul style="list-style-type: none"> Provide comments and/or approval within 5 days to provide an updated version for review/approval. After the BPO solutions are delivered, may make slight modifications.
<ul style="list-style-type: none"> Conversion Documentation per Department. 	<ul style="list-style-type: none"> Provide comments and/or approval within 5 days to provide an updated version for review/approval.
<ul style="list-style-type: none"> Conversion Samples 	<ul style="list-style-type: none"> Provide feedback the next business day to leave time in the case that a new sample extraction and import is required. Ten days to approve the Analysis and Samples (including modifications).
<ul style="list-style-type: none"> Configurations and Solutions for System Testing 	<ul style="list-style-type: none"> Thirty days to test and provide comments for modifications. Approve the full system to move forward with Prod Extractions and Imports
<ul style="list-style-type: none"> Analysis of the Production Extraction 	<ul style="list-style-type: none"> Five days to approve the Analysis for importing.
<ul style="list-style-type: none"> QA of the Production Import 	<ul style="list-style-type: none"> Five days to approve the final imports/QA.
<ul style="list-style-type: none"> Configurations and Solutions and Available Conversions for System Acceptance Testing 	<ul style="list-style-type: none"> Thirty days to test and provide comments for modifications and final acceptance. Approve the full system to move forward with Training.
<ul style="list-style-type: none"> Go-Live 	<ul style="list-style-type: none"> Direct support for ten days, then transition to formal Support process.
<ul style="list-style-type: none"> Approve Production 	<ul style="list-style-type: none"> Create the sandbox site.

City of Lakewood, WA Role & Responsibilities

The following are the key roles required for the project.

Executive Sponsor

Responsibilities	Recommended Skill Set	Est Project Time
<ul style="list-style-type: none"> Sponsor the project and project team Available as escalation point Communicate adoption of the solution Authorize process changes Approve procurement 	<ul style="list-style-type: none"> Excellent communication and interpersonal skills Knowledge of organization's business needs, objectives, and expected outcomes Ability to understand technical information Available as needed to ensure project progression 	5%

Project Manager

Responsibilities	Recommended Skill Set	Est Project Time
<ul style="list-style-type: none"> Perform overall management of entire project implementation process including post-implementation evaluations Develops and manages project plans, schedules, objectives and other scope of work definition documents Participate in planning and analysis meetings Assign implementation tasks, manage timelines, and resolve issues Facilities specification reviews and approvals Coordinates internal meetings and discovery for the User roll-out Maintain project budget to meet financial goals, identify and develop change orders Act as primary project contact with sponsor to ensure appropriate communication channels are maintained and reporting schedules are adhered to Develops approaches for key tasks, such as conversion procedures, training, and testing of the new system Reports to Project Steering Committee on project status 	<ul style="list-style-type: none"> Knowledge of project management principles and practices Previous project management experience recommended Understanding of key Project Management principles: Integration, Scope, Time, Cost, Quality, Human Resources, Communication, Risk Assessment, Stakeholder Involvement" Knowledge of organization's business needs, objectives, and expected outcomes Ability to understand technical information Ability to commit from the beginning stages of the implementation process until project conclusion Excellent communication and interpersonal skills (can develop project communication plan and tie to internal communications department) Positive attitude (can sell the project throughout the organization) Strong organizational skills - Power and ability to influence and make decisions Ability to work cooperatively with other organizational entities Willingness to participate in creating a case study at Project Closure 	25%

<ul style="list-style-type: none"> • Approves key milestone deliveries • Position organization for transition, identify and resolve process and procedure errors • Transition ownership of the application to individual team resources 		
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Subject Matter Experts

Responsibilities	Recommended Skill Set	Est. Project Time
<ul style="list-style-type: none"> • Provide subject matter expertise in the specific area • Understand the current operational processes including the entry points to current solutions • Participate in planning and analysis meetings and activities • Authorize security configuration and folder taxonomy • Collaborate internally to create a thorough test plan that covers operational and system activities • Follow up on tasks and provide status and deliverables to the project as needed • Reports to Project Team on project status • Approves key milestone deliveries in the specific areas • Position organization for transition and identify and resolve process and procedure errors • Transition ownership of the application to individual team resources 	<ul style="list-style-type: none"> • Knowledge of operational processes and policies • Understanding of key areas in the process • Ability to document new processes, participate in training and train others • Knowledge of organization's business needs, objectives, and expected outcomes • Ability to commit through the beginning stages of the implementation process until project conclusion • Excellent communication and interpersonal skills (can develop project communication plan and tie to internal communications department) • Positive attitude (can sell the project throughout the organization) • Strong organizational skills - Power and ability to influence and make decisions • Ability to work cooperatively with other organizational entities • Willingness to participate in creating a case study at Project Closure 	20%

Central Administration

Responsibilities	Recommended Skill Set	Est. Project Time
<ul style="list-style-type: none"> Ability to access all content and security in VisualVault Participate in training for Administration and Security activities with Users, Groups and group security implementation Act as point of contact for all security requests and assistance Authorize security configuration 	<ul style="list-style-type: none"> Knowledge of Customer security policies and procedures Clear communication skills Availability as needed for Users Ability to investigate requests to ensure all risks with changes have been identified and approved 	10%

Technical Team Members

Responsibilities	Recommended Skill Set	Est. Project Time
<ul style="list-style-type: none"> Desktop Support Install and configure desktop components such as no-code integration with VisualVault and other add-ins Work with team to roll-out Create integration points with VisualVault using no-code methods Developers to attend the Adv Technical Training and continue the BPO efforts 	<ul style="list-style-type: none"> Knowledge of applicable source systems Knowledge of organization's business needs, objectives, and expected outcomes Experience with data transfer Ability to commit time through the beginning stages of the implementation process until project conclusion Excellent communication and interpersonal skills Positive attitude Strong organizational skills Ability to work cooperatively with other organizational entities Developers: experience with Node.JS, Restful APIs, web service development 	5% for Each Discipline throughout the project. Developers will attend class and depending on requests, may need to be further involved

Training Leads

Responsibilities	Recommended Skill Set	Est. Project Time
<ul style="list-style-type: none"> • Perform overall management of training areas and needs in the project • Provide analysis of current training approach • Receive the GRM training documentation, read the documentation and test it within VisualVault • Create or update Facility's training guides to include VisualVault training information • Coordinate Administration and User training sessions with the Customer PM and the GRM PM, using the Train-the-Trainer approach • Provide a training location for both training sessions • Create a process to train others and future employees • Request change orders for additional training sessions as needed • Approve contracted training at the conclusion of the sessions 	<ul style="list-style-type: none"> • Knowledge of Facility's Training methodology • Knowledge of organization's business needs, objectives, and expected outcomes • Ability to commit time through the beginning stages of the implementation process until project conclusion • Excellent communication and interpersonal skills • Positive attitude • Strong organizational skills • Ability to work cooperatively with other organizational entities 	5%

PrecisionPLUS Project Methodology and Management

GRM's methodology is consistently used to provide successful impact to the Customer's target goals. GRM must have administrator access as a User and technically to access the database and file system.

GRM's methodology promotes collaboration between GRM and our Customers. Weekly status meetings provide management oversight and continuous technical and operational working sessions create the configurations and specifications to complete the builds.

GRM follows PMI (Project Management Institute)'s guidelines with regards to methodologies, progressive elaboration in workplans and ensuring high-quality deliverables.

Success Factors for Positive Project Experiences

- 1) Engaged project team, especially a project manager. Committed individuals who meet their timelines and help push along on their side.
- 2) Keep teams to a minimum. Otherwise, you end up with paralysis by analysis and that takes time or starts to introduce scope creep.

- 3) Communicate to the project team and affected individuals BEFORE the kickoff. This allows people to adopt the idea and figure out how to weave into their workdays without feeling overwhelmed AND it keeps the kickoff meeting focused—everyone knows why they are there and have the same goals.
- 4) Do not allow scope creep except under dire circumstances—otherwise further time and money are required to get to completion.
- 5) Involve Corporate Training soonest possible so they are set up to train Users to ensure that everyone is ready on time.
- 6) Keep as much as possible remote to avoid time traps like traveling or setting up in a location or having people ‘host’ GRM onsite.
- 7) Begin test planning soonest the project kicks off. Test planning takes time, may need to set up Users or specific content, and a test plan itself will be needed. Testing is not about VisualVault functionality as it is about the User experience. The User’s experience begins outside of and probably ends up outside of VisualVault. Testing should involve scenarios of work and/or systems that interact with VisualVault to ensure the productive operational processes are good or identify where they may need to change.
- 8) Keep configuration simple. Too many folders, indexes and groups can lead to much configuration time, much testing time and much training time. Always look at the simple, minimum method for management and growth.

Project Management

GRM’s methodology is consistently used to provide successful impact to the Customer’s target goals. GRM must have administrator access to the EMR database and credentials to login into the database outside of the EMR application.

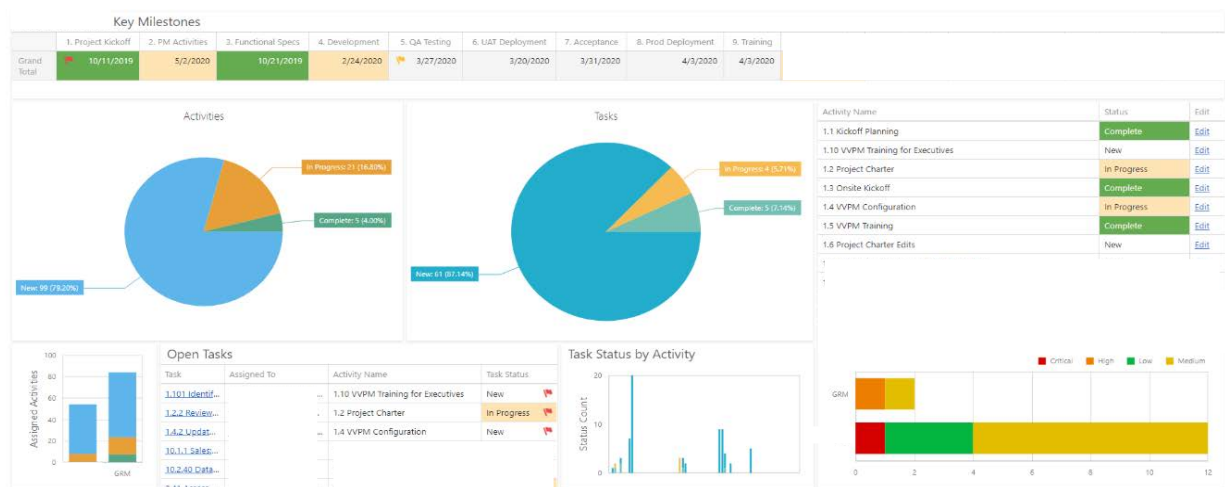
Methodology encourages collaboration between GRM. Weekly status meetings provide management oversight and continuous technical and operational working sessions create the configurations and specifications to complete the builds. GRM also provides a VisualVault Project Management site for full collaboration. All team members may access and view current status or provide status and documentation. Project Managers create the activities and tasks that make up a project and assign tasks to Team members. The typical project data such as Issue collection, identifying Risks and documenting questions and change requests are completed through VisualVault forms, allowing full access and transparency to all stakeholders.

VisualVault Project Management Portal

This methodology allows GRM and the Customer to access the same Project Management portal, allowing for efficient communication and stakeholder status. Project transparency and visibility of all activities and tasks.

This feature-rich business process optimization module provides the following to Project Teams:

Traditional Methods	VisualVault Project Management
Send out documents in emails and typically many emails with many versions	Everyone accesses the same current document. Version control allows authorized users to check documents in and out.
Create an extensive Excel workbook that requires updating and sending out new versions in email	Use the built-in templated forms to capture all of the information. Subscribers may be alerted when new forms are created or existing forms are updated. All form data is available for export to Excel. Forms capture Issues, Risks, Questions, Change Requests, Decisions, Milestones, Activities and Tasks.
Send out emails asking for status on tasks; call team members to obtain updates; IM for updates; text for updates; hold meetings for updates.	Tasks may be assigned, monitored and governed. Data is available in dashboards and Analytics. Recipients must update the task to show progress. Reminders may be automatically generated to Recipients to provide progress and status.
Prepare Executive summary reports to send out in email	Allow access to VVPM by Stakeholders and upon login, Users are presented with a complete overview of the project via the Analytics functionality.
Provide detail behind the Executive summary to Requestors and other Stakeholders	Allow access to VVPM by Stakeholders and upon login, Users are presented with a complete overview of the project via the Analytics functionality. Users may also click into graphs and select specific forms for further details.



Training

Easy to Learn

GRM's solutions are intentionally designed with "quick start" mentality in mind. Solutions are designed to allow for intuitive navigation so that End Users spend two or less hours in training before they are productive in the solutions. The User documentation and online help assist with User questions so they may continue to transition without interrupting their current productivity.

Train-the-Trainer

This approach is highly effective in large organizations. There are two parts to training Users—the ‘how-to-use’ a solution and the Operational processes that invited the solutions. Train-the-Trainers are able to design internal training programs that accommodate both facets.

Advanced Technical Training (For Developers)

Many large organizations elect to support their growing needs with understanding how to create their own solutions in the VisualVault platform. GRM provides an optional Advanced Technical Training class for three days in Atlanta, GA or Tempe, AZ. This class is structured to include multiple GRM instructors, provide basic understanding of the features and functions and best practices, and then collaborate to create production-ready (or near-ready) projects allowing the Students to apply the concepts immediately.

Production Support

Production Go-Live

GRM collaborates with our Customers to provide the most efficient methodology. We will employ a communication/issue reporting system and a comprehensive communication plan.

Professional Services

Further engagements to create further integrations, interfaces, iForms, workflows; provide training; and/or review other processes for Assessments and solutions may be contracted post-Production.

PRICING RESPONSE - RFP (Document Management Software System)

Instructions to Vendor:

- 1 Provide pricing details below to meet full compliance of the objectives, scope, and statement of work.
- 2 This price shall include everything necessary to complete system implementation.
- 3 Services shall be priced on a firm hourly basis including travel & living expenses, with an estimated number of hours.
- 4 List any pricing assumptions and/or notes below the spreadsheet.
- 5 Do not change purple fields - all other fields can be edited if necessary (gray fields automatically calculate).
- 6 If you choose to bid multiple hardware scenarios (i.e., cloud, hybrid, onsite), complete a separate pricing proposal form for each scenario.
- 7 If necessary, the City will add "fully loaded" labor costs for internal system/hardware maintenance based on City labor rates
- 8 Entries in each table are meant to be examples. Change these entries as necessary to formulate your cost proposal.
- 9 Pricing for Cloud (or Cloud/On Premises Hybrid) may be considered provided the solution meets all technical requirements including State of WA retention requirements (DAN schedule).

COST SUMMARY ON-PREMISES - Cost should correspond to detailed costs listed below.

Project Component	PHASE or TYPE	QUANTITY (if applicable)	UNIT COST (if applicable)	Five Years Guaranteed					Total
				COST 2020	COST 2021	COST 2022	COST 2023	COST 2024	
Implementation Costs	Implementation		\$48,000	\$48,000					\$48,000.00
Training Costs	Implementation	5 Days	\$6,000	\$6,000					\$6,000.00
Recurring/Maintenance Costs	N/A		\$0						\$0.00
License Costs	N/A								\$0.00
Subscription for VisualVault ECM			\$4,800/Monthly	\$9,600	\$57,600	\$57,600	\$57,600	\$57,600	\$240,000.00
Includes: Access for 250 Users,									\$0.00
1 TB of Storage, iForms, Workflow									\$0.00
Public Portal Page, VisualVault Connect									\$0.00
									\$0.00
TOTAL				\$63,600.00	\$57,600.00	\$57,600.00	\$57,600.00	\$57,600.00	\$294,000.00

SERVICES COSTS DETAIL - adjust the items to match your bid and add other costs if applicable.

Item	Qty (if applic) per Hour	Unit Cost	Total Cost	Notes
Implementation Planning	\$3,500		\$3,500.00	
Configuration	\$39,500		\$39,500.00	
Installation Assistance	N/A		\$0.00	
Project Management	\$5,000		\$5,000.00	
Testing	Included		\$0.00	
Travel (if Needed)	\$3,200		\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
TOTAL			\$48,000.00	

TRAINING COSTS DETAIL - adjust the items to match your bid and add other costs if applicable.

Item	Qty (if applic) per Hour	Unit Cost	Total	Notes
End User Training			\$0.00	
Administrator Training			\$0.00	
Training Plans & Materials			\$0.00	
All Inclusive Training Price - 5 Days			\$6,000.00	
			\$0.00	
TOTAL			\$6,000.00	

PRICING ASSUMPTIONS AND ADDITIONAL NOTES:

Enter any other pertinent information that will help the City understand your proposed costs.

GRM is offering the City of Lakewood preferred pricing that will enable the city to expand to additional departments without adding additional software. The VisualVault platform includes: Enterprise Content Management, Workflow and designer, iForms and Designer, Browser based document scanning, Record Retention and management, No Code integration with other applications via VisualVault connect, print to VisualVault print driver and our world class support. There are no limits on the ability to scale the solution to meet the needs of the City of Lakewood.

* Pricing above is for 50 users. We are providing preferred pricing to the City, which includes an additional 200 users at no additional cost to use at the City's discretion.

* Additional users are available for \$15/user/Monthly.

* Additional Storage is available for \$1,250 per TB/Monthly.

By submitting this Proposal, Vendor acknowledges he/she has read and understands the entire Request for Proposals and agrees to comply with its terms and conditions. The Vendor also agrees to fulfill the offer made in their proposal through any subsequently awarded Contract.

Full Legal Name of Company: GRM Information Management Services, Inc.

Signed By: _____

Printed Name: Mark Spitz

Date: 8/28/2020

EXHIBIT B

GRM Online Record Center Acceptable Use Policy

This Acceptable Use Policy specifies the actions prohibited by GRM to users of the Online Record Center service. GRM reserves the right to modify the Policy at any time, effective upon posting of the modified policy to <http://www.grmdocumentmanagement.com>.

Illegal/Prohibited Use

The GRM Network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.

Unauthorized Uses

The GRM Online Record Center is intended for use only as a document storage, access, and retrieval system in support of a subscriber's or end-user's need to store, access, and retrieve documents. It is not intended for use as a temporary data or document storage and transportation mechanism or system. Documents, either individually or in volume, may not be uploaded to the Online Record Center and then retrieved by and/or transferred to any person and shortly thereafter be deleted from Online Record Center. This type of activity within an Online Record Center account will be considered unauthorized data or document transportation and in violation of this Acceptable Use Policy under the subscriber's agreement with GRM.

Online Record Center services sold on a per-Entity basis can only be utilized by a single company, enterprise, proprietorship or individual (Entity). If per-Entity services are required by or for more than one Entity, they must be purchased for each individual Entity. Per-Entity services are not authorized for use on a project-level basis that involves multiple Entities. Utilizing per-Entity services at a project level for more than one Entity, whether by a subscriber, end-user or reseller, will be considered an unauthorized use, in violation of this Acceptable Use Policy under the subscriber's agreement with GRM.

Software Installations

GRM may make available software to be installed by users. Any new installations of said software must be performed using the latest available version. Installing older versions of the software will be considered a violation of this Acceptable Use Policy.

System and Network Security

Violations of system or network security are prohibited, and may result in criminal and civil liability. GRM will investigate incidents involving such violations and may involve and will cooperate with law enforcement if a criminal violation is suspected. Examples of system or network security violations include, without limitation, the following:

- Unauthorized access to or use of data, systems or networks, including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.
- Interference with service to any user, host or network including, without limitation, mailbombing, flooding, deliberate attempts to overload a system and broadcast attacks.
- Forging of any TCP-IP packet header or any part of the header information in an email or a newsgroup posting.

INDIRECT OR ATTEMPTED VIOLATIONS OF THE POLICY, AND ACTUAL OR ATTEMPTED VIOLATIONS BY A THIRD PARTY ON BEHALF OF A GRM CUSTOMER OR A CUSTOMER'S END USER, SHALL BE CONSIDERED VIOLATIONS OF THE POLICY BY SUCH CUSTOMER OR END USER.

Complaints regarding Illegal Use or System or Network Security issues should be sent to support-edm@grmdocument.com.

For live incidents, please contact GRM Administration at 1-800-886-6567.



**LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, January 6, 2020 Time: 5:00PM – 6:15 PM
Lakewood City Hall, American Lake Room
6000 Main Street SW Lakewood, WA 98499**

CALL TO ORDER

The meeting was called to order at 5:02 p.m.

ATTENDANCE:

Arts Commission Members Present: Earl Borgert, Adriana Bayer, Lani Neil, Tod Wolf, Darryl Owens, Patti Belle, Phil Raschke

Arts Commission Members Excused: Linda McDermott, Judy Swortz, Kat Flores, Susan Warner

Unexcused: Paige Hansen

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Youth Council Liaison: Kyle King, Angel Lee

Council Liaison: Jason Whalen

APPROVAL OF MINUTES: Tod Wolf moved to approve the December minutes and Lani Niel seconded. MPU.

PUBLIC COMMENT:

UNFINISHED BUSINESS:

Original Artists Film Festival: We will revisit this in February 2020.

Holiday Committee:

Jingle Bell Dash: The new half mile Jingle Bell Dash did not gain traction this year. Jason mentioned returning to the 5k run in the morning or around 9-10am. The run in the City is fun and people dress up. The costume contest has been successful in that realm. Having a paid registration is important.

Parade: The parade has outgrown the Park Lodge site for staging. Consider moving the parade to the Colonial Plaza. We could have the run start there as well and even the vendors. Sally will meet with Linda at the Chamber to discuss. If the vendors return it is important to advertise it as a holiday bazaar. For the City Council members in the parade, it was suggested to create magnets or signs that have the council member's names on them to put on the vehicles transporting them. Also give them candy to hand out.

Parade Judging: Whoever is judging, this should be their only job. This was very difficult to do while the vehicles were in line. Some entered and then dressed up their floats so they looked different right up to the end. Also the lights weren't on in line so that aspect was difficult to judge. It was suggested to have every name of float entries on index card which can be passed to the announcer. Consider numbering vehicles again like last year. Importantly, move time to 5:00 with tree lighting at 6 so it is dark.

Colonial Plaza Update: Sally will present an agenda bill on January 24th for Perri Howard's contract budget to be officially approved.

Public Art: The subcommittee is working on a City Council presentation to recommend public art projects, on Feb. 24th. From McGavick revenue, public art received about \$15k a year. There is an additional \$30,000 in 2020 that could go toward public art. The subcommittee is looking at plinths with rotating art, traffic signal wraps and murals.

Preliminary research has been done with the City of Olympia to see who make their plinths. It is suggested to start on small scale of 4-6 plinths. They are very cost effective, engage the community and are ever-changing. Artist put their art on the top of the plinth and the artist is responsible for putting it in place. The artist is responsible for getting it to and from the site. The community can vote on a fan favorite. Earl will present the power point for the 24th at the February Arts Commission meeting.

The importance of being involved at the planning stages of new developments, to include public art, was discussed. This will be mentioned in the recommendation. Jason said not to include specific locations in the presentation. The new round a bout on Veterans drive is a good location for a sculpture. Jason spoke to Paul Bucich and Paul will arrange to have the necessary space and electrical for an art piece. This will probably be for 2021. Jason also mentioned doing murals on plywood pieces that can be put together as an easy to put up and breakdown option.

Colorful up lighting was suggested in dark areas or underpasses as an inexpensive public art option.

Summer Concerts: The starting time will be moved to 6:30 and discussed having a dance lesson prior the start. Discussed a beer garden and asking nonprofits that may be interested in operating it. Sub-committee will meet following this meeting.

Rotating Art: Lani and Susan met in December, still in discussions.

MLK Event Update: Event taking place Feb. 1, 2020 at Harrison Preparatory School, 9103 Lakewood Dr SW, Lakewood, WA 98499 at 10 a.m.

New Business:

Elections for Art Commission Positions: Todd moved to have Linda McDermott continue in her position as Chair and moved to have Earl Borgert continue as Vice Chair. Patti seconded the motion


Council Comments: None

Board Comments: None

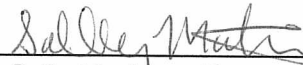
NEXT MEETING:

Monday, February 3, 2020 at 5:00 pm City Hall, American Lake Room

ADJOURNMENT Earl adjourned the meeting at 6:00 p.m.



Linda McDermott, Chair



Sally Martinez, Recreation Coordinator



**LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, February 3, 2020 Time: 5:00PM – 6:15 PM
Lakewood City Hall, American Lake Room
6000 Main Street SW Lakewood, WA 98499**

CALL TO ORDER

The meeting was called to order at 5:05 p.m.

ATTENDANCE:

Arts Commission Members Present: Linda McDermott, Earl Borgert, Adriana Bayer, Lani Neil, Tod Wolf, Darryl Owens, Patti Belle, Paige Hansen

Arts Commission Members Excused: Judy Swortz, Susan Warner, Phil Raschke

Unexcused:

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Youth Council Liaison: Kyle King, Angel Lee

Council Liaison: Jason Whalen

Public Comment: Bob Warfield presented a grant opportunity from the Lakewood Community Foundation. He shared that there is a new \$5,000 grant from an anonymous donor for a new event in Lakewood with a possible collaboration between Lakewood Gardens, Lakewood United, and the Lakewood Arts Commission. The grant due date is late March 31. Bob also said the Rose Murphy endowment fund, when it hits a half million dollars, will be open to grants to improve the public space (art, sculptures, etc). Currently the fund is \$250,000.

APPROVAL OF MINUTES: Patti Belle moved to approve the January 6, 2020 minutes and Tod Wolf seconded. MPU.

Recruitment and Retention:

Kat Flores resigned after 9 years of service.

UNFINISHED BUSINESS:

Public Art: Perri Howard offered to facilitate a charrette to take place February 11th. There will be twelve attendees. Linda, Earl, Patti, Paige, Susan and Tod can attend. Sally will reach out to the Asia Pacific Cultural Center for representation. Nikki will reach out to the Parks Board. The purpose is to focus on goals for the future of a public art program in Lakewood. The Arts Commission is recommending a short (1 year) and long (6yrs) range public art plan to City Council on April 13th at 7:00pm. Earl is continuing to work with his subcommittee to develop the power point

presentation. The focus is on the importance of adopting and supporting a public art program, not just individual pieces of art. There are four main areas of art: Traffic signal box wraps, iconic sculptures, rotating art and murals. Lighting underpasses was discussed as a possible low cost artistic feature.

Holiday Committee:

Sally and Linda met with Linda at the Chamber of Commerce. The parade has outgrown the Park Lodge parking lot. We are considering moving the parade start/staging to the Colonial Plaza. It was recommended to start parade later at 5:00 so the lights on the floats show up. It was recommended to reinstate the Jingle Bell 5k in the morning and to have it be a loop starting and ending at the Colonial Plaza. That way the route would go along the quiet back roads and police would not have to close down the roads. We discussed having the vendors at the Colonial Plaza and advertising it separately as a Christmas Bazaar. That way the vendors could leave when the parade starts.

Parade judging will be made more efficient. Parade participants need numbers. Linda will connect with the Daffodil parade to figure out they do the judging and when. Do they have a deadline on set up and readiness? Floats could be put together the night before and they could take a picture and send it in. The commission will do further research.

MLK Event Update: Mary Moss said City Council would prefer to have the event on the long weekend in January. So the committee is trying to decide whether to have it on Saturday or Monday of the Martin Luther King holiday. Paige recommended having a live pianist on stage. Paige saw the Tacoma event and said that the Lakewood event had more diversity and better performers that were more kid centric.

Daryl will think about being the new liaison to the MLK committee to take Kat's place.

REEL LIFE Film Festival:

The Film Festival Reel LIFE 96 will have 30 teams, and the films will be show at the AMC theatre Nov. 14th. Linda will invite the general manager, Stephen, of AMC to a meeting to keep him engaged because the event is very dependent upon the use of the Theatre. Stephen said we could have 300 seats (3 theatres), the lobby space for awards, and they would run the concessions. The cost is \$1,800. Sally and Linda met with Sean Geary, instructor at CPTC digital film program. We talked about summer workshops for camera use, editing and story boarding. Sean is willing to teach them from 9am-5pm at the college or McGavick. However he is waiting for approval. Shawn said it would be no problem to get 30 teams. Sean will let us know in two weeks if he can do the workshops at McGavick and control the registration.

Sally and Linda met with Sylvi Johnson a videographer who is willing to create content for social media posts and the pre-film video that can have sponsor clips and talk about what is about to be shown in each theatre. Sylvi talked about having actors do short clips/interviews for spots on social media.

Sally and Linda will meet with Brynn regarding social media to build hype around the inaugural event. Sally is getting an intern from UPS. We discussed having a mix and mingle event to engage possible sponsors. It is estimated the event will cost \$10,000 to really do it right, and right

now we have \$4,000. If the Lakewood Community Fund Grant came through, we would be at \$9,000. Expenses are food for receptions/VIP events, t-shirts, swag, advertising, videography and awards. Revenue is the team registration.

New Business:

Council Comments: None


Board Comments: None


NEXT MEETING:

Monday, March 2, 2020 at 5:00 pm City Hall, American Lake Room

ADJOURNMENT: Linda adjourned the meeting at 6:30 p.m.


Linda McDermott, Chair


Sally Martinez, Recreation Coordinator

	<p>LAKEWOOD'S PROMISE ADVISORY BOARD Thursday, September 3, 2020 American Lake Conference Room Lakewood City Hall Lakewood, WA 98499 7:30 am – 8:30 am</p>
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CALL TO ORDER

Ellie Wilson called the meeting to order at 7:32 am.

ATTENDANCE

Promise Advisory Members Present: Ellie Wilson, Andie Gernon, Dr. Wanda Elder, Beverly Howe, Mary Dodsworth

City Council Liaison: Mary Moss

Staff Present: Brian Humphreys

Youth Council Liaison: TBD

PUBLIC COMMENT

NONE

NEW BUSINESS

Brian Humphreys shared an updated about the Lakewood's Promise 2020 work plan. The youth mental health initiative is on hold since all the youth organizations are struggling to move their programs online. That will be a priority when those organizations have the capacity to revisit this issue. In the meantime, the CARES Act funding put towards human services needs in Lakewood largely went to supporting youth mental health in the short term. The family workforce development initiative is moving forward with the colleges. Brian is finding alumni of local colleges to record some pilot videos about living wage training opportunities. The goal is to find a partner to keep this work going into 2021. The "higher education week" idea is also on hold until the COVID-19 crisis is over.

BOARD MEMBER UPDATES

ADJOURN

Ellie Wilson adjourned the meeting at 8:13 am.

Ellie Wilson(digitally signed) 10/1/2020

Ellie Wilson, Chair

Date



**LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, September 14, 2020 Time: 5:00PM – 6:15 PM
Virtual Zoom Meeting**

CALL TO ORDER

The meeting was called to order at 5:20 p.m.

ATTENDANCE:

Arts Commission Members Present: Earl Borgert, Adriana Bayer, Lani Neil, Tod Wolf, Darryl Owens, Paige Hansen

Arts Commission Members Excused: Linda McDermott, Susan Warner, Phil Raschke

Arts Commission Members Absent: Patti Belle

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Council Liaison: Jason Whalen

APPROVAL OF MINUTES: Tod Wolf moved to approve the March 2, 2020 minutes and Darryl Owens seconded. MPU.

NEW BUSINESS:

Resignation: Judy Swortz resigned from the board.

Joint Commission Meeting: Sally Martinez reviewed the talking points. Including the MLK Ceremony, Rotating Art, Public Art Program, Life Film Festival, Summer Nights at the Pavilion, and the Holiday Festival. What questions do we want to ask the City Council? Who wants to present on the 12th? Lani Neil asked about what the budget will look like. Sally had submitted lodging tax grants for the summer concerts. Paige Hansen and Darryl Owens asked about the possibility of drive-in concerts.

OLD BUSINESS:

Public Art Committee: Sally presented update on Colonial Plaza public art. Perri Howards two sculptures should be installed by the end of this year. Because of COVID-19 there have been some delays. The Public Art Program slideshow was shown to City Council in June which detailed a 6 year plan and budget for implementing public art in Lakewood to include: Murals, signal wraps, rotating art, interactive art and iconic art. It was shown again at the meeting to review. One dollar per capita was requested to fund the Public Art Program, along with the income from McGavick Center City Days. The Public Art Program is slated for implementation in 2022 if approved by City Council.

Sally is working with three students who are with the University of Puget Sound School of Business and Leadership. They are serving as consultants to develop an art event for the City of Lakewood.

Holiday event update static parade 12.12: This year's plans include a reverse or static parade at the Colonial Plaza on December 12. It would be in the evening from roughly 6-8pm to see the lights on the floats. The commission agreed that the parade and virtual tree lighting would be great for this year. There would be prizes for floats in various categories. Sally is updating the application and then will share it for feedback. It was discussed that perhaps some people can walk by on the sidewalk and others can drive by. Santa can hand out gift bags. The Tree Lighting will be virtual and most likely will take place December 7th as part of the City Council Meeting. Maybe right before.

MLK Event Update: The MLK Ceremony will be virtual this year. Filming is to start in October and it will be edited by December. The Arts Commission is typically involved with the student essays but the MLK Committee wants to veer away from the essays and implement something that appeals to more students. Kat Flores and Phil Raschke were previous liaisons on the committee representing the Arts Commission. Adriana Bayer has agreed to be the MLK liaison. Sally discussed possibility of partnering with Urban Artworks to create a community mural.

Rotating Art: Rotating Art has been on hold due to the City Hall building being closed during COVID. The last artist ended up selling about \$30,000 of her art locally after it was displayed.

LIFE Film Experience Update: LIFE Film Festival on hold until 2022 until there is more clear information about COVID.

Council Comments: None

Board Comments: None

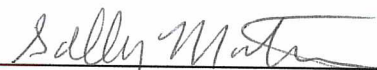
NEXT MEETING:


Monday, October 5, 2020 at 5:00 pm via Zoom

Monday, October 12, 2020 at 7:00 pm Joint Council Meeting via Zoom

ADJOURNMENT: Earl moved to adjourn the meeting, Darryl Owens seconded. MPU Meeting adjourned at 6:09 p.m.


Linda McDermott, Chair


Sally Martinez, Recreation Coordinator

	<p>LAKEWOOD'S PROMISE ADVISORY BOARD Thursday, October 1st, 2020 Zoom Virtual Meeting Lakewood, WA 98499 7:30 am – 8:30 am</p>
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CALL TO ORDER

Ellie Wilson called the meeting to order at 7:36 am.

ATTENDANCE

Promise Advisory Members Present: Ellie Wilson, Dr. Joyce Loveday, Andie Gernon, Dr. Wanda Elder, Beverly Howe, Mary Dodsworth, Leanna Christian, Dr. Michele Johnson

City Council Liaison: Mary Moss

Staff Present: Brian Humphreys

Youth Council Liaisons: Sarah James, Hank Jones, Brandon Elliott

PUBLIC COMMENT

NONE

MEETING MINUTES

September 3rd meeting minutes unanimously approved.

NEW BUSINESS

Members reviewed the draft annual accomplishments summary. Members will join the City Council Zoom meeting on October 26th. Ellie Wilson and Joyce Loveday will provide the summary presentation.

Members reviewed the initial draft of the 2021 work plan. The human services coordinator will make some updates to the work with the Youth Council based on their annual work plan.

ADJOURN

Ellie Wilson adjourned the meeting at 8:14 am.

Ellie Wilson(digitally signed) 11/5/2020

Ellie Wilson, Chair

Date



LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, October 5, 2020 Time: 5:00PM – 6:15 PM
Virtual Zoom Meeting

CALL TO ORDER

The meeting was called to order at 5:08 p.m.

ATTENDANCE:

Arts Commission Members Present: Linda McDermott, Adriana Bayer, Lani Neil, Darryl Owens, Paige Hansen, Susan Warner, Phil Raschke

Arts Commission Members Excused: Earl Borgert, Patti Belle, Lani Neil

Youth Council Liaison: Angel Lee, Estaban Panangelinan, Kayala Purdie

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Council Liaison: Jason Whalen

APPROVAL OF MINUTES: Darryl Owens moved to approve the September 14, 2020 minutes and Adriana Bayer seconded. MPU.

NEW BUSINESS:

Commission Terms: Tod Wolf did not renew his term. Linda McDermott, Paige Hansen, Lani Neil and Patti Bell renewed their terms.

Youth Council Introductions: Angel Lee has been on the Arts Commission for three years and has a personal connection to Art. Her mother was an artist. Kayala Purdie likes being involved in the community and cool events. Estaban Pangilinan is interested in art related stuff for the community. He likes to draw.

Joint Commission Meeting: Sally Martinez reviewed the talking points. Patti Belle will speak for the commission. The commission discussed questions to ask council. There questions and ideas that the commission came up with were really, well thought out. Sally will review the questions and send out an email with the questions that will be asked at the Joint Commission meeting. The final questions were:

1. How do the Council members see art as the conduit for healing during these tumultuous times and a bridge to make us feel more connected?
2. With COVID-19 we are forced to do things that are not as "community centric" as in the past. However the arts commission can still be relevant in completing our mission by implementing elements of the proposed Public Art Plan. Fortunately, each of the five elements (wraps, murals, rotating art, interactive art and iconic art) of the Public Art Program can be carried out regardless of the phase of COVID in the sense that they do not require bringing large crowds together. Do you intend to fund the wraps and murals to begin with? If the Public Art Program is not funded, how do you see the arts commission still being relevant and completing our mission?

3. What is the Council's long term commitment to the public art program, are you in this for the long haul, including the funding it takes to carry it out?
4. Councilmembers, as we know, this year has torn our social fabric but we have been presented with a unique opportunity to heal parts of our community through art & we would like to inquire from the council their thoughts on how the commission can achieve this community service? And which projects our commission can focus on that will still be supported financially.

Retreat: Sally Martinez mentioned having a retreat at the pavilion in January. Susan Warner said we could possibly do it at Lakewood Gardens. Sally will email dates out to the commission to see what dates will work for everyone.

OLD BUSINESS:

Public Art Committee Update: Sally Martinez discussed unveiling the Colonial Plaza Art at the City's 25th Anniversary Celebrations in February of next year.

Holiday event update static parade 12.12: Sally Martinez asked everyone to spread the word about the event. The commission discussed categories for judging: Most original, best theme, most spirited. The board discussed the prizes. Susan motioned for trophies to be given at the awards and to mail an engraved plate later. Phil seconded. MPU

MLK Event Update: The event is going to be virtual this year. Filming is starting on the second week of October. Sally Martinez asked for names of community leaders who could speak to unity and be filmed the second week of October. Community leaders that were recommended are; JoEthel Smith, Bob Estrada, and Pastor Kim. Sally is working with Urban Artworks for a mural project. LMCC is discussing if they want to lead that project.

Work Program Update: Sally Martinez discussed the need to have the work program in place for January. Some of the work plan is dependent on available funds. The commission asked the council for \$60,000/\$1 per capita to fund the Public Art Program. It most likely will not be approved due to COVID. The commission is going to recommend that the council fund the document that is like a business plan for \$3500. Sally proposed a subcommittee for wraps and spending \$6,000 (\$2,000 from 2019 carry-over, \$2,000 from 2020 carryover and \$2,000 from 2021 funds). Paige, Linda, and Susan will be on the wrap subcommittee. The commission discussed adding an art element to the 25th Anniversary Celebration.

Council Comments: None

Board Comments: None

NEXT MEETING:

Monday, October 12, 2020 at 7:00 pm Joint Council Meeting via Zoom
Monday, November 2, 2020 at 5:00 pm via Zoom

ADJOURNMENT: Linda McDermott adjourned the meeting at 6:22 p.m.


Linda McDermott, Chair


Sally Martinez, Recreation Coordinator



LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, November 2, 2020 Time: 5:00PM – 6:15 PM
Virtual Zoom Meeting

CALL TO ORDER

The meeting was called to order at 5:01 p.m.

ATTENDANCE:

Arts Commission Members Present: Linda McDermott, Earl Borgert, Lani Neil, Darryl Owens, Paige Hansen, Susan Warner, Lua Pritchard, Phil Raschke

Arts Commission Members Excused: Adriana Bayer and Patti Belle

Youth Council Liaison: Angel Lee, Estaban Panangelinan, Kayala Purdie

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Council Liaison: Jason Whalen

Guests: Kayla Poe, Ryan Decorso, and Marcus McGuinn

APPROVAL OF MINUTES: Darryl Owens moved to approve the October 5, 2020 minutes and Lani Neil seconded. MPU.

NEW BUSINESS:

New Members: Lua Pritchard Introduced herself. She is the executive director of the Asia Pacific Cultural Center (APCC) which represents 47 nations that make up Asia and the South Pacific. Lua is also on the Washington State Art Commission. Sylvi Johnson's application is in process. She is looking forward to being a part of the commission. She loves art, painting, and storytelling. She runs a video production company. She has photography, video and graphic design background.

Art Event Presentation: University of Puget Sound School of Business & Leadership Student Consultants (Kayla, Ryan & Marcus): The students presented the research & analysis that they have been working on an Art event. Lua and Susan will share their events with the interns and talk to them over the phone. Paige Hansen mentioned that due to COVID events will have to be done differently to make it safe. They gave a presentation on their strategic consulting project for an Art Event in Lakewood. Sally forwarded the analyst case to the arts commission members. The consultants said we can give feedback before they produce their final paper Dec 10th. They spent time looking at the Puyallup Spring Fair and Daffodil Festival. Susan said to remember that in the spring they have May Fest and Lua said APCC has a big event in February. They are looking at an annual mural festival. And perhaps some smaller scale one day events that are more conducive to COVID safety guidelines. The final report will recommend the top 3 events. Funding: Lua said Washington state arts alliance has funding. Sally said she could apply for Lodging Tax grant. Linda wanted a cost associated with each option. A final report will be ready Dec. 10th. Sally will send the arts commission email addresses so they can send the UPS team feedback.

2021 Work plan: The commission reviewed the draft work plan. 2021 Work Plan due January 4th for January 11 agenda item. Summer nights at the pavilion, work is already done. Lani said to add Colonial Plaza Art to the work plan. Sally explained that the artist Perri Howard resigned. Paige talked about adding a new event to the work plan, a busking competition. Either at the park or town center or both. Lani mentioned putting buskers on golf carts. An art exhibit a part of the 25th anniversary was discussed as part of the work plan. Linda suggested the winner could be the kick off to the utility box wrapping. Could have the art exhibit at pavilion and under big tents to provide social distancing and have buskers there as well. The commission would need to come up with a theme and do a call to artist, then put art in a digital format on the website. Paige said to extend beyond visual artists and have Music, choreography, film, etc. Youth council Theme: unity, growth, growing together, caring for each other. Lani said students have time to work on proposals, but flipside is that teachers are having a hard time engaging students. Kayala said that if it was extra credit students would do it. Lua feels that the work plan is good to be approved.

Election Prep: Linda asked the Board to consider if they would like to serve as chair or vice-chair.

OLD BUSINESS:

Joint Commission Meeting recap: Deferred due to lack of time.

Revised Retreat: Taking place on November 8th at Lakewold with docent tour and guest speaker. Special Thanks to Susan for coordinating the docent tour, speaker, and Lakewold Gardens

Holiday event update static parade 12.12: Tree lighting will be virtual on Monday the 7th, new location for reverse parade on Saturday December 12th is perimeter road in Lakewood. Please reach out to people to participate.

MLK Event Update: The ceremony will be virtual and all interviews have taken place. Community leaders and students were interviewed to talk about unity and coming together as a community to celebrate our diversity.

Council Comments: None

Board Comments: None

NEXT MEETING:


Monday, December 7, 2020 at 5:00 pm via Zoom

Monday, December 14, 2020 at 5:00 pm via Zoom

ADJOURNMENT: Linda McDermott adjourned the meeting at 6:23 p.m.


Linda McDermott, Chair


Sally Martinez, Recreation Coordinator

	<p>LAKEWOOD'S PROMISE ADVISORY BOARD Thursday, December 3rd, 2020 Zoom Virtual Meeting Lakewood, WA 98499 7:30 am – 8:30 am</p>
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CALL TO ORDER

Ellie Wilson called the meeting to order at 7:31 am.

ATTENDANCE

Promise Advisory Members Present: Ellie Wilson, Andie Gernon, Dr. Wanda Elder, Mary Dodsworth, Leanna Christian, Dr. Michele Johnson, Ron Banner

City Council Liaison: Mary Moss

Staff Present: Brian Humphreys

Youth Council Liaisons: Sarah James, Hank Jones, Brandon Elliott

PUBLIC COMMENT

NONE

MEETING MINUTES

November 5th meeting minutes unanimously approved.

NEW BUSINESS

Michele Johnson moved to accept the draft 2021 Lakewood's Promise Work Plan to send to the City Council for consideration, knowing the human services coordinator will make minor changes before sending it. Mary Dodsworth seconded. Unanimously approved.

BOARD MEMBER UPDATES

Youth Council Update: Brandon Elliott read a statement about the issue of youth mental health in Lakewood. The statement was affirmed by Hank Jones and Sarah James. Students are struggling because they cannot interact with each other or their teachers. They have been using digital tools to supplement community as best they can, but youth mental health is poor right now. It was well received and the Board Members recommended finding more opportunities to make that statement available to the community, including reading it at Clover Park School Board meeting in January.

Mary Dodsworth moved to recommend the Youth Council representatives work with Councilmember Mary Moss to share this statement with the City Council/School Board meeting on January 25th 2021. Michele Johnson seconded. Unanimously approved.

Ron Banner recommends getting the word out about youth mental health even sooner and requested the Youth Council members send him a copy of that statement after the meeting.

Michele Johnson shared about Pierce College's virtual building opening on December 2nd that will host several new programs.

Clover Park Technical College received a merit award based on the design of their new building.

Ron Banner gave an update about the Clover Park School District. Only more vulnerable students are meeting in person in small groups while the county is experiencing high-risk numbers of new daily COVID-19 cases. The next target date for starting to bring more students back to classrooms is January 4th, but that will depend on average-new-daily case rates which continue to remain high. The district is trying to balance the well-being of the students with the health and safety of the community, and especially the teachers and staff, especially those who are in high risk categories.

ADJOURN

Ellie Wilson adjourned the meeting at 8:42 am.

Ellie Wilson(digitally signed) 1/7/2021

Ellie Wilson, Chair

Date



LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, December 7, 2020 Time: 5:00PM – 6:15 PM
Virtual Zoom Meeting

CALL TO ORDER

The meeting was called to order at 5:10 p.m.

ATTENDANCE:

Arts Commission Members Present: Earl Borgert, Adriana Bayer, Patti Belle, Lani Neil, Paige Hansen, Susan Warner, Phil Raschke

Arts Commission Members Excused: Linda McDermott, Darryl Owens, Lua Pritchard

Youth Council Liaison: Angel Lee, Estaban Panangelinan, Kayala Purdie

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Council Liaison: Jason Whalen

APPROVAL OF MINUTES: Lani Neil moved to approve the November 2, 2020 minutes and Susan Warner seconded. MPU.

NEW BUSINESS:

Election Prep: Both Linda and Earl are happy to continue to serve as Chair and Vice-Chair. No other members expressed interest.

Committee Formation Prep: In January we will update the committees. Please think about which committees you would like to be on. Sally would like everyone to be on at least two.

OLD BUSINESS:

Holiday event update static parade 12.12: New location for reverse parade on Saturday December 12th is perimeter road in Lakewood. Need Judges for the three categories Most Original, Most Spirited, and Best Theme. Lani, Earl, Linda, Paige and Patti will Judge. They will meet at 5:30 at the City of Lakewood tent in the Barnes and Noble parking lot.

2021 Work plan: Sally reviewed the updated work plan with the commission. The commission was pleased with the feedback they previously provided. Earl made a motion to approve the plan. Patti seconded. No objections.

25th Anniversary Art Exhibit/Call to Artists: The call to artists is almost ready to go out. It will be presented to Council on Monday. Sally found a sponsor. Twin Star Credit Union will provide cash prizes. The themes are Unity and the other is Love Lakewood. Everyone's art will go in a flipbook online. We will discuss judging in January. Hopefully, in the summer we will be able to have an in person display. Sister Cities will also give an opportunity to the students in Gimhae and provide prizes for that category.

Strategic Consultants Final Report Review: They presented their findings to Sally and Mary. The final report was emailed to the commission members. The two events that they recommended were the Art block party and Mural festival. Patti knows of a local artist that created a mural over on South Tacoma Way.

Colonial Plaza Art Update: Sally will present options to council: to keep the artwork and have a foundry build it. Start fresh with either the runner ups and tell them exactly what we want or send out a new bid. Susan provided a museum curatorial perspective, it would be mandatory for the artist would be with project from start to finish to reveal the artists true intent of the piece. Patti provided feedback on the cost of maintaining a water feature.

Joint Commission Meeting recap: The council was disappointed with the low turnout. Everyone should be at that the Joint Council meeting. Lani thought it went well. Susan felt that the council was very supportive of the commission. The council has a commitment to support the public art endeavors. The council also understands the economic impact of art.

Council Comments: None


Board Comments:

Earl discussed the Ivan movie that was released in August. He thought it would be great to encourage kids that have been inspired by Ivan's story to "Paint like Ivan". There is a 501 3 c that would like to provide scholarships. They would also like to take Ivan's ashes back to Africa. Earl does have 55 original Ivan paintings and can make prints to auction off for a fundraiser. Ariana grew up going to the B & I to see Ivan.

NEXT MEETING:

Monday, January 4, 2020 at 5:00 pm via Zoom

ADJOURNMENT: Earl made a motion to adjourn the meeting. Lani seconded. MPU Meet was adjourned at 6:07 p.m.


Linda McDermott, Chair


Sally Martinez, Recreation Coordinator



LAKEWOOD ARTS COMMISSION
REGULAR MONTHLY MEETING Minutes
Date: Monday, January 4, 2021 Time: 5:00PM – 6:15 PM
Virtual Zoom Meeting

CALL TO ORDER

The meeting was called to order at 5:04 p.m.

ATTENDANCE:

Arts Commission Members Present: Linda McDermott, Adriana Bayer, Patti Belle, Paige Hansen, Darryl Owens, Lua Pritchard, Susan Warner, Phil Raschke,

Arts Commission Members Excused: Earl Borgert, Lani Neil

Youth Council Liaison: Angel Lee- Present, Estaban Panangelinan-absent, Kayala Purdie-absent

Staff: Sally Martinez, Recreation Coordinator, Nicolette York, Office Assistant

Council Liaison: Jason Whalen

APPROVAL OF MINUTES: Lua Pritchard moved to approve the December 7, 2020 minutes and Patti Belle seconded. MPU.

NEW BUSINESS:

Elections: Lua Pritchard moved to have Linda McDermott and Earl Borgert continue as chair and vice-chair for the year. Susan Warner seconded. MPU.

Committees: The commission discussed the current committees and the alignment with the work plan. Linda asked if the commission should take a step back from the Holiday event since the recreation department can plan and fund it. Linda proposed that the commission be more involved with public art and performing art. To that end there will be two committees only, Public Art Committee and Performing Arts Committee. Susan brought up the educational component of public art and providing access. Adriana will continue to serve as the MLK liaison but it will no longer be called a committee.

Public Art Committee: (includes Colonial Plaza Art, Utility Box wraps, Special Events, Rotating art) Lead Earl Borgert, Darryl Owens, Jason Whalen, Lani Neil, Patti Belle, Susan Warner.

Performing Arts Committee: (Includes Film Festival, Special Events, Summer Concert Series) Lead Linda McDermott, Lani Neil, Lua Prichard, Paige Hansen, Adriana Bayer, Phil Raschke, Patti Belle)

Linda discussed using the budget for \$6,000 budget for the utility wraps. The commission agreed that it would be a great idea. It will provide an immediate visual impact. Lua Pritchard suggested installing near the gateway signs. Linda McDermott made the motion to use the budget of \$6k for Lua Pritchard seconded. MPU

OLD BUSINESS:

Reverse Parade Debrief: Paige said the event was well attended. People waiting for two hours, we could do better. Patti said we are not alone. Paige suggested assigning time slots. Patti also suggested multiple days. Lua Pritchard said that chaos is usually expected with large events. She only heard good things said about the event.

25th Anniversary Art Exhibit/Call to Artists: The contest was launched. Closes on February 15th. Only 5 submissions so far. February 28th will be the announcements. Who would like to Judge? Susan, Patti, and Linda will be the judges.

Colonial Plaza Art Update: \$95,000 in the budget for sculpture at the Colonial Plaza. Sally will present options to council. There are two options: A call to artist that goes out broadly or choose a couple of artists from a short list to present one or two designs. Jason suggested that the subcommittee look at a couple of options online to present to council. There will not be a water feature. Next step is for Sally to meet with Mary who will discuss options with the City Manager.

Strategic Consultants Final Report Review: Sally sent out the report. They proposed two events, a Mural Festival and an arts and cultural Block Party at Colonial Plaza.

Council Comments: None

Board Comments:

Paige said that being Olaf was a lot of fun. If you have the opportunity to be Olaf, do it.



Sally asked about continuing education at our meetings. The members would like that. Topics suggested: Local artists discussing their craft, grants, Arts WA economic development through the arts, artists discussing their experience with public art.


Paige asked if anyone had received a COVID vaccine.

NEXT MEETING:

Monday, February 1, 2021 at 5:00 pm via Zoom

ADJOURNMENT: Linda adjourned the meeting at 6:03 p.m.


Linda McDermott, Chair
Sally Martinez, Recreation Coordinator

	<p>LAKEWOOD'S PROMISE ADVISORY BOARD Thursday, January 7th, 2021 Zoom Virtual Meeting Lakewood, WA 98499 7:30 am – 8:30 am</p>
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CALL TO ORDER

Ellie Wilson called the meeting to order at 7:34 am.

ATTENDANCE

Promise Advisory Members Present: Ellie Wilson, Andie Gernon, Dr. Wanda Elder, Mary Dodsworth, Dr. Michele Johnson, Superintendent Ron Banner, Beverly Howe, Dr. Joyce Loveday,

City Council Liaison: Mary Moss

Staff Present: Brian Humphreys

Youth Council Liaisons: Sarah James, Hank Jones, Brandon Elliott

PUBLIC COMMENT

NONE

MEETING MINUTES

December 3rd meeting minutes unanimously approved.

NEW BUSINESS

James Hughes and Alyssa Simmons from CareerTEAM gave a presentation about their workforce development strategy and their plans to increase their work in Lakewood. They will also give a similar presentation at the monthly Community Collaboration meeting on December 9th.

YOUTH COUNCIL UPDATE

Sarah James gave an update about the issue of youth mental health. Harrison Prep is preparing a student-lead youth mental health event to raise awareness among their peers.

The Youth Council members also gave an update about a meeting with Leanna Christian from the Lakewood's Promise Board about how to increase the Promise Board's communications capacity. The human services coordinator will also follow up with digital communications interns at Pierce College to contribute to that work.

BOARD MEMBER UPDATES

Mary Moss talked about Lakewood Multicultural Coalition being a good connection for CareerTEAM. She also confirmed the City of Lakewood will be continuing for the foreseeable future with all virtual Zoom meetings.

Beverly Howe gave an update about the hospital systems continuing to be at capacity, but the number of COVID-19 patients has leveled off.

Ron Banner presented that the school district is planning to start having students return to campuses starting February 2nd, depending on 14-day new infection rates. The school district also wants to raise awareness about the vaccine and is considering whether the schools would be useful locations for distribution.

Joyce Loveday talked about winter quarter enrollments being lower than hoped, but not surprising due to COVID. About 500 students are currently attending on campus.

Mary Dodsworth reminded the advisory board that this year is the 25th anniversary of the City. Mary is participating in the celebration event planning and the Promise Board will continue to monitor how it might support that.

ADJOURN

Ellie Wilson adjourned the meeting at 8:32 am.

Ellie Wilson (Digitally Signed) 2/4/2021

Ellie Wilson, Chair

Date

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2021	TITLE: Park Code Update Motorized Vehicles in Parks	TYPE OF ACTION: <u> X </u> ORDINANCE NO. 749 <u> </u> RESOLUTION NO. <u> </u> MOTION NO. <u> </u> OTHER
REVIEW: February 8, 2021	ATTACHMENTS: Draft Ordinance No. 749	

SUBMITTED BY: Mary Dodsworth, Park, Recreation and Community Services Director


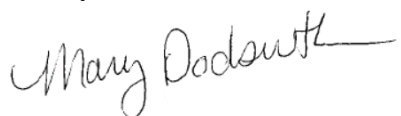
RECOMMENDATION: It is recommended that the City Council approve an update to the Lakewood Municipal Code (LMC) 8.76 regarding motorized vehicles on park roads and trails as noted in Ordinance No. 749.

DISCUSSION: The City Council requested a review of the Lakewood Municipal Code (LMC) 8.76 regarding motorized vehicles in the parks. At their July 23 and September 29, 2020 meetings, the Park and Recreation Advisory Board (PRAB) reviewed the current City code and information from various state, county and local park agencies to determine if additional changes to our city code was needed. After review, a motion was made and approved by the PRAB to recommend changes to the parks code.

The following changes are outlined in the attached draft Ordinance No. 749.

ALTERNATIVE(S): Not approve the recommended park code changes or suggest additional changes to the code.

FISCAL IMPACT: No impact

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Prepared by	City Manager Review
	
Department Director	

ORDINANCE NO. 749

AN ORDINANCE of the City Council of the City of Lakewood, Washington, amending Chapter 8.76 of the Lakewood Municipal Code relating to motor vehicles in parks and on trails.

WHEREAS, The Lakewood Municipal Code 8.76 authorizes the City to establish laws for public parks and recreation purposes; and

WHEREAS, in order to address more particular and specific park needs of the citizens of the City of Lakewood, it is appropriate for the City to amend Chapter 8.76; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as Follows:

Section 1. That Chapter 8.76.010 of the Lakewood Municipal Code entitled “Definition” is amended to read as follows:

“Motor vehicle” means any self-propelled device capable of being moved upon a road, and in, upon, or by which any persons or property may be transported or drawn, and shall include, but not be limited to, automobiles, trucks, motorcycles, motor scooters, jeeps or similar type four-wheel drive vehicles, all terrain or off-road vehicles, snowmobiles and vessels, whether or not they can legally be operated upon the public highways.

“Trail” means any path, track, or right-of-way designed for use by pedestrians, bicycles, equestrians, mobility devices (as defined by RCW 46.61.710) or other non-motorized modes of transportation.

Section 2. That Chapter 8.76.200 of the Lakewood Municipal Code is retitled “Motor vehicles on park roads and trails” is amended to read as follows:

No person shall operate any motor vehicle on a trail in any park area unless such trail has been specifically designated and posted for such use. No person shall operate a motor vehicle within the boundaries of a park area except on paved roads, streets, ~~highways~~, parking lots, parking areas, or where otherwise permitted by proper posting. It is provided, however, that this section shall not apply to emergency vehicles, nor to any maintenance vehicles, construction vehicles, mobility devices, or other vehicles authorized by the Department.

Section 3. Severability. If any portion of this Ordinance or its application to any person or circumstances is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section 4. Effective Date. That this Ordinance shall be in full force and effect thirty (30) days after publication of the Ordinance Summary.

ADOPTED by the City Council this 16th day of February, 2021.

CITY OF LAKEWOOD

Attest:

Don Anderson, Mayor

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2021	TITLE: Proposal to amend City Council Resolution No. 2020-15 (Docket of 2021 Lakewood Comprehensive Plan and associated land use and development code potential amendments) for Assessor's Parcel Nos. 0219212116 (15121 Boat St SW); 0219212056 (also 15121 Boat St SW); 0219212017 (15123 to 15125 88 th St Ct SW); and 0219212063 (15210 Portland Av SW)	TYPE OF ACTION: <input type="checkbox"/> ORDINANCE NO. <input checked="" type="checkbox"/> RESOLUTION NO. 2021-02 <input type="checkbox"/> MOTION NO. <input type="checkbox"/> OTHER
REVIEW: October 19, 2020 February 8, 2021	ATTACHMENTS:	

SUBMITTED BY: M. David Bugher, Assistant City Manager, Development Services.

RECOMMENDATION: It is recommended that the City Council approve the attached draft resolution amending City Council Resolution No. 2020-15, and add four Habitat for Humanity properties identified as Assessor's Parcel Nos. 0219212116, 0219212056, 0219212017, and 0219212063, to the 2021 Comprehensive Plan/Zoning Amendment Docket.

DISCUSSION/BACKGROUND: On October 19, 2020, the City Council approved Motion 2020-53 authorizing the City Manager to execute a HOME Investment Partnership Program (HOME) agreement with Tacoma-Pierce County Habitat for Humanity (HfH) in the amount of \$600,000 for the acquisition and redevelopment of nine (9) new affordable housing units for low income homebuyers. Additional funding in the amount of \$40,000 was also approved to be used by city staff for direct project administrative costs associated with HOME program compliance. Total funding for this project is \$640,000. (*See next page.*)

ALTERNATIVE(S): The Council could take no action on the proposed docket amendment. HfH would have to amend the project by reducing the total number of units, or wait until later this year to submit a request for consideration on the 2022 Docket. Of relevance is the increasing value of land in the region. Potential delays could increase costs and impact current financing.

FISCAL IMPACT: This is a city-initiated amendment, and as such a General Fund expenditure.

D. Bugher
Prepared by

D. Bugher
Department Director



City Manager Review

DISCUSSION/BACKGROUND: The units would be constructed on the four parcels. The four parcels are described as Assessor’s Parcel Nos. 0219212116 (15121 Boat St SW); 0219212056 (also 15121 Boat St SW); 0219212017 (15123 to 15125 88th St Ct SW); and 0219212063 (15210 Portland Av SW).

When the Council approved funding, reports mentioned that Comprehensive Plan and Zoning Map amendments would be required, and as approved by the City. However, HfH missed submitting an application for the 2021 Comprehensive Plan Amendment Docket. The reason the deadline date was missed was because one of the parcels was in foreclosure, thus, HfH did not have possession of title. At the time, it was recommended that the amendment be included in the 2021 Comprehensive Plan/Zoning Amendment Docket, but was inadvertently left out.

If approved, what does the amendment look like? The proposed amendment would be added to an existing Amendment, No 2021-08: “Updates to Comprehensive Plan text and policies and rezoning certain parcels (2200000172, 2200000173, 2200000192, and potentially others) near the Berkeley interchange in Tillicum from R3 to NC2, and rezoning certain other nearby parcels (zones and parcels to be identified later) to provide logical transitions between densities and uses. Review existing Center of Local Importance (CoLI)1 (Tillicum) purpose and boundaries for potential amendment.”

Based on the information submitted to-date, HfH land use amendments would be required for Parcels “A”, “B”, and “C” below. Also, please see attached map, Attachment 2. Parcel “D” could also be included should HfH modify their proposed site layout.

TABLE 1 LAND USE MATRIX & DENSITY CALCULATIONS						
Map Identifier	Assessor's Parcel No.	Address	Square Footage	Acreage	Current Comprehensive Plan/Zoning Designation	Proposed Comprehensive Plan & Zoning Designation
"A"	0219212116	15121 Boat Street SW	19,612	0.450	Single Family/R3	Mixed Residential/MR2
"B"	0219212056	15121 Boat Street SW	4,870	0.112	Single Family/R3	Mixed Residential/MR2
"C"	0219212017	15123 to 15125 88th Street Court SW	5,971	0.137	Single Family/R3	Mixed Residential/MR2
Totals			30,453	0.699		
Density Calculations:						
30,453 SF / 9 units = 3,383.67 SF per unit 43,560 SF / 3,383.67 SF = 11.35 units per acre Proposed Comprehensive Plan Designation, Mixed Residential; allows small-lot single-family homes, townhouses, duplexes, and small apartment buildings. The mix of housing may take a variety of forms, either mixed within a single site or mixed within a general area, with varied dwelling types. Density is set by underlying zoning. (Policy 2.3.3)						

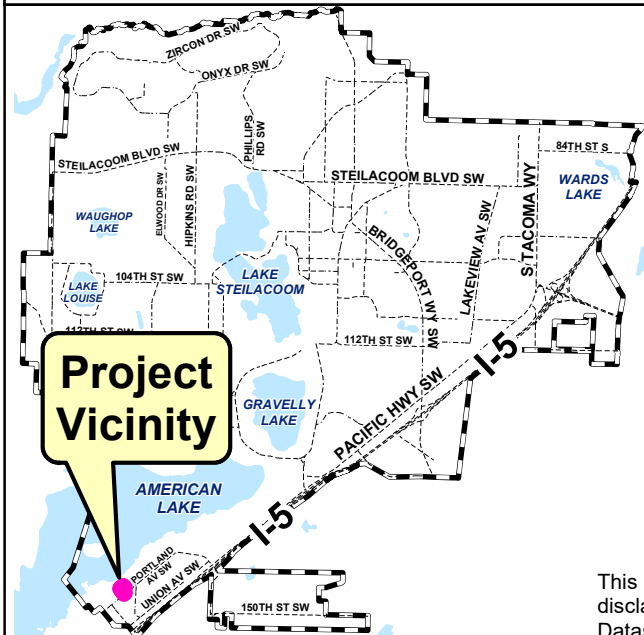
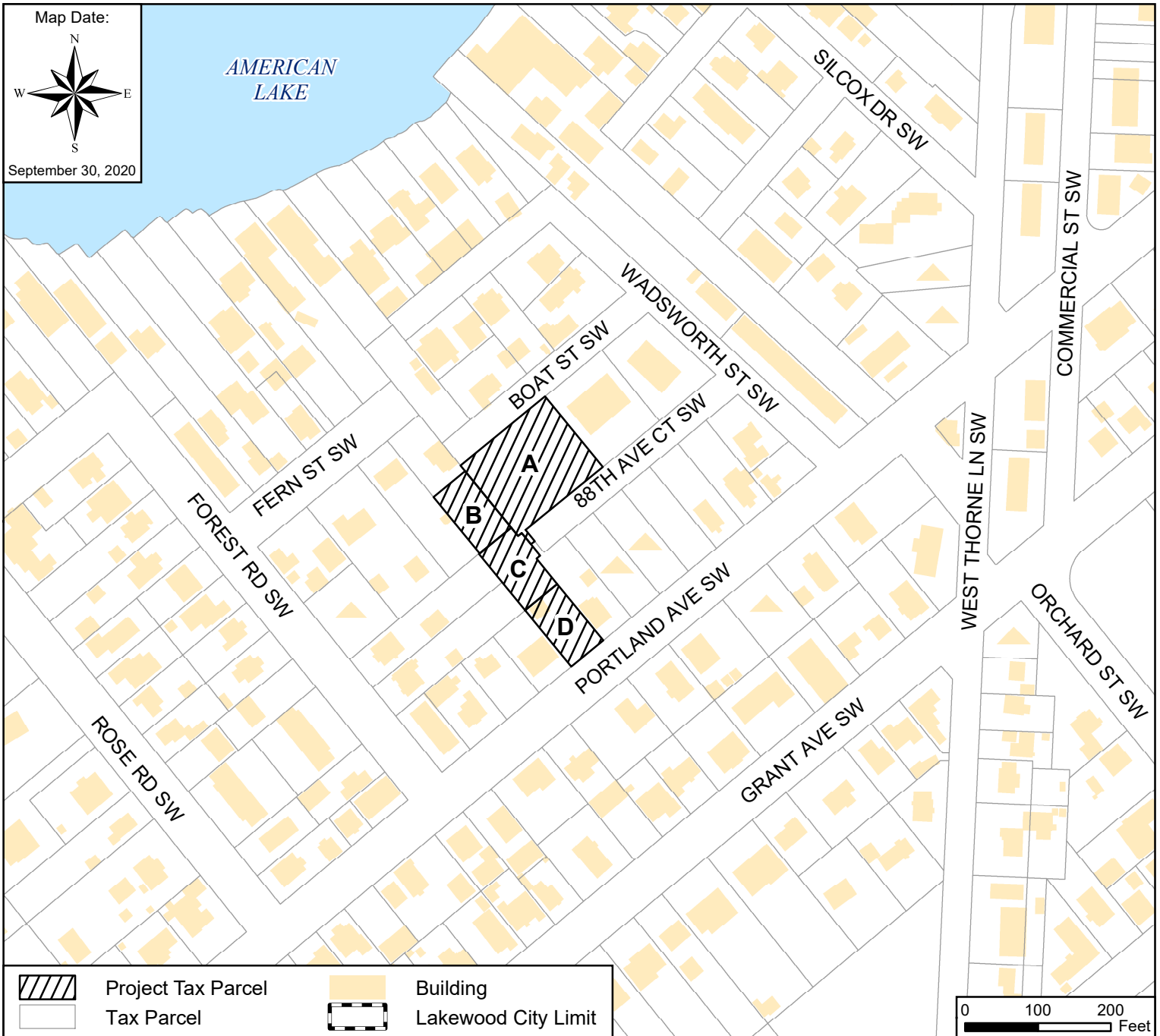
TABLE 1
LAND USE MATRIX & DENSITY CALCULATIONS

Proposed MR2 zoning = 14.6 DUA per acre (18A.60.030)

"D"	0219212063	15210 Portland Avenues SW	5,700	0.131	Single Family/R3	No change
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Attachments:

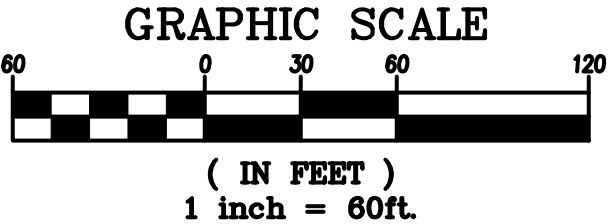
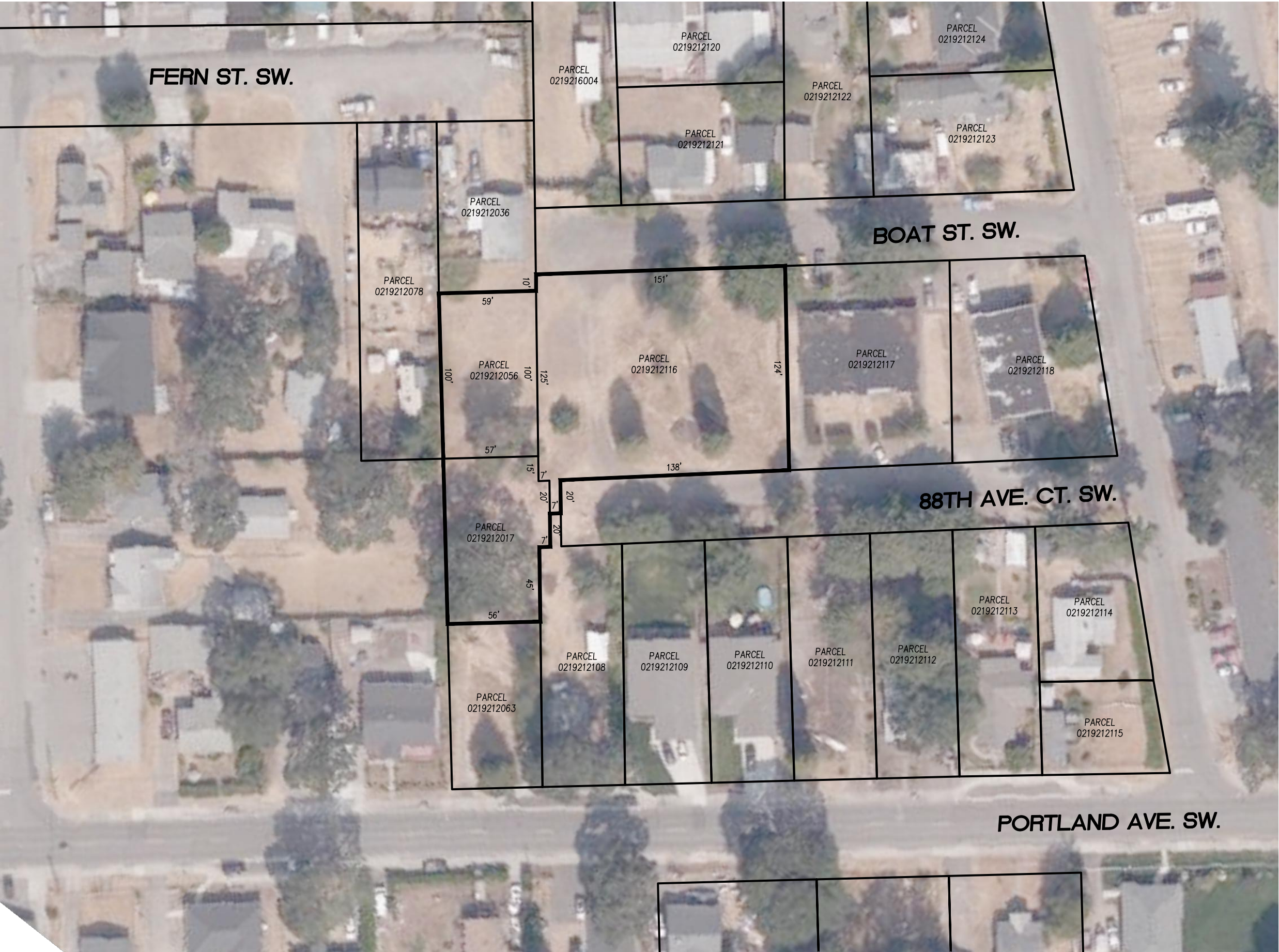
- No. 1: HfH conceptual site plan
- No. 2: Specific parcel identification map
- No. 3: Draft Resolution
- No. 4: Exhibit to Draft Resolution



City of Lakewood

Habitat For Humanity Proposed Housing Project

This product was prepared with care by City of Lakewood GIS. City of Lakewood expressly disclaims any liability for any inaccuracies which may yet be present. This is not a survey. Datasets were collected at different accuracy levels by various sources. Data on this map may be shown at scales larger than its original compilation. Call 253-589-2489 for further information.

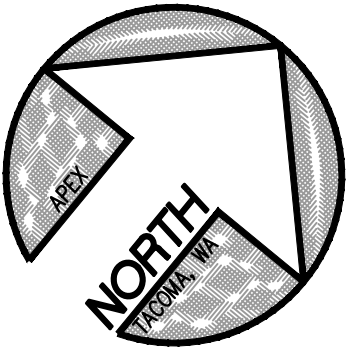
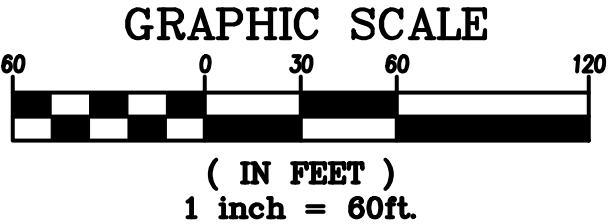
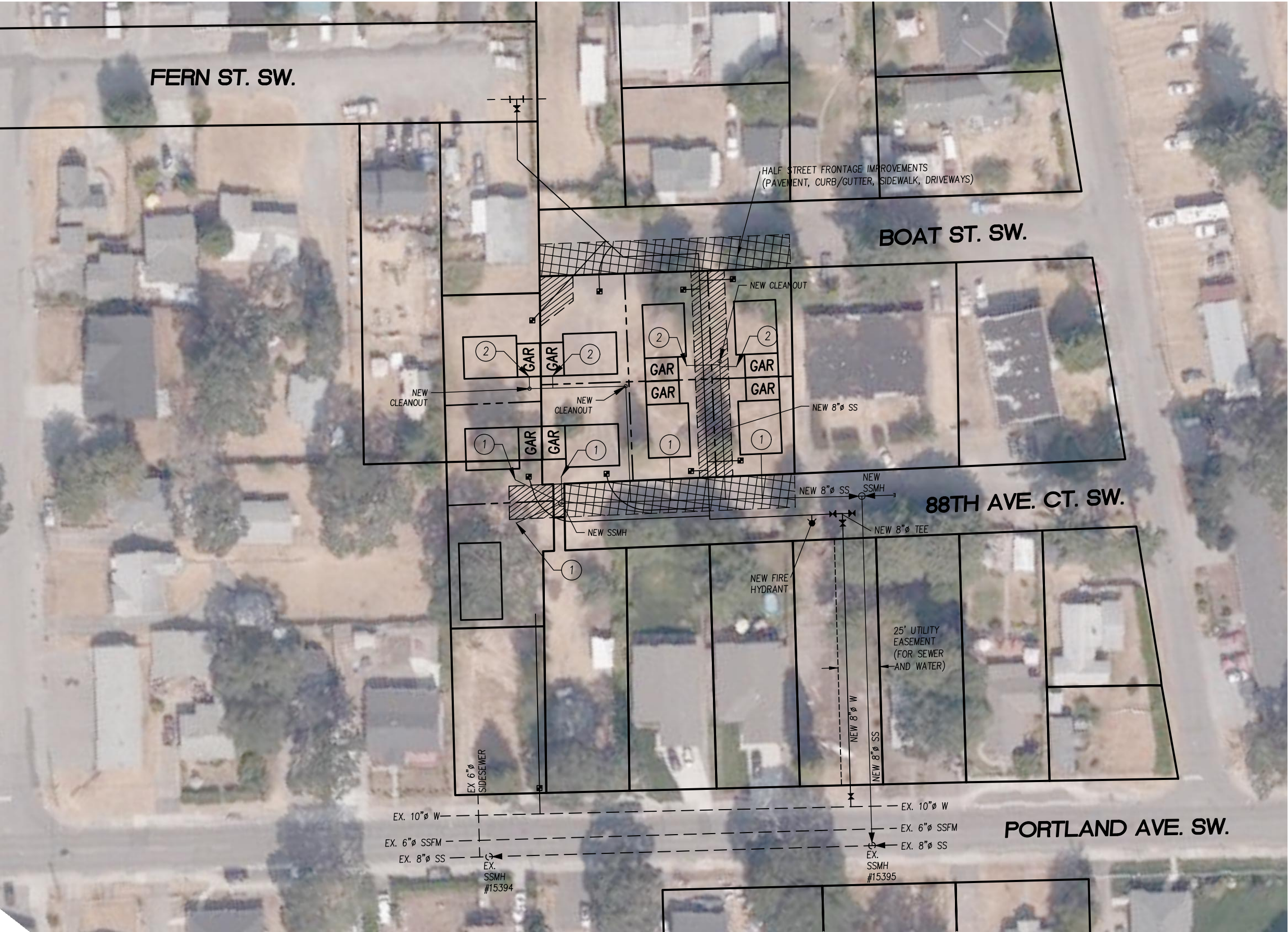


PROJECT INFORMATION:

PARCEL NO:	SITE ADDRESS:	AREA FROM PCGIS:
0219212017	15123 TO 15125 88TH STREET CT. SW. LAKEWOOD, WA. 98498	5,971 SF
0219212056	15121 BOAT STREET SW. LAKEWOOD, WA. 98498	4,870 SF
0219212116	15121 BOAT STREET SW. LAKEWOOD, WA. 98498	19,612 SF

NOTES:

- EXISTING INFORMATION SHOWN ON THIS PLAN IS FROM PIERCE COUNTY GIS.
- THERE ARE NO KNOWN MAJOR MANMADE OR NATURAL FEATURES IN THE VICINITY OF THE SITE (SLOPES, SHORELINES, RIPARIAN AREAS, RAILROAD TRACKS, ROCKERIES, ETC.).
- THERE ARE NO EXISTING BUILDINGS ON THE THREE (3) PARCELS.
- ANTICIPATED PAVEMENT TO BE REMOVED IS ALONG THE FRONTAGE OF 88TH AVE. CT. SW. AND BOAT ST. SW. AND WOULD BE REPLACED WITH NEW IMPROVEMENTS (PAVEMENT, CURB, GUTTER AND SIDEWALK.)
- SETBACKS ARE ANTICIPATED TO CONFORM TO MR2 ZONING.
- LANDSCAPE AREAS ARE NOT ANTICIPATED TO BE REQUIRED.
- THERE ARE NO KNOWN FREESTANDING SIGNS IN THE VICINITY OF THE SITE.
- THERE ARE NO KNOWN WATER FEATURES OR WETLANDS IN THE VICINITY OF THE SITE.
- THERE ARE NO KNOWN CRITICAL AREAS IN THE VICINITY OF THE SITE.
- EASEMENTS ARE SHOWN ON SHEET 2.
- THERE ARE NO KNOWN RETAINING WALLS.
- EXTERIOR SITE PERIMETER FENCING TO BE REPLACED AS NEEDED.
- NEW PROPERTY FENCING TO BE INSTALLED ALONG THE SIDE AND REAR OF THE NEW LOTS AS NEEDED.
- OUTSIDE STORAGE AREAS ARE NOT ANTICIPATED FOR THE PROJECT.
- TRASH DUMPSTER(S) ARE NOT ANTICIPATED FOR THE PROJECT.



- ① NEW SIDE SEWER
- ② NEW SIDE SEWER FOR TWO (2) LOTS.
- HALF STREET FRONTAGE IMPROVEMENTS
- ACCESS EASEMENT

NOTES:

1. SHORT PLAT PARCELS 0219212116, 0219212056, AND 0219212017 INTO NINE LOTS.
2. EACH CREATED LOT IS BE A MINIMUM OF 3,000 SF IN SIZE WITH A MINIMUM FRONTAGE OF 50 FEET.
3. A SHARED ACCESS IS TO BE PROVIDED BETWEEN 88TH AVE CT SW AND BOAT ST SW.
4. FRONTAGE IMPROVEMENTS ARE TO BE CONSTRUCTED ALONG THE PROJECT FRONTAGE TO THE CENTERLINE OF THE PUBLIC R/W ONLY AND NOT TO THE OPPOSITE SIDE OF THE STREET.
5. PROPOSED BUILDING OUTLINES SHOWN ARE CONCEPTUAL. BUILDINGS ARE INTENDED TO MEET THE SETBACK REQUIREMENTS FOR THE MR2 ZONE.
6. PRIVATE SIDESEWER EASEMENTS AND PRIVATE SEWER MAINTENANCE AGREEMENTS WILL BE NEEDED FOR CREATED LOTS THAT SHARE A SIDESEWER.
7. PRIVATE SIDESEWER EASEMENTS AND PRIVATE SEWER MAINTENANCE AGREEMENTS WILL BE NEEDED FOR THE CREATED LOTS THAT HAVE ADJACENT SIDESEWERS THAT ARE CLOSER THAN 5' FROM A PROPERTY LINE.
8. PRIVATE WATER SERVICE EASEMENTS WILL BE NEEDED FOR WATER SERVICES THAT CROSS MULTIPLE PROPERTIES.

**RESOLUTION NO. 2021-02
(AMENDING CITY COUNCIL RESOLUTION NO. 2020-15)**

AMENDING RESOLUTION NO. 2020-15 OF THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, SETTING THE 2021 DOCKET OF POTENTIAL AMENDMENTS TO THE LAKEWOOD COMPREHENSIVE PLAN, INCLUDING THE FUTURE LAND USE AND ZONING MAPS, AND TO THE LAKEWOOD LAND USE & DEVELOPMENT CODE FOR FOUR HABITAT FOR HUMANITY PARCELS

WHEREAS, under RCW 36. 70A. 1 30(2), Comprehensive Plan policy or map amendments may be initiated by the City or by other entities, organizations, or individuals through petitions filed with the City on or before the last business day of July of each year; and

WHEREAS, on July 17, 2020, the Community and Economic Development Department published a Notice of Application Availability on the City's website and in the City Manager's Bulletin; and

WHEREAS, on August 31, 2020, the Community and Economic Development Department published a Notice of Public Hearing in The News Tribune; and

WHEREAS, On October 7, 2020 the Planning Commission held a duly noticed public hearing on the proposed 2021 Comprehensive Plan Zoning Map and Text Amendment docket; and

WHEREAS, on October 21, 2020, the Lakewood Planning Commission reviewed the applications, docketing recommendations, and public comment; and

WHEREAS, also on October 21, 2020, the Lakewood Planning Commission adopted a motion approving docketing recommendations to the Lakewood City Council; and

WHEREAS, based on public comments, staff and Lakewood Planning Commission recommendations, the City of Lakewood City Council, on December 7, 2021, adopted the following 2021 Docket of Potential Applications:

2021-01 Replacement of Comprehensive Plan Sustainability Chapter with an Energy and Climate Change Chapter;

2021-02 Updates re 2020 rezone of Springbrook parcels to Industrial Business Park Zone;

2021-03 Updates to reflect adoption of 2020 City Parks Legacy Plan;

2021-04 Updates related to allowing and/or encouraging various housing types (e.g., transitory accommodations, accessory dwelling units, and "missing middle" housing);

2021-05 Updates related to Western State Hospital (WSH) and Public and Semi-Public

Institutional Uses;

2021-06 Updates to reflect adoption of the Downtown Subarea Plan and the Lakewood Station District Subarea (LSDS) Plan;

2021-07 Updates related to establishing a new industrial Center of Local Importance (CoLI) and removing existing CoLis 4 (Industrial Business Park/Clover Park Technical College) and 5 (South Tacoma Way);

2021-08 Updates to Comprehensive Plan text and policies and rezoning certain parcels (2200000172, 2200000173, 2200000192, and potentially others) near the Berkeley Avenue SW intersection and surrounding areas adjacent thereto;

2021-09 Text amendments to Comprehensive Plan Goal LU-18 (LU-18.5) related to highest and best uses of commercial lands;

2020-10 Text amendments to LMC Chapter 18A.40 expanding the list of water supply related facilities (water wells, culverts, water tanks) and sewer or pumping station facilities in the Lakewood development code; and

2020-11 Text and Map amendments regarding Transitory Accommodations in response to 2020 ESSB 1754, adding "Religious Organizations; Hosting of the Homeless" to the Comprehensive Plan and LMC Title 18A.

WHEREAS, a late request was received by Habitat for Humanity to include properties identified as Assessor's Parcel Nos. 0219212116 (15121 Boat St SW), 0219212056 (also 15121 Boat St SW), 0219212017 (15123 to 15125 88th St Ct SW), and 0219212063 (15210 Portland Av SW) within the 2021 Docket; and

WHEREAS, said request would promote affordable housing, but increase residential densities; and

WHEREAS, increases in density would require a change in the Comprehensive Plan designation from Single Family to Mixed Residential, and land use classification (zoning) from R3 to MR2.

NOW, THEREFORE BE IT RESOLVED by the Lakewood City Council:

The Council hereby amends the 2021 Lakewood Comprehensive Plan and Land Use & Development Code docket to include the aforementioned Habitat for Humanity properties, and said properties to be included in Application No. **2021-08** Updates to Comprehensive Plan text and policies and rezoning certain parcels (2200000172, 2200000173, 2200000192, and potentially others) near Berkeley Ave SW and Boat St SW (see EXHIBIT A).

PASSED by the City Council this 16th day of February, 2021.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

EXHIBIT A

2021-08 Updates to Comprehensive Plan text and policies and rezoning certain parcels (2200000172, 2200000173, 2200000192, and potentially others) near the Berkeley interchange in Tillicum from R3 to NC2 and rezoning certain other nearby parcels (zones and parcels to be identified later) to provide logical transitions between densities and uses. Review existing Center of Local Importance (CoLI) 1 (Tillicum) purpose and boundaries for potential amendment.

[Sections 1.5, 2.5.1, 3.2.9, 3.11, 4.5.3, Figure 2.3, Figure 2.4, Goal LU-51, Goal LU-52, Goal UD-10, ED 5.5, U 8-3, Land Use Implementation Strategy 11.3.13, 2011 Tillicum Neighborhood Plan]

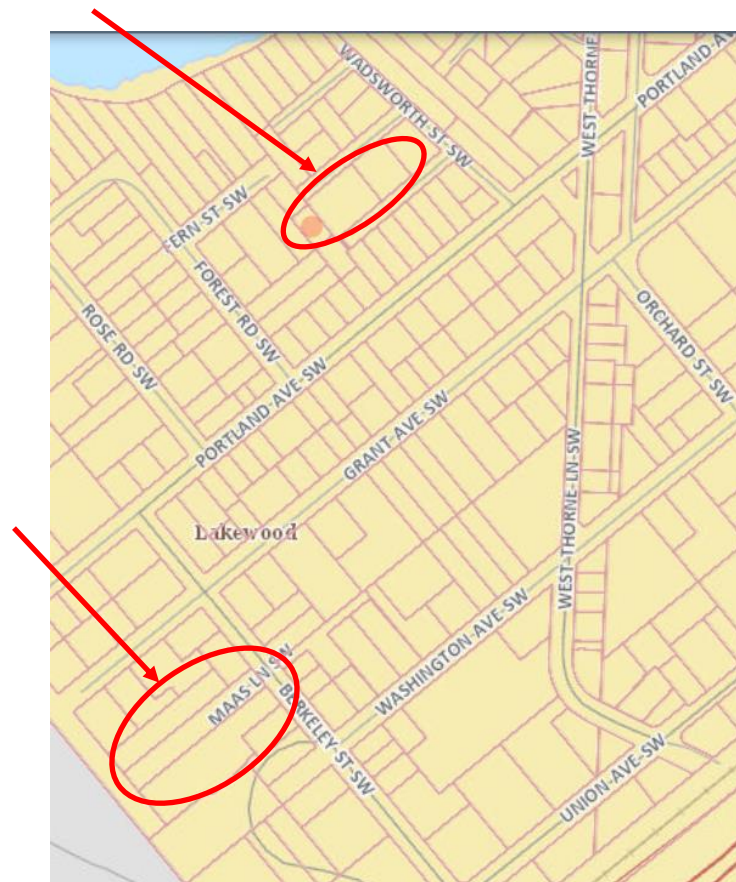
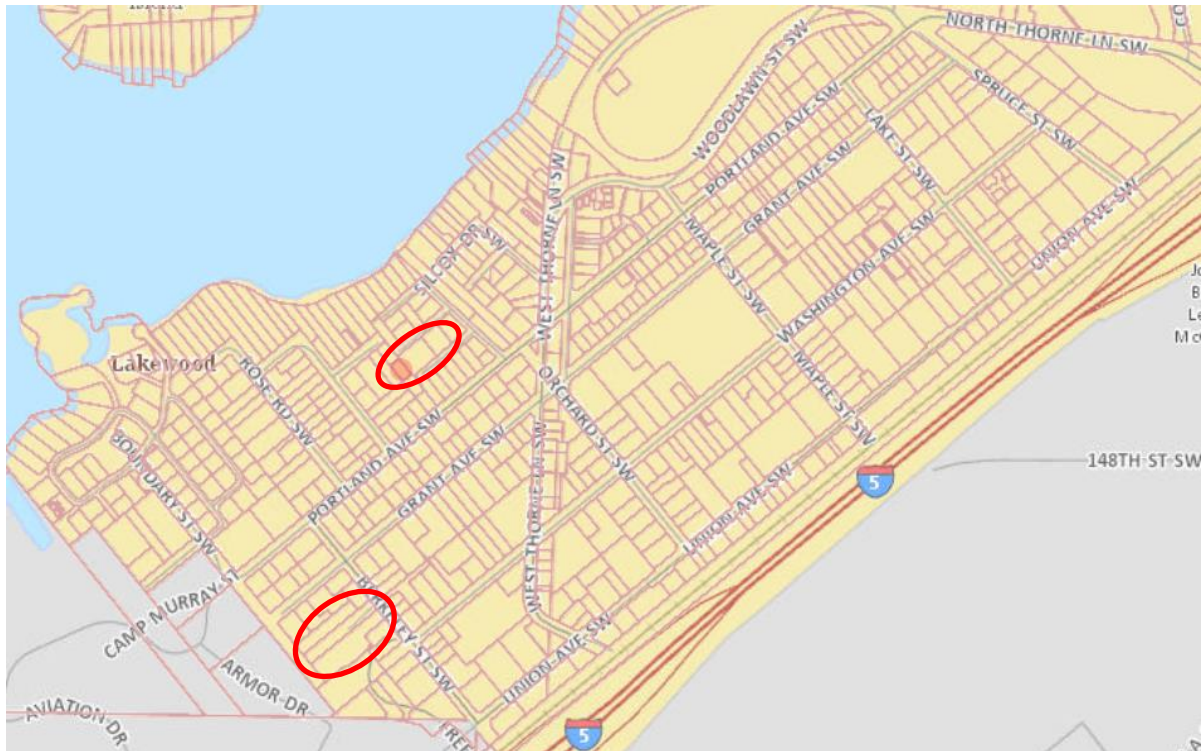
Parcels identified in 2021-08 application from SF/R3 to NBD/NC2:



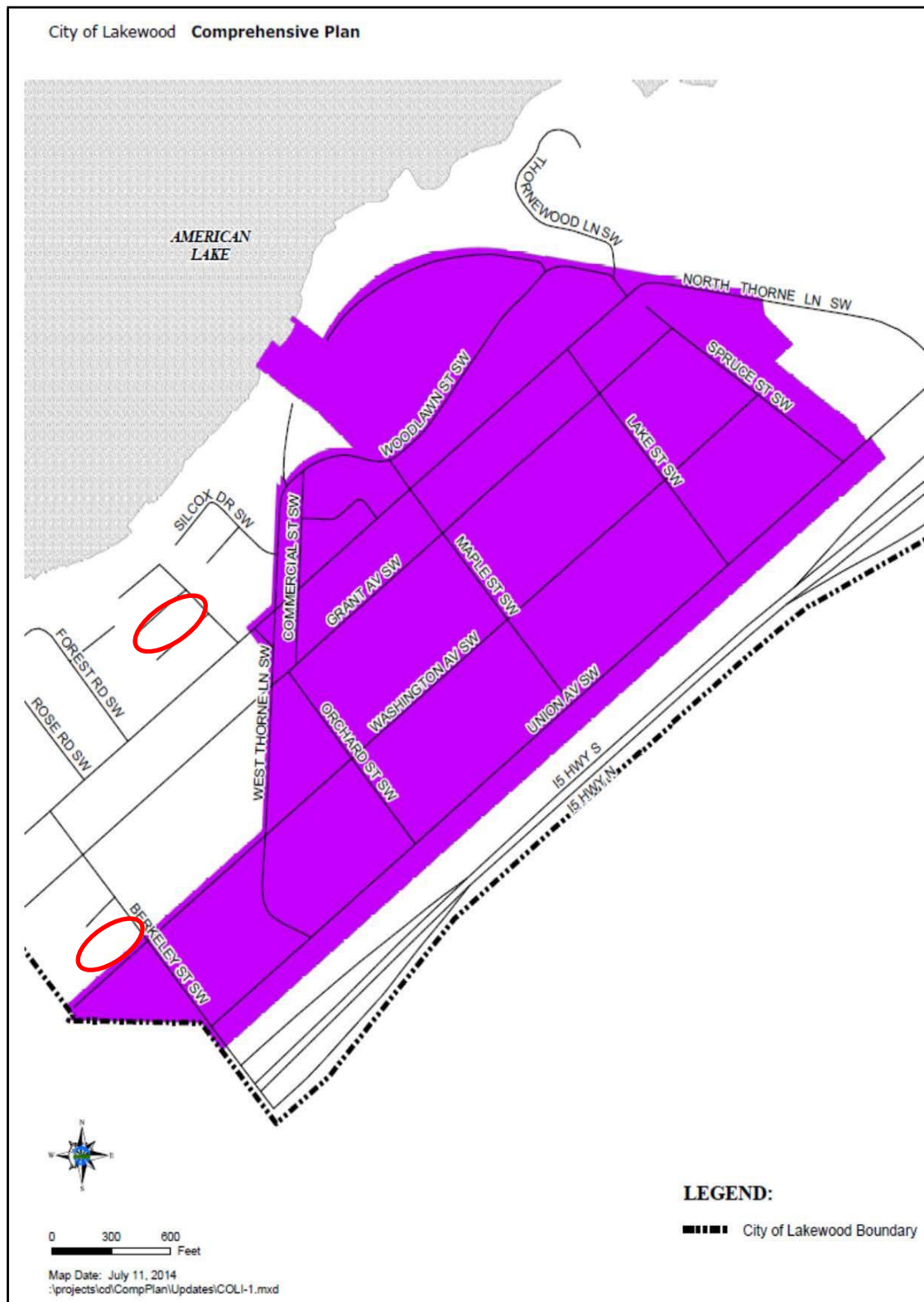
Additional parcels within Tillicum related to Habitat for Humanity project include 0219212116, 0219212017, and 0219212056 (in Tillicum, outside CoLI) to consider redesignating and rezoning from SF/R3 to MR/MR2 zoning:



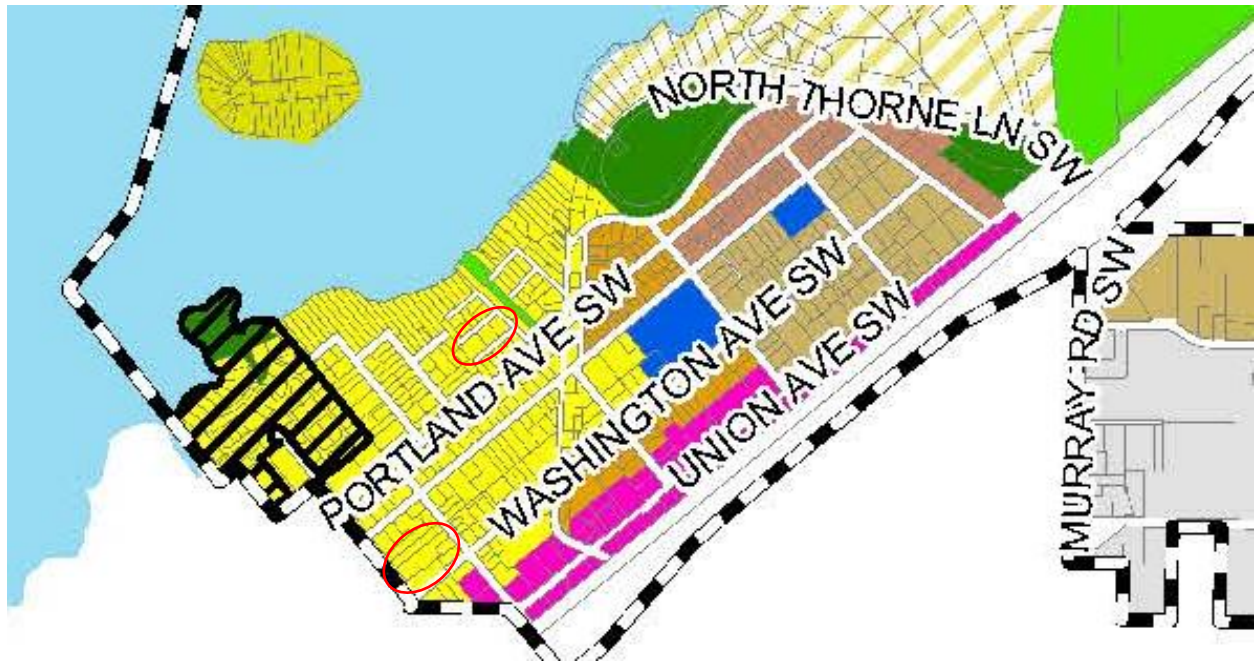
HFH used HOME funding through the City of Lakewood for acquisition to purchase the property and would have to finish the project by mid-December 2024. **Short plat needed too?**



Both sets of parcels are outside the current Tillicum CoLI -
Tillicum Center of Local Importance (CoLI) Map:



CURRENT ZONING MAP: - SF / R3



REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2021	TITLE: Adopting the Second Amendment to the Fiscal Year 2019 Annual Action Plan and amendment to the City of Lakewood Community Development Block Grant and HOME Investment Partnership Act Citizen Participation Plan	TYPE OF ACTION: — ORDINANCE ✓ RESOLUTION 2021-03 — MOTION — OTHER
REVIEW: February 1, 2021	ATTACHMENTS: 1. Resolution 2. Second Amendment to the FY 2019 Annual Action Plan	

SUBMITTED BY: Jeff Gumm, Program Manager - Housing Division

RECOMMENDATION: It is recommended that the Mayor and City Council adopt the attached Draft Resolution approving the Second Amendment to the Fiscal Year 2019 (July 1, 2019 – June 30, 2020) Annual Action Plan and amendment to the Community Development Block Grant and HOME Investment Partnership Act Citizen Participation Plan. The amendment will allocate \$733,426.59 in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding (\$246,700.59 in CDBG-CV1 and \$456,726 in CDBG-CV3) for the purpose of creating an Emergency Payments for Rental/Mortgage Assistance Program for low- and moderate-income Lakewood residents adversely affected by the coronavirus.

DISCUSSION: The City received two allocations of Community Development Block Grant COVID-19 (CDBG-CV) funds- \$350,611 in March 2020, and \$457,726 in September 2020. These funds were authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. CDBG-CV funding is to be used to prevent, prepare for, and respond to the social and economic impacts of the coronavirus outbreak. Eligible activities include: 1) Public service activities; 2) Housing-related activities; 3) Public improvements and facilities; 4) Real property acquisition; 5) Economic development activities; and 6) General administrative and planning activities. *(Continued to page 2)*

FISCAL IMPACT: Funding to be allocated includes \$456,726 in CDBG-CV3 funds and \$246,700.59 in CDBG-CV 1 funds. No general funds will be obligated as part of the Emergency Payments for Rental/Mortgage Assistance Program allocation.

Jeff Gumm
Prepared by

Dave Bugher
Department Director



City Manager Review

DISCUSSION CONTINUED:

On May 4, 2020, Council approved \$350,611 in CDBG-CV1 funding to be used in support of businesses impacted by the coronavirus pandemic. Working capital grants up to \$10,000 (\$2,500 per employee) were provided to small businesses with 10 or fewer employees. A total of 15 businesses were assisted and 38 jobs were created or retained (37 retained/1 created) with total program expenditures of \$103,910.41. Funding in the amount of \$246,700.59 remains to be reallocate to additional activities.

On September 11, 2020, Lakewood received an additional \$456,726 in CDBG-CV3 funds. These funds, like CDBG-CV1 funds, require they be used to ameliorate effects of the coronavirus pandemic.

In effort to ensure the funds are quickly and efficiently distributed to eligible communities and households economically impacted by COVID-19, HUD has issued multiple waivers for the CDBG and HOME programs temporarily waiving certain regulatory requirements. It should be noted this is unprecedented for HUD and reinforces HUD's determination to ensure the funds make a swift impact on those struggling with the impacts of the coronavirus and are not held up with bureaucratic red tape.

The following table lists funding recommendations to assist low- and moderate-income Lakewood residents adversely affected by the coronavirus pandemic. Funding recommendations incorporate Council input received during the February 1, 2021 Study Session.

TABLE 1 FUNDING RECOMMENDATIONS	CDBG- CV3	CDBG-CV1 Reprogrammed*	TOTALS
Emergency Payments for Rental/Mortgage Assistance	\$456,726	\$229,166.63	\$685,892.63
Administration	\$30,000	\$17,533.96	\$47,533.96
Total Funding	\$456,726	\$246,700.59	\$733,426.59
<i>*CDBG-CV1 funds reprogrammed from Emergency Services Business Assistance Program</i>			

EMERGENCY PAYMENTS FOR RENTAL/MORTGAGE ASSISTANCE PROGRAM PARAMETERS:

Included in HUD's relaxation of programmatic rules were various exceptions to public service programs providing emergency assistance payments to low- and moderate-income individuals. In an effort to speed the economic impact of CARES Act funding, HUD recognized the need to speed these funds to the end users. Rule changes included a lifting of the 15% public services expenditure cap for 2019/20, extension of emergency income assistance payments for a period not to exceed six consecutive months (previously 3 months), and includes payments for rent in arrears after January 21, 2020.

The following program parameters and eligibility requirements will apply:

- The program will provide rental/mortgage assistance grants to low- and moderate-income households ($\leq 80\%$ AMI) who have been adversely affected by the coronavirus pandemic causing them to fall behind on rent or mortgage payments;
- Only one grant per household to be provided for family listed as legal tenant or homeowner;

- Funds not to exceed \$4,000 per eligible household for rent due in arrears;
- Payments must be made directly to the provider on behalf of the family (e.g. landlord or mortgage lender);
- Persons assisted must sign a duplication of benefits certification ensuring multiple funding sources are not received for the same expense; and
- HUD requires the grantee execute a Subrogation Agreement for funds received, should a duplication of benefits occur.

HOUSEHOLD INCOME CALCULATION:

To be classified as low- to moderate-income (LMI), an individual or family's household income must not exceed 80 percent of the median income for the county or area in which they reside. City of Lakewood maximum household income levels by household size is figured using Tacoma, WA HUD Metro FMR (fair market rent) Area:

1 Person – \$48,450
 2 Person – \$55,400
 3 Person – \$62,300
 4 Person – \$69,200
 5 Person – \$74,750
 6 Person – \$80,300
 7 Person – \$85,850
 8 Person – \$91,350

IMPLEMENTATION TIMELINE:

TABLE 2 CDBG-CV3 MILESTONES & TIMELINE	
Date	Action
February 9 - 16, 2021	5-day public comment period on the proposed use of funds (includes federal holiday – February 15 th).
<i>February 16, 2021</i>	<i>Council to approve use of CDBG-CV funds to be included in Annual Action Plan Amendment.</i>
February 23, 2021	Submit Amendment to FY 2019 Annual Action Plan to include CDBG-CV funds.
February 24 – March 10, 2021	Typical 15-day approval process by HUD for CDBG-CV funding (although HUD does have 45 days to approve).
March 1, 2021	Begin program advertisement. Post on website. Coordinate outreach with Economic Development staff, Human Services staff, and local nonprofits. Send out program notices to all rental property owners/landlords/property managers and to banks and lending institutions.
March 15, 2021 (dependent upon HUD approval)	Initiate Emergency Payments for Rental/Mortgage Assistance Program.
March 16 – March 30, 2021	Application filing period. Anticipate initial review after 7 days. Additional application period could be possible if funds not expended.
April 1, 2021	Prepare contracts and begin payments.

ADOPTION OF THE 2019 ANNUAL ACTION PLAN SECOND AMENDMENT:

Staff is recommending Council adopt the 2019 Annual Action Plan Second Amendment, including allocations of CDBG-CV1 and CDBG-CV3 funds totaling \$733,426.59, as provided in Table 1. Following adoption, it is required the approved Plan be submitted to HUD for approval prior to expenditure of funds. Submittal to HUD is anticipated on February 23, 2021.

ALTERNATIVE(S):

The Council may modify the FY 2019 Annual Action Plan Second Amendment funding allocations for the Emergency Payments for Rental/Mortgage Assistance Program, including Administration. Council may also choose to make changes to the program criteria such as changing the maximum amount of assistance, or other program criteria such as maximum household income limitations to something less than 80% AMI.

RESOLUTION NO. 2021-03

A RESOLUTION of the City Council of the City of Lakewood, Washington, adopting the Second Amendment to the Fiscal Year 2019 (July 1, 2019 – June 30, 2020) Annual Action Plan and amendment to the Community Development Block Grant and HOME Investment Partnership Act Citizen Participation Plan.

WHEREAS, the City of Lakewood, Washington, qualifies as an eligible Community Development Block Grant (CDBG) entitlement city, and the City Council has elected to pursue funding through that entitlement process; and,

WHEREAS, the City of Lakewood also entered into an agreement with the City of Tacoma for participation in their Home Investment Partnership Act (HOME) Consortium Programs; and,

WHEREAS, in connection therewith, the City Council adopted a Citizen Participation Plan and provided for a Community Services Advisory Board; and,

WHEREAS, in order to receive CDBG and HOME federal dollars for Fiscal Year 2019, commencing on July 1, 2019 and ending on July 1, 2020, the City of Lakewood was required to submit its Annual Action Plan defining the proposed use of CDBG and HOME funds to the Department of Housing and Urban Development (HUD) no later than May 15, 2019; and,

WHEREAS, on May 15, 2019, the City submitted its Fiscal Year 2019 Annual Action Plan to HUD for approval of \$563,124 in CDBG funds and \$309,690 in HOME funds as a part of the Tacoma-Lakewood HOME Consortium; and,

WHEREAS, on July 12, 2019, HUD reviewed and approved the City of Lakewood's 2019 Annual Action Plan submittal and executed a funding agreement with the City of Lakewood for funds detailed in the Plan; and,

WHEREAS, on March 27, 2020, a special allocation of \$350,611 in Community Development Block Grant COVID-19 (CDBG-CV1) funds was allocated to the City of Lakewood under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, in response

to the growing effects of the coronavirus pandemic; and,

WHEREAS, on June 9, 2020, the City submitted its Fiscal Year 2019 Annual Action Plan Second Amendment to HUD for approval of \$350,611 in CDBG-CV1 funds; and,

WHEREAS, on July 1, 2020, HUD reviewed and approved the City of Lakewood's 2019 Annual Action Plan Second Amendment submittal and executed a funding agreement with the City of Lakewood for funds detailed in the Plan; and,

WHEREAS, on September 11, 2020, a second special allocation of \$456,726 in Community Development Block Grant COVID-19 (CDBG-CV3) funds was allocated to the City of Lakewood under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, in response to the growing effects of the coronavirus pandemic; and,

WHEREAS, HUD has issued guidance on how to expedite the use of CDBG-CV funds, including waivers to consolidated planning requirements, including citizen participation requirements, in order to facilitate assistance to eligible communities and households economically impacted by COVID-19; and,

WHEREAS, in accordance with the City of Lakewood Citizen Participation Plan and HUD's memorandum, Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19, the City of Lakewood is making a substantial amendment to its Fiscal Year 2019 Annual Action Plan to include \$456,726 in CDBG-CV3 funding and the reallocation of \$246,700.59 in CDBG-CV1 funding for alternative activities; and,

WHEREAS, in connection with such funding process, it is appropriate that the City Council adopt a substantial amendment to its Fiscal Year 2019 Consolidated Annual Action Plan.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD,

WASHINGTON HEREBY RESOLVES, as Follows:

Section 1. That the Second Amendment to the Fiscal Year 2019 Annual Action Plan, a copy of which is attached hereto, marked as Exhibit “A” and incorporated herein by this reference, be, and the same hereby is, adopted. The City Manager or designee is authorized to execute a funding agreement with HUD in the amount of \$456,726 in CDBG-CV3 funds for the purpose of creating an Emergency Payments for Rental/Mortgage Assistance Program to low- and moderate-income Lakewood residents adversely affected by the coronavirus causing them to have fallen behind on rental or mortgage payments; to reallocate \$246,700.59 in CDBG-CV 1 funding in favor of the Emergency Payments for Rental/Mortgage Assistance Program; and to develop administrative guidelines directing said funding.

Section 2. That this Resolution shall be in full force and effect upon passage and signatures hereon.

PASSED by the City Council this 16th day of February, 2021.

CITY OF LAKEWOOD

Don Anderson, Mayor

Attest:

Briana Schumacher, City Clerk

Approved as to Form:

Heidi Ann Wachter, City Attorney

Executive Summary

AP-05 Executive Summary - 91.200(c), 91.220(b)

1. Introduction

The FY 2019 Consolidated Plans for the Tacoma-Lakewood Consortium provide a framework for addressing housing and community development needs in these cities. The Plans are developed for the U.S. Department of Housing and Urban Development to define how funding is to be allocated for the following federal programs: the Community Development Block Grant Program (CDBG), HOME Investment Partnership Act (HOME), and for the City of Tacoma, Emergency Shelter Grants (ESG).

The FY 2019 Annual Action Plan (July 1, 2019 – June 30, 2020), Lakewood's fifth, and final, under the 5-YR Consolidated Plan (2015-2019), is a one-year plan that addresses local community and economic development needs and the resources necessary to meet the needs of low and moderate income households. The Plan identifies unique needs and assets in Lakewood and Tacoma, as well as on a regional basis. Goals and priorities of the Annual Action Plan are to be consistent with national objectives and priorities established by HUD and shall be consistent with the goals and strategies identified in the 5-YR Consolidated Plan.

Strategies identified in this Plan were built upon a broad citizen participation process in consultation with public and private agencies. Through this planning process, the FY 2019 policies and priorities were developed to improve economic opportunity and investment through improvements to infrastructure and public facilities, revitalize neighborhoods through removal of blight and targeted investment, eliminate threats to public health and safety, and to preserve and/or expand affordable housing choice for low and moderate income individuals. Subsequently, the Lakewood City Council adopted policies and priorities on the use of FY 2019 CDBG and HOME funds.

In FY 2019, CDBG funds will complete the 5-year funding cycle with a focus on physical/infrastructure improvements, housing, and public services. No funding will be allocated to economic development activities in 2019.

First Amendment- FY 2019 AAP:

This Amendment includes \$350,611 in CDBG-CV funding as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 to be used to prevent, prepare for, and respond to the coronavirus outbreak. Funding in the amount of \$350,611 is being allocated in support of a Small Business Emergency Services Program which will provide much needed capital to small

businesses (10 employees or fewer) impacted by the ongoing coronavirus shutdown in effort to sustain these business from shuttering their doors and laying off employees.

Second Amendment- FY 2019 AAP:

Allocates \$456,726 in CDBG-CV3 funds and \$246,700.59 in unexpended CDBG-CV1 funds for emergency payments for rental and mortgage assistance to low income individuals affected by the coronavirus pandemic. No other changes are proposed.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2019 Annual Action Plan will complete the City's five year funding focus on the following priority needs identified in the 5-YR Consolidated Plan: 1) Need for affordable housing; 2) Need for basic services and for homeless prevention and intervention; and 3) Need for community and economic development. For 2019, funding will focus on community and economic development with funding allocated for infrastructure improvements in census tract 072016, and in support of job training programs for low income individuals facing multiple barriers to employment such as lack of childcare, transportation, and housing. Funding in support of affordable housing choice will concentrate on homeowner rehabilitation/repair programs, down payment assistance, and the development of new housing for low income households.

Recommended funding allocations for FY 2019, including the reprogramming of unexpended FY 2016 and 2017 funding, include:

- *Physical/Infrastructure Improvements* – A total of \$164,257.17 is recommended for neighborhood-related infrastructure improvements.
- *Housing Improvements* – Funding in the amount of \$159,884.09 and \$41,324.09 (2016 Low Income Street Lighting - \$21,062.43; 2017 Administration - \$18,572.92; and 2017 Section 108 Repayment \$1,688.74) in reprogrammed CDBG funding are recommended in support of the Major Home Repair/Sewer Loan Program; and \$30,357.94 in support of CDBG Administration of HOME housing activities. A total of \$140,000 in program income is recommended for continued support of Major Home Repair program (CDBG - \$65,000) and Neighborhood Stabilization Program activities (NSP1 - \$75,000).

In addition to the \$231,566.12 in CDBG funding for housing-related activities, a total of \$273,330 in HOME funding is recommended in support of housing activities (HOME Affordable Housing Fund - \$225,000; and HOME Housing Rehabilitation - \$48,330). HOME funding allocations for Lakewood may be found in Tacoma's 2019 Joint Consolidated Annual Action Plan.

• *Public Services* – ~~\$45,000 is recommended in support of job training /apprenticeship programs for low income individuals. Funding in support of public and human services programs is also being provided as part of the City's 1% General Fund allocation.~~ \$456,726 in CDBG-CV3 and \$246,700.59 in CDBG-CV1 funds are to be allocated in support of emergency payments for rental and mortgage assistance to low income individuals affected by the coronavirus pandemic.

• *Economic Development* – ~~No funding recommended.~~ A total of \$103,910.41 ~~\$350,611~~ in CDBG-CV1 funding is being added in support of an emergency business assistance program to respond to the growing effects of the coronavirus health crisis with a focus on job retention/creation activities for low income individuals.

• *Administrative Activities* – Funding in support of general administrative activities for CDBG are recommended at \$112,624.80.

• *Section 108* – A total of \$51,000 in 2019 CDBG funding is recommended in support of debt service payments for the City's recently completed 108th Street Roadway Improvement project (\$47,000 principal; and \$4,000 interest).

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 5-YR Consolidated Plan (2015-2019) for Lakewood and Tacoma identified three primary goals: 1) Increase and preserve affordable housing choice; 2) Reduce homelessness and increase stability; and 3) Improve infrastructure, facilities and economic development. As the Consolidated Plan moves into its fifth and final year, a look back to previous funding cycles reveals a concerted effort to further community and economic development gains through investment in infrastructure improvements and continued investment in housing preservation. Over the previous four years, the City has struck a course balancing the need for affordable housing opportunity, the creation of suitable living environments, and the expansion of economic opportunity through strategic investment in community facilities and improvements to infrastructure in many low income neighborhoods.

Lakewood, not unlike other communities, continues to find itself with an ongoing need to maintain and update infrastructure necessary to fuel and maintain a healthy, vibrant community. It is this investment in roads, sidewalks, facilities and services that drives society forward, fosters economic investment, and forms the very foundation of community through connectivity and access for all. Evidence of this type of investment over the most recent five years can be seen in Lakewood's funding of roadway and accessibility improvements along 108th St. SW, multiple low income street lighting projects, and roadway and storm water improvements to 123rd St. SW.

Other areas of concern for low and moderate income populations continues to be housing choice and access to decent affordable housing, especially those in metropolitan areas. As many west-coast cities witness year after year of double digit median home price increases, housing stability and affordability are quickly becoming an everyday concern for many low and moderate income families. With income growth lagging behind, sustainable long-term housing strategies are likely the next big hurdle for many communities to overcome. This is especially true in Pierce County where the median home price has continued to grow at a nearly 10 percent clip while at the same time annual wages have seen growth of less than 4 percent.

The City of Lakewood fully expects to meet the benchmarks established in the 5-YR Consolidated Plan. A complete evaluation of the performance measures, including program spending accomplishments, will be provided as part of the Consolidated Annual Performance Evaluation Report (CAPER) for FY 2019.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The FY 2019 Annual Action Plan was developed in coordination with the City of Tacoma and local organizations, agencies, and stakeholders. The Plan was developed in accordance with requirements established by the U.S. Department of Housing and Urban Development and the Citizen Participation Plan as adopted by the City of Lakewood. Citizen activities included notification in the Tacoma News Tribune on September 19, 2018 of an October 4, 2018 public hearing held by the Lakewood Community Services Advisory Board (CSAB) on the acceptance of proposals for FY 2019 (July 1, 2019 – June 30, 2020) Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) programs. Citizen input was solicited to identify community and economic development, housing, and public service's needs.

Notification of the Draft FY 2019 Annual Action Plan was published on March 29, 2019 in the Tacoma News Tribune indicating where the document were available for review during the 30-day citizen comment period (April 1, 2019 – April 30, 2019). A public hearing by the Lakewood City Council were held on April 15, 2019 to solicit comments from citizens, local for-profit and non-profit agencies, neighborhood associations, the State of Washington, Pierce County, City of Tacoma, local public housing authorities, and other interested parties on the draft document. Copies of the Plan were made available to those requesting copies. Records on the proposed economic development, housing, public service, and community development projects were made accessible to the general public. Comments received at the public hearings held by the Lakewood CSAB and Lakewood City Council are summarized later in this report.

In accordance with the City's Citizen Participation Plan, projects that are substantially changed are submitted to the Community Services Advisory Board for comment, a 30-day citizen comment period is observed, and are then forwarded on for implementation by Council.

In an effort to expedite funding process and delivery of assistance to those affected by the COVID-19 outbreak, HUD issued the following memorandum titled, Availability of Waivers of Community Planning and Development (CPD) Grant Program and Consolidated Plan Requirements to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID-19. The purpose of the memorandum was to provide a simplified notification process including waivers of specific regulatory processes associated with various CPD-administered grant programs. Included was a waiver of the 30-day public hearing comment period in favor of a 5-day comment period, and waiver of reasonable notice and opportunity to comment due to the limitation on public gatherings in favor of allowing grantees to determine what constitutes reasonable notice and opportunity to comment given the current circumstances in dealing with the effects of the coronavirus.

On April 24, 2020, the City provided HUD with the appropriate notice thereby reducing the City's public comment period to 5 days and made the amendment widely available to the general public for comment by way of the City's website and by posting on various social media platforms including, Facebook, Twitter, Instagram, and LinkedIn.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The following comments were received as part of the FY 2019 citizen participation process. They include testimony provided at the October 4, 2018 public hearing and the Lakewood City Council public hearing on April 15, 2019:

Community Services Advisory Board Public Hearing – October 4, 2018

At the October 4, 2018 public hearing held by the City of Lakewood Community Services Advisory Board, the City received a total of sixteen (16) public comments. Comments received included support of housing and services for homeless individuals and those at risk of becoming homeless, including shelter and transitional housing; affordable housing development and homeownership opportunities for low and moderate income households; programs and services for at risk youth; before and after school programs for children and youths; medical and legal advocacy services for persons suffering domestic violence and abuse; food stability and food services for families and seniors in need; medical and dental services for children and youths; programs serving the LGBTQ population and those with HIV; medical assistance for low income and uninsured individuals; and advocacy programs, including health care, employment and financial assistance, for persons with limited English abilities.

City Council Public Hearing on Approval of the FY 2019 Annual Action Plan – April 15, 2019

At the April 15, 2019 public hearing held by the Lakewood City Council, the City received one (1) public comment. Mr. Dennis Haugen recommended capping any growth in subsidized housing and any future growth should be located in close proximity to places jobs are located or are generated.

First Amendment- An ad was published in the Tacoma News Tribune, a paper of general circulation, on April 25, 2020. The notification provided for a 5-day citizen comment period (April 27, 2020 – May 1, 2020).

The City received a total of three (3) public comments. Comments included, support of grants to small businesses struggling to meet expense obligations during the governmental shutdown, funding to stabilize childcare options for Lakewood businesses, and support for mortgage assistance and foreclosure counseling services for low income households.

Second Amendment- An ad was placed in the Tacoma News Tribune on February 8, 2021. The notification provides for a 5-day citizen comment period from February 9, 2021 – February 16, 2021.

(Insert comments here)

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views received that were not accepted. The comment provided on April 15, 2019 regarding the capping of growth of subsidized housing was received with no response from the City as the 2019 Annual Action Plan does not include any funding for subsidized housing.

Comments received for the 2019 AAP First Amendment have been reviewed and incorporated into the City's development of the emergency business assistance program. Funding for mortgage and foreclosure assistance are to be addressed through adoption of Lakewood's 5-YR 2020-2024 Consolidated Plan.

7. Summary

Section 108 principal repayment for 2019 includes \$28,000 in principal repayment by Curbside Motors and \$47,000 in principal for repayment of the City's recently completed 108th Street Roadway Improvement project. The table below summarizes the City's Section 108 outstanding balances and scheduled principal repayments:

PROJECT	SECTION 108 BALANCE	ANTICIPATED INCOME - 2019	PRINCIPAL REPAYMENT - 2019
Curbside Motors	\$598,000	\$49,056.20	\$28,000
LASA Client Service Center	\$310,000	\$11,363.50	\$0

108th Street Roadway Imp.	\$94,000	\$0	\$47,000
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Table 1 - Table 1 - Section 108 Loan Program - 2019

PR-05 Lead & Responsible Agencies - 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	LAKEWOOD	Community Development Department

Table 2 – Responsible Agencies

Narrative

In the City of Lakewood, CDBG funding is administered by the Community Development Department with oversight provided by the Council-appointed Community Services Advisory Board (CSAB) and Lakewood City Council. As a member of the Tacoma-Lakewood HOME Consortium, Lakewood receives HOME funding through the Tacoma Community Redevelopment Authority (TCRA). HOME funding allocations are initially approved by the Lakewood City Council before they are forwarded on to the TCRA for final review and approval.

Consolidated Plan Public Contact Information

City of Lakewood

Community Development Department

Attn: Mr. Dave Bugher, Assistant City Manager

6000 Main Street SW.

Lakewood, WA 98499

(253) 589-2489

dbugher@cityoflakewood.us

AP-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Introduction

The FY 2019 Annual Action Plan was developed to provide a general framework for addressing housing and community development needs in the City of Lakewood. In a larger sense, the plan involves a regional element to coordinate and address economic development, transportation, public services, special needs, housing, and homelessness throughout Pierce County. Coordination included consultation with the City of Tacoma, Pierce County, Pierce County Housing Authority, the Tacoma Housing Authority, and other stakeholders as provided in the Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

As part of the planning process, the City of Lakewood established a committee to provide public oversight, comment on the process, and to make funding recommendations for both the CDBG and HOME programs. As part of the development of the 5-YR Consolidated Plan (2015-2019), the City solicited input through interviews, meetings, and public hearings to determine community need, priorities, and approaches to meeting those needs. Since the development of the 5-Year Plan, the City has continued to consult with many of the agencies and organizations originally polled.

The Pierce County Housing Authority and the Tacoma Housing Authority continue to work closely with the cities of Lakewood and Tacoma coordinating efforts to improve housing choice for low income households in both communities. Additionally, local housing and services providers such as Living Access Support Alliance (LASA), Greater Lakes Mental Health, Tacoma-Pierce County Habitat for Humanity, the Homeownership Center of Tacoma, Associated Ministries, Tacoma Area Coalition of Individuals with Disabilities (TACID), the Fair Housing Center of Washington, and the Tacoma Pierce County Affordable Housing Consortium among others continue to provide input and support for mental health, services, and housing options both in Lakewood and Tacoma.

As part of the City's human services funding process, monthly coalition meetings are held at the City to bring together non-profits, service providers and governmental agencies to help determine and better understand the need for housing and human services in Lakewood and throughout Pierce County. Consultation with Joint Base Lewis McChord was also conducted as a part of the consolidated planning process to determine what level of assistance military personnel and veterans were experiencing with housing need, health and human services, and mental health care assistance.

Lakewood sought comment internally from City departments on housing and community development needs and services to low income and special needs populations. On a regional level, the City consulted with Pierce County Community Connections, the City of Tacoma, United Way of Pierce County, the Pierce County Housing Authority, Tacoma-Pierce County Habitat for Humanity, local school districts, police and fire departments, and the State of Washington to better understand the needs of at risk populations such as homeless families with children, victims of domestic violence, individuals with disabilities, ethnic minorities, and the elderly.

Additional efforts to enhance and coordinate efforts between housing, health, and services providers are described throughout the Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Cities of Tacoma and Lakewood are actively engaged members of the Tacoma/Lakewood/Pierce County Continuum of Care. The three jurisdictions are the three most involved governmental entities in the Continuum, cooperatively working on programs to meet needs for housing and services. Both Tacoma and Lakewood support the Continuum's priorities focusing on the needs of the most vulnerable populations including chronically homeless persons, unaccompanied youth, families with children, and veterans, among others. The Continuum's Centralized Intake System (Access Point 4 Housing (AP4H)) is supported by both Tacoma and Lakewood and is designed to provide assessment and rapid placement in appropriate housing, reducing vulnerability and increasing stability. The partnership strives to ensure the needs of its most vulnerable populations are met; something proving more challenging as funding sources dry up and the demand for services and housing options for the homeless and those at risk of homelessness continue to grow.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The Cities of Tacoma and Lakewood work closely with the Collaborative Applicant of the Continuum of Care (Pierce County) planning for allocation and use of Emergency Solutions Grant (ESG) funds. ESG policies and procedures were created and are updated periodically in cooperation with Pierce County and Tacoma to ensure that ESG subrecipients are operating programs consistently across eligible activities. Performance is reviewed by both entities. The Collaborative Applicant is also the HMIS lead

and works closely with City of Tacoma to maximize use of HMIS resources and to draw data for reports on project performance and program outcomes.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 3 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Tacoma-Pierce County Habitat for Humanity
	Agency/Group/Organization Type	Housing Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Needs - Veterans Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Tacoma-Pierce County Habitat for Humanity remains an integral part of Lakewood's approach to providing safe, decent, affordable housing to low income households in Lakewood and Tacoma. Consultation with the agency focused on housing need, market analysis, veteran housing opportunities and special needs housing. Lakewood anticipates continued coordination with Habitat will increase affordable housing options for low income families and improvements to distressed communities as older blighted homes are replaced with newly constructed affordable single family homes.
2	Agency/Group/Organization	Greater Lakes Mental Health
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Lakewood provides funding to the Behavior Health Contact Team which partners mental health professionals with police to assess persons in crisis & provide de-escalation, in-place treatment, and stabilization services. The team is a critical outreach tool for the City's effort to better understand and serve the homeless population in Lakewood and the needs that population may need in the way of mental health services.
3	Agency/Group/Organization	LASA
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	LASA was consulted as part of the planning process to better define and understand the scope and type of homeless need in Pierce County. LASA continues to be an integral provider in the fabric of homeless services and housing assistance to the homeless and those at risk of homelessness. With LASA's ongoing partnerships with the Pierce County and Tacoma Housing Authorities, and recent completion of its 15,000 SF client service center and 15-units of permanent affordable housing, LASA is uniquely positioned to understand and assist the homeless population in Lakewood and Pierce County. Partnership and coordination with LASA continues to allow Lakewood to better understand the needs of those living at or below the poverty rate and the seemingly ever-increasing demand for homeless services.

4	Agency/Group/Organization	City of Tacoma
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As the lead member of the Tacoma-Lakewood HOME Consortium, Tacoma remains a key partner in the development and implementation of the consolidated planning process. The City of Tacoma was consulted in the development of priorities and strategies designed to meet the various community and economic development needs identified in this Plan. Lakewood and Tacoma will continue to coordinate their efforts to ensure the goals and outcomes identified in the 5-YR consolidated Plan (2015-2019) are satisfied.
5	Agency/Group/Organization	Pierce County Community Connections
	Agency/Group/Organization Type	Other government - County

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Pierce County Community Connections is a partner agency in a regional effort to end homelessness, encourage community and economic development efforts benefitting low income individuals, to expand safe, decent, affordable housing, and in the provision of public and human services to individuals in need. As a recipient of CDBG, HOME, and ESG funding, the County is a natural partner with the cities of Lakewood and Tacoma in determining a regional approach to community development.
6	Agency/Group/Organization	Pierce County Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Market Analysis Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Pierce County Housing Authority (PCHA) is a vital partner to the City of Lakewood in its efforts to increase and preserve affordable housing options for low income households. PCHA manages a number of programs such as scattered site public housing, Section 8 vouchers, and enterprise fund apartments to provide housing stability to many low income Lakewood households. As an operator of 285 apartment units in Lakewood, the housing authority was consulted to provide information on the need for public housing in Lakewood and in greater-Pierce County. Lakewood anticipates continued cooperation with PCHA in developing and maintaining affordable public housing options.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Pierce County	
City of Lakewood Comprehensive Plan	City of Lakewood	The plan encourages infill housing, cottage-style development, changes in zoning to permit higher densities, and incentivizes the construction of affordable housing.

Table 4 - Other local / regional / federal planning efforts

Narrative

AP-12 Participation - 91.401, 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Citizen input for the FY 2019 Annual Action Plan was conducted in accordance with the requirements established by the U.S. Department of Housing and Urban Development and the City of Lakewood Citizen Participation Plan. Citizen participation was encouraged throughout the process culminating in the development of this FY 2019 Annual Action Plan.

The process included:

- Input from community-based organizations, service providers, and local non-profit organizations.
- Oversight and review provided by the City of Lakewood Community Services Advisory Board and the Tacoma Community Redevelopment Authority (TCRA).
- Input and coordination with the City of Lakewood, City of Tacoma, and Pierce County.
- Meetings with Lakewood and Tacoma City Councils.
- Review of planning documents for local agencies.
- Solicitation of public input.

Effort to encourage citizen participation in the development of the Plan included notification of public hearings on community and economic development need, notice of availability of the plan, and community input concerning approval the final plan. Public hearings were advertised in the Tacoma News Tribune as follows:

- October 4, 2018 – Public hearing on needs
- April 1 - April 30, 2019 – Public Comment Period
- April 15, 2019 – Public hearing on FY 2019 Annual Action Plan
- April 27, 2020 - May 1, 2020 – Public Comment Period on 2019 Annual Action Plan First Amendment.
- February 9, 2021 – February 16, 2021 – Public Comment Period on 2019 Annual Action Plan Second Amendment.

A draft of the FY 2019 Annual Action Plan was made available to the public for review beginning April 1, 2019. Comments received through the citizen participation process were incorporated into the Plan. Formal approval of the final Plan was made by the City Council on May 6, 2019.

First Amendment- Notification of the proposed amendment to the 2019 AAP was published in the Tacoma News Tribune, a paper of general circulation, on April 25, 2020. The notification provided for a 5-day citizen comment period (April 27, 2020 – May 1, 2020). The amendment was made widely available to the general public for comment by way of the City's website and by posting on various social media platforms including, Facebook, Twitter, Instagram, and LinkedIn.

Second Amendment- Notification of the proposed amendment to the 2019 AAP was published in the Tacoma News Tribune on February 8, 2021. The notification provides for a 5-day citizen comment period (February 9, 2021 – February 16, 2021). The amendment was made widely available to the general public for comment by way of the City's website and by posting on various social media platforms including, Facebook, Twitter, Instagram, and LinkedIn.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	Notification of public hearing on community development and public service needs for CDBG and HOME funding.	Comments detailing the public hearing are summarized in item #2 below.	N/A	
2	Public Meeting	Non-targeted/broad community	Meeting of Community Services Advisory Board on 2019 Annual Action Plan funding priorities.	No comments received.	N/A	
3	Newspaper Ad	Persons with disabilities Non-targeted/broad community	Notification of hearings and public comment period.	Comments detailing the public hearing are summarized in item #6 below.	N/A	
4	Internet Outreach	Non-targeted/broad community	Notification of hearings and provision of Annual Action Plan.	Comments detailing the public hearing are summarized in item #6 below.	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	Hearing attended by general public, Community Services Advisory Board members, and the Lakewood City Council.	One (1) comment received in favor of limiting subsidized housing growth.	Comment accepted; however, the City's Annual Action Plan does not propose any funding for subsidized housing in FY 2019.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Non-targeted/broad community	Notification of hearings and public comment period.	Three (3) public comments received. Comments included, support of grants to small businesses struggling to meet expense obligations during the governmental shutdown , funding to stabilize childcare options for Lakewood businesses, and support for mortgage assistance and foreclosure counseling services for low income households.	All comments accepted; no comments not accepted.	
7	Newspaper Ad	Non-targeted/broad community	Notification of hearings and public comment period.			

Table 5 – Citizen Participation Outreach

Annual Action Plan
2019

22

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

Funding for FY 2019 is provided by the U.S. Department of Housing and Urban Development through the Community Development Block Grant (CDBG) Program. Additional programmatic funding is being generated through program income and the reprogramming of unexpended funds from fiscal years 2016 and 2017. All funds received, and otherwise reprogrammed, will be allocated to activities in support of the goals and objectives identified in the 5-YR Consolidated Plan.

CDBG funding in FY 2019 will complete the City's five year focus on improvements to infrastructure and capital facilities with additional funding allocated to the preservation of affordable housing choice. Investments include energy efficiency street lighting improvements to low income block groups in census tract 072106 and housing rehabilitation activities meant to increase and preserve affordable housing choice for low income families and individuals. Additional activities in support of affordable housing choice include the funding of the HOME Affordable Housing Fund, which is intended to support the development of new housing and homeownership opportunities for low income households.

Public services activities will focus on access to economic opportunity through job training and apprenticeship programs for low income individuals facing multiple barriers such as lack of childcare, transportation, housing, and lack of education or training. Additional funding for public service activities will be supported with General Fund dollars in accordance with a City Council-adopted strategic plan for human services.

Homeless prevention services, specifically relocation assistance for low income individuals displaced through no fault of their own during fire or code enforcement actions, will continue to be addressed with General Fund dollars and unexpended FY 2017 CDBG funding. Finally, activities seeking the promotion of livable or viable communities are to be addressed through the elimination of slum and blight conditions in communities adversely impacted by disproportionate foreclosure and vacancy rates through the City's Neighborhood Stabilization Program 1 Dangerous and Nuisance Abatement Revolving Loan Fund.

The City of Lakewood has used a conservative approach to estimating anticipated CDBG and HOME allocations and program income to be received during the 2019 Annual Action Plan funding cycle.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	563,124	140,000	41,324	744,448	0	Final year of 5-YR Consolidated Plan (2015-2019). Anticipated program income of \$140,000 is solely composed of RLF activities for Major Home Repair, Down Payment Assistance, and NSP1 Abatement Fund. Section 108 income of \$60,419.70 is not included in this total. CDBG-CV funds in the amount of \$350,611 are included in CDBG annual allocation amount for 2019 bringing the total to \$913,735 (\$563,124 in CDBG entitlement funds; \$807,337 \$350,611 in CDBG-CV funds). CDBG-CV funds are a special allocation under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, enacted March 27, 2020.
Other	public - federal	Admin and Planning Economic Development	<u>807,337</u>	0	0	<u>807,337</u>	0	CDBG-CV funding allocated through the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, enacted March 27, 2020.

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Leverage ratios are expected maintain at levels similar to those seen in fiscal years 2017 and 2018 as funding continues to be allocated to small-scale infrastructure projects and housing rehabilitation related activities, traditionally low leverage ratio activities. Housing rehabilitation activities undertaken as part of the Major Home Repair program do not utilize match or leverage funding. The Major Home Repair program provides loans to low income households to maintain their existing home where funding would otherwise be unavailable or out of reach for many households with limited incomes. Additional activities include debt service of Section 108 funding used for infrastructure improvements, energy efficiency street lighting improvements in census tract 072106, and job training/apprenticeship programs for low income individuals; of which, only the job training/apprenticeship program will provide leveraged funding at a rate of 10.33:1 (leveraging \$465,000 with \$45,000 investment).

With funding options for infrastructure projects dwindling and the need to replace aging infrastructure growing, many communities are faced with the very real possibility of not being able to keep up with infrastructure maintenance or replacement. Historically, the CDBG and HOME programs have provided a breakwater to communities struggling to balance infrastructure needs with economic development, housing, and human services needs for low and moderate income populations. As these funds have continued to diminish, many jurisdictions have been left to scramble to fill the void.

HOME funds match requirements and leverage is provided as part of the Tacoma-Lakewood HOME Consortium and is reported in Tacoma's portion of the Plan.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publicly-owned land or property is scheduled to be included as a part of this plan.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Infrastructure, facilities & economic opportunity	2015	2019	Non-Housing Community Development		Community and Economic Development	CDBG: \$540,868 <u>CDBG-CV: \$103,910.41</u>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2155 Persons Assisted Jobs created/retained: 100 Jobs
2	Increase and preserve affordable housing choices	2015	2019	Affordable Housing Public Housing Homeless		Community and Economic Development Affordable housing choice	CDBG: \$371,566	Homeowner Housing Added: 3 Household Housing Unit Homeowner Housing Rehabilitated: 7 Household Housing Unit Buildings Demolished: 4 Buildings
3	Reduce homelessness and increase stability	2015	2019	Homeless Non-Homeless Special Needs		Community and Economic Development Basic services & homeless prevention/intervention	CDBG: \$45,000 <u>CDBG-CV: \$703,426.59</u>	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: <u>200</u> 21 Persons Assisted Homelessness Prevention: 15 Persons Assisted

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Infrastructure, facilities & economic opportunity
	Goal Description	Projects that support improving infrastructure, facilities, and economic opportunities, including maintaining and improving community facilities; maintaining and improving infrastructure (such as streets, sidewalks, and ADA improvements); improvements to facades and other projects to attract and support businesses; support for microenterprises and small business development; historic preservation; and removal of slums and blight. Projects associated with this strategic plan goal for FY 2019: 1) Low Income Street Lighting; 2) Repayment of Section 108 principal and interest for 108th St. Roadway Improvement project; and 3) Small Business Emergency Services Program (CDBG-CV).
2	Goal Name	Increase and preserve affordable housing choices
	Goal Description	Projects contributing to increasing affordable housing choice, including home repairs and weatherization to preserve the condition of owner-occupied units; down payment assistance for homebuyers; developing new rental housing opportunities; rehabilitation of rental housing; supporting development of new subsidized housing; and increasing permanent supportive housing. Programs associated with this strategic plan goal for FY 2019: 1) Major Home Repair/Sewer Loan Program (including program income/RLF); and 2) CDBG Down Payment Assistance (including program income/RLF); 3) NSP1 Dangerous Building Abatement Program (including program income/RLF); and 4) CDBG Administration of HOME Housing Services.
3	Goal Name	Reduce homelessness and increase stability
	Goal Description	<p>Projects contributing to reducing homelessness and increasing stability of Lakewood residents, including providing supportive services to meet basic needs; providing supportive services to move toward self-sufficiency; projects that provide job training and education; emergency services, including support for shelters and transitional housing; and supportive services for persons with special needs.</p> <p>Activities carried out in FY 2019 <i>and 2020</i> will include: 1) <u>Emergency Payments for Rental/Mortgage Assistance (CDBG-CV)</u> WorkForce Central Apprenticeship Training; and 2) Emergency Assistance for Displaced Persons (funded through unexpended FY 2017 EADR CDBG allocation).</p>

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

Lakewood anticipates it will provide affordable housing to the following low income households:

Extremely low income families (30% AMI): 3 families assisted with CDBG/ 1 family assisted with HOME

Low income families (50% AMI): 2 families assisted with CDBG/ 3 families assisted with HOME

Moderate income families (80%): 2 families assisted with CDBG/ 3 families assisted with HOME

AP-35 Projects - 91.420, 91.220(d)

Introduction

The projects listed and described in this plan represent the proposed use of funds for the FY 2019 CDBG program.

#	Project Name
1	Low Income Street Lighting- CT 072106
2	Major Home Repair/Sewer Loan Program
3	CDBG Administration of HOME Housing Services
4	Administration
5	Section 108 Repayment of 108th Street Roadway Improvements
6	NSP1 Abatement Program
7	WorkForce Central Apprenticeship Training Program
8	Emergency Assistance for Displaced Residents
9	Small Business Emergency Services Program- CDBG-CV
<u>10</u>	<u>Emergency Payments for Rental/Mortgage Assistance- CDBG-CV</u>

Table 3 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

Through a planning and citizen participation process, FY 2019 policies and priorities were developed for addressing community and economic development, removal of blight, revitalizing underserved neighborhoods, eliminating threats to public health and safety, and conserving/expanding stocks of affordable housing. Included in this process was a review of alternative funding sources, including City General Funds, State and other local funding sources available to meet an array of needs. As a result of this process, the Lakewood City Council adopted the following policies and priorities for the use of FY 2019 CDBG and HOME funds in order of priority:

1. Physical Infrastructure Improvements
2. Housing
3. Public Service
4. Economic Development

AP-38 Project Summary

Project Summary Information

1	Project Name	Low Income Street Lighting- CT 072106
	Target Area	
	Goals Supported	Infrastructure, facilities & economic opportunity
	Needs Addressed	Community and Economic Development
	Funding	CDBG: \$164,257
	Description	Project will install new LED street lighting in low income residential neighborhoods where no or limited street lighting exists.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	A total of 2,115 households will be served by this activity, of which 1,350 (62.7%) are low income households.
	Location Description	Project to be carried out in census tract 072106.
	Planned Activities	Installation of 38 new LED streetlights where no or limited street lighting exists.
2	Project Name	Major Home Repair/Sewer Loan Program
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	CDBG: \$266,208
	Description	Program provides home repair and/or sewer connection loans to eligible low income homeowners. Funding for program provided through FY 2019 entitlement funding and revolving loan funds.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	A total of 6 low income households will be assisted with housing rehabilitation activities or side sewer connections.
	Location Description	City-wide

	Planned Activities	The project will provide major home repair/sewer connection loans which include connection of side-sewer to sewer main, decommissioning of septic systems, roofing, removal of architectural barriers, plumbing, electrical, weatherization, major systems replacement/upgrade, and general home repairs for eligible low income homeowners. Program funding includes a total of \$65,000 in program income to be used for similar RLF activities.
3	Project Name	CDBG Administration of HOME Housing Services
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice
	Funding	CDBG: \$30,358
	Description	Program administration and housing services in support of HOME Program.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	A total of 4 low income households will be assisted.
	Location Description	City-wide
	Planned Activities	Program administration and housing services in support of HOME Program.
4	Project Name	Administration
	Target Area	
	Goals Supported	
	Needs Addressed	
	Funding	CDBG: \$112,625; <u>CDBG-CV \$53,999.54</u> 25,000
	Description	Administration to implement and manage the Consolidated Plan funds.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	Activities include support of program management, coordination, monitoring, and general evaluation of program activities, including management of CDBG-CV funding allocation.
5	Project Name	Section 108 Repayment of 108th Street Roadway Improvements
	Target Area	
	Goals Supported	Infrastructure, facilities & economic opportunity
	Needs Addressed	Community and Economic Development
	Funding	CDBG: \$51,000
	Description	CDBG repayment of Section 108 loan for 108th Street Roadway Improvements (Activities #184 & #192).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Section 108 loan repayment of 108th Street Roadway Improvements project.
	Planned Activities	Section 108 principal and interest repayment of 108th Street Roadway Improvements project.
6	Project Name	NSP1 Abatement Program
	Target Area	
	Goals Supported	Increase and preserve affordable housing choices
	Needs Addressed	Affordable housing choice Community and Economic Development
	Funding	:
	Description	Provides funding for the abatement of dangerous buildings that have been foreclosed, abandoned or are vacant. Activities funded with revolving loan fund.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The City of Lakewood anticipates it will demolish a total of 4 dangerous buildings located in low income block groups in FY 2019.
	Location Description	City-wide

	Planned Activities	Provides funding for the abatement of dangerous buildings that have been foreclosed, abandoned or are vacant. Funding for the program is provided through revolving loan funds generated from previous NSP1 abatement activities. Program funding includes a total of \$75,000 in program income to be used for similar RLF activities.
7	Project Name	WorkForce Central Apprenticeship Training Program
	Target Area	
	Goals Supported	Reduce homelessness and increase stability
	Needs Addressed	Basic services & homeless prevention/intervention Community and Economic Development
	Funding	CDBG: \$45,000
	Description	Program provides job training and apprenticeship programs for low income individuals facing multiple barriers such as lack of childcare, transportation, housing, and lack of education or training.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	A total of 21 low income Lakewood residents will be served with this program.
	Location Description	Pierce County Pre Apprenticeship Center, 12180 Park Ave. S., Tacoma, WA 98447
8	Planned Activities	The program will provide access to economic opportunity through job training and apprenticeship programs for low income individuals facing multiple barriers such as lack of childcare, transportation, housing, and lack of education or training. Activities will be carried out by WorkForce Central.
	Project Name	Emergency Assistance for Displaced Residents
	Target Area	
	Goals Supported	Reduce homelessness and increase stability
	Needs Addressed	Affordable housing choice Basic services & homeless prevention/intervention
	Funding	:

	Description	Program provides emergency relocation assistance to eligible low income households that are displaced through no fault of their own during building and code enforcement closures, fires, redevelopment, and other incidences resulting in homelessness. Funding provided through unexpended FY 2017 EADR (Activity #206).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The Emergency Assistance for Displaced Residents program will provide relocation assistance to 15 low income persons.
	Location Description	City-wide
	Planned Activities	Program provides emergency relocation assistance for qualifying low income households displaced through no fault of their own during building and code enforcement closures, fires, redevelopment, and other incidences creating homelessness.
9	<u>Project Name</u>	Small Business Emergency Services Program- CDBG-CV
	<u>Target Area</u>	
	<u>Goals Supported</u>	Infrastructure, facilities & economic opportunity
	<u>Needs Addressed</u>	Community and Economic Development
	<u>Funding</u>	<u>CDBG-CV: \$103,910.41</u>
	<u>Description</u>	The Small Business Emergency Services Program will provide much needed capital assistance to small businesses (10 employees or fewer) impacted by the ongoing coronavirus shutdown in effort to sustain these business from shuttering their doors and laying off employees. The project will meet a national objective of 570.208(a)(4) Job Creation or Retention through the creation or retention of job opportunities for low and moderate income individuals or 570.208(a)(2) Limited Clientele for assistance to microenterprise.
	<u>Target Date</u>	9/30/2020
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	LMI Job Creation/Retention: 100 Jobs Created/Retained Limited Clientele: 10 Microenterprise - LMI Owned
	<u>Location Description</u>	City-wide

	<u>Planned Activities</u>	The Small Business Emergency Services Program will provide capital assistance to small business and microenterprises affected by the impacts of the coronavirus outbreak in effort to sustain business and create/retain jobs for low and moderate income employees who may otherwise have been laid off or terminated without such assistance.
10	<u>Project Name</u>	<u>Emergency Payments for Rental/Mortgage Assistance- CDBG-CV</u>
	<u>Target Area</u>	
	<u>Goals Supported</u>	<u>Increase and preserve affordable housing choices</u> <u>Reduce homelessness and increase stability</u>
	<u>Needs Addressed</u>	<u>Affordable housing choice</u> <u>Basic services & homeless prevention/intervention</u>
	<u>Funding</u>	<u>CDBG-CV: \$703,426.59</u>
	<u>Description</u>	<u>Emergency Payments for Rental/Mortgage Assistance for low- and moderate-income individuals affected by the coronavirus pandemic. Program will provide assistance payments for renters and homeowners who are behind on housing payments due to economic impacts of the coronavirus. Payments will not exceed six months and \$4,000 per household assisted.</u>
	<u>Target Date</u>	<u>9/30/2021</u>
	<u>Estimate the number and type of families that will benefit from the proposed activities</u>	<u>A total of 200 low- and moderate-income individuals will be assisted.</u>
	<u>Location Description</u>	<u>City-wide</u>
	<u>Planned Activities</u>	<u>Program provides emergency rental and mortgage assistance payments to low- and moderate-income households economically impacted by the coronavirus. Assistance payments not to exceed \$4,000 per household and not more than 6 months.</u>

AP-50 Geographic Distribution - 91.420, 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

In targeting CDBG and HOME funds, the City has typically looked to block groups with at least 51% low and moderate income populations as many of Lakewood's minority and ethnic populations continue to be concentrated in these areas. Many of these block groups tend to have a higher concentration of renter-occupied housing units that suffer from a general state of slums and blight, large concentrations of aged housing stock suffering from a lack of routine maintenance, and infrastructure improvements that are either inadequate or are outdated in accordance with current development requirements.

In Lakewood's final year of the 5-YR Consolidated Plan (2015-2019), funding prioritization will focus on infrastructure investments to low income neighborhoods where the infrastructure is either lacking or inadequate to ensure public safety and accessibility, and on increasing and preserving affordable housing choice through housing rehabilitation and the construction of new affordable homes. Funding for street lighting improvements in 2019 seeks to address infrastructure investment in Census Tract 072106 by installing street lighting where no or limited lighting exists. The City plans to continue targeting the low income Census Tract 072000 with its Major Home Repair/Sewer Loan Program which assists low and moderate income homeowners with connection fees and construction costs associated with the connection to sewers. For all other funding, the City has not identified specific targeted areas; programs are open to all eligible low and moderate income individuals city-wide.

Geographic Distribution

Target Area	Percentage of Funds

Table 6 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

N/A

Discussion

AP-75 Barriers to affordable housing -91.420, 91.220(j)

Introduction

An area of great concern for low and moderate income populations continues to be housing choice and access to decent affordable housing, especially those in metropolitan areas. Although household incomes have seen increases in all four previous years of the 5-YR Consolidated Plan, Lakewood's median income of \$47,636 (2013-2017 American Community Survey) remains far below that of the county (\$63,881) and the United States (\$57,652). Of additional concern is Lakewood's apparent concentration of families living below the poverty rate- 15% compared to 8.3% for the county and 10.5% for the United States (2013-2017 American Community Survey). Even though median incomes have risen each of the last four years, so have housing related expenses, leaving little relief for low income households who are traditionally burdened with housing related expenses exceeding 30 percent of household income.

With the median home price in Lakewood at \$232,600 (2013-17 American Community Survey) and percentage increases continuing into the double digits, the dream of owning a home remains out of reach for many, if not all low income households. Echoing this problem is the steady increase in the cost of rents year over year. With the median gross monthly rent now standing at \$926 (2013-2017 American Community Survey), housing cost is easily outstripping income growth, especially for low and moderate income households. These issues of rising housing costs relative to household incomes become strikingly apparent when looking at the percentages of Lakewood households where monthly housing cost exceeds 30 percent of household income- 36.8% for households with a mortgage and 56.7% for households who rent (2013-2017 American Community Survey).

As market forces push investment toward more profitable market rate housing, the lack of investment in and increasing need for affordable housing is placing an ever-increasing demand on communities to develop affordable housing options for low and moderate income households.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City of Lakewood encourages the development of affordable housing through the City's Comprehensive Plan. The Plan addresses future housing needs for current and future residents of all incomes. Policies offers density bonuses to developers of affordable housing, encourage infill housing, cottage-style development, changes in zoning to permit higher densities, and incentivizes the construction of affordable housing.

Additional means used to encourage affordable development is through the City's Multifamily Tax Credit program which allows developers to defer taxes on valuation improvements for all housing repairs for up to 12 years within certain urban use centers. This is especially important in areas where development is stymied by conditions of blight, the lack of infrastructure, or where rents are not conducive to sustaining redevelopment activities. With the tax deferral, the development of new housing or the modernization of existing substandard units can be incentivized as a means of neighborhood revitalization.

Discussion

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

Actions planned to address obstacles to meeting underserved needs

The City will continue to support fair housing education and other activities that support fair housing for all. Potential activities include workshops focused on education and the equal application of landlord/tenant and fair housing laws and relocation assistance for individuals at risk of homelessness through no fault of their own due to discriminatory housing practices, or as a result of building and code enforcement closures, fires, or redevelopment activities. Funding for Lakewood's relocation assistance program is provided through unexpended CDBG funding allocated in FY 2017, and a grant provided by the Nisqually Indian Tribe.

In FY 2019, the City will continue to offer an emergency housing repair program for households that do not qualify for the City's CDBG and HOME-funded programs. The program will utilize grant funds provided by the Nisqually Indian Tribe to make emergency repairs to low income, owner-occupied households who otherwise lack the means or the equity to make the necessary repairs.

Efforts to address unequal access to economic opportunity are to be made through support of job training/apprenticeship programs for low income individuals facing multiple barriers such as lack of childcare, transportation, housing, and lack of education or training. Training will focus on pre-apprenticeship technical and trade skills associated with the construction-related fields.

Additional actions to address the needs of Lakewood's underserved population are addressed with a 1% allocation from the General Fund; strategic priorities include stabilization services, access to health and behavioral health, youth programs, and housing assistance.

Actions planned to foster and maintain affordable housing

Lakewood recognizes the importance affordable housing and homeownership play in building vibrant communities. In 2019, the City continues its partnership with Tacoma-Pierce County Habitat for Humanity and the Homeownership Center of Tacoma in redeveloping vacant, abandoned and blighted properties into new homeownership opportunities for low income families. Both partners are actively acquiring troubled properties in Lakewood and have multiple active construction sites.

Efforts to maintain existing owner occupied housing are supported through the Major Home Repair/Sewer Loan Program, HOME Housing Rehabilitation, and Nisqually Repair Funds, while multifamily housing is supported and encouraged with Lakewood's HOME Affordable Housing Fund as

well as through zoning density bonuses offered to developers of affordable housing. With homeownership opportunities becoming more difficult as housing process creep higher, the City offers low income homebuyers aid with down payment assistance programs designed to help meet the minimum cash investment necessary to qualify for a conventional home loan.

Rental affordability and habitability remain a priority for the City. With approximately 53 percent of Lakewood's housing stock being rental, and more than 65 percent of Lakewood's housing stock constructed prior to 1960, there exists the real possibility that a larger percentage of that stock lacks adequate and proper maintenance. To such end, in 2017, the City began its Rental Housing Safety Program (RHSP) which requires all residential rental properties (apartments, single family homes, duplexes, etc.) within the Lakewood city limits be registered on an annual basis and to maintain specific life and safety standards for those properties. Inspections of rental properties began in April 2018. Initial returns show that approximately 80 percent of rental units have complied with the program and registered their rental properties through the City's portal. In 2018, a total of 485 rental properties and 1,685 individual rental units were inspected through the program. Of those units inspected, the City has seen an 83.5% initial inspection failure rate with most common failure items being lack of GFCI electrical protection, missing or nonfunctional smoke and carbon monoxide detectors, electrical hazards, and compromised or failing structural components.

Since substandard housing disproportionately affects the poor, working class families, seniors, the disabled, and persons who suffer from chronic illness, it is the aim of the RHSP to eventually eliminate all substandard rental housing in Lakewood and by doing so, to improve not only the quality of life for low income individuals, but the lives of all Lakewood residents.

Actions planned to reduce lead-based paint hazards

In accordance with the Washington State Renovation, Repair and Painting Program and 24 CFR Part 35, subparts A, B, J, K, and R, the City of Lakewood requires that all projects/homes receiving CDBG or HOME funds that were built prior to 1978, with construction costs over \$5,000, be inspected and analyzed for the presence of lead-based paint or are to be presumed to contain lead. All lead hazards be identified through this process are required to be brought into compliance with Title X of the Housing and Community Development Act of 1992 as part of the project's scope of work. CDBG and HOME funds may be provided for testing, risk assessment, and clearances for eligible activities.

With approximately 65% of Lakewood's 26,453 housing units being built prior to 1978, there exists the potential for some 17,000 housing units to contain lead-based paint hazards. To inform the community of the hazards of lead-based paint, the City offers copies of the EPA's "Protect Your Family from Lead in Your Home" and HUD's "Renovate Right" pamphlets at City Hall and provides copies of these pamphlets to all housing repair program applicants. As part of the City's single and multifamily housing programs, XRF paint inspections and Risk Assessments are conducted, lead-safe work is conducted by Washington

State certified RRP renovation contractors, abatement work is conducted by certified abatement contractors, and Clearance testing of all disturbed surfaces is performed by certified Risk Assessors.

In FY 2019, the City expects to conduct lead paint inspections on all pre-1978 properties funded with the down payment assistance program and all properties where persons are relocated to with the Emergency Assistance for Displaced Residents. Risk assessments are to be conducted on all pre-1978 homes served by housing repair programs where painted surfaces are to be disturbed as part of the scope of repairs. When completed, all homes will be free of lead-based paint hazards.

Actions planned to reduce the number of poverty-level families

Actions to reduce the number of poverty-level families include the funding of vital services and programs focused on outcome driven, client centered services that lead to housing stability and economic opportunity. Funding through the 1% human services allocation is targeted to programs that provide low income households with housing stability, basic needs (health, food, clothing, etc.), and services directed towards self-sufficiency (domestic violence, child care, job training, client advocacy, homeless services etc.). For 2019, the City has allocated \$360,000 in General Fund dollars in support of these programs.

Lakewood understands an important vehicle for moving low and moderate income persons from a state of poverty to one of self-sufficiency is housing stability. Whether housing stability can be achieved through safe, decent affordable rental housing or through affordable homeownership opportunities, the benefit of a stable, affordable housing has long been a pathway to economic mobility. It is with this in mind the City of Lakewood continues to offer affordable homeownership opportunities through its down payment assistance program and partnerships with Habitat for Humanity and the Homeownership Center of Tacoma. Additional measures come in the way of the City's housing rehabilitation programs which focus on maintaining housing affordability through remedying deferred maintenance and code related deficiencies for owner occupied properties.

Additional effort to reduce the number of poverty-level families include support of job training and apprenticeship programs for low income individuals facing multiple barriers to employment such as lack of education or training, transportation, and childcare. Training will focus on technical/trade skills and certifications associated with direct employment opportunities or entry into apprenticeship programs within the construction industry. With projected growth in the construction industry of up to 11 percent by 2026 (Employment Projections 2016-26, Bureau of Labor Statistics, January 30, 2019) and wages well above the national median annual wage, opportunities exist for low income individuals, with or without post-secondary education, to earn a decent family wage and lift themselves from poverty.

Actions planned to develop institutional structure

In an effort to better coordinate expenditures of the U.S. Department of Housing and Urban Development-funded CDBG and HOME programs and the General fund-funded human services program, the City has tasked the Community Services Advisory Board (CSAB) with policymaking and general funding recommendation authority as they relate to community development and human services activities city-wide. Board responsibilities include facilitating the cooperation and coordination of human services and Consolidated Plan activities, holding public hearings to receive input on community development and human service's needs, developing policy guidance and program evaluation criteria, and making funding recommendations. On the human services side, the Board is responsible for reviewing needs assessments and gap analyses in order to develop a strategic action plan. Additionally, the Board provides guidance and recommendations in preparing the City's CDBG and HOME funding policies and priorities, Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report. As part of the Section 108 process, the Board serves as a review panel for potential loan applicants.

With regard to the Tacoma-Lakewood HOME consortium and the allocation of HOME funds, the City of Tacoma has established the Tacoma Community Redevelopment Authority (TCRA), a public corporation organized and dedicated to the administration of federal grants and programs such as the Community Development Block Grant and HOME Investment Partnerships Program. The TCRA is responsible for administering the HOME Program, including the review of all housing programs for both Tacoma and Lakewood. The Board is staffed by ten Board members and is supported by City of Tacoma staff.

Actions planned to enhance coordination between public and private housing and social service agencies

The City is the convener of monthly human services Collaboration meetings. Collaboration partners include for-profit and nonprofit providers of housing, services, homeless programs, dv and family services, youth programs, food banks, and healthcare services.

Pierce County homeless providers, developers and governmental agencies have joined to develop a comprehensive plan for a coordinated care system for the homeless with the goal of ending homelessness in the county. In 1996, the Tacoma/Pierce County Coalition for the Homeless created the Pierce County Continuum of Care (CoC) to serve as the planning body of this Coalition. Lakewood is a member of the CoC and participates in the monthly meeting to discuss issues related to the activities of the long-range plan of reducing homelessness.

With the continued growth in homeless populations seemingly everywhere comes a need to focus effort and resources in combating this growing problem. As a member of the Tacoma/Pierce County Coalition,

Lakewood continues to work with Tacoma and Pierce County in adapting the Continuum to better target the causes and solutions to chronic homelessness throughout Pierce County using emerging best practices and a comprehensive outreach strategy. Efforts include developing a housing first approach that addresses a wide array of causes and solutions, including using data to quickly and effectively move people from homelessness, using a comprehensive outreach strategy to engage unsheltered individuals, and linking housing and human services with job training, skills training or education to ensure every individual has the means to exit homeless and the wherewithal to remain housed once they've exited homelessness.

The City continues to maintain collaborative relationships with many nonprofit agencies, local housing authorities, mental and social service agencies, and local and State governmental agencies to provide access to health care and other programs and services, provide a continuum of affordable housing, support education and training opportunities to aid in obtaining livable-wage jobs, and promote services that encourage self-sufficiency as a lasting solution to breaking the cycle of poverty.

Discussion

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Discussion

The aggregate use of CDBG funds, including CDBG-CV funds, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

Attachments

Citizen Participation Comments

2019 AAP First Amendment Public Comments

Attached are copies of public comments received as part of the City of Lakewood 2019 Annual Action Plan First Amendment. Comments were accepted during the City's public hearing period of April 27, 2020 – May 1, 2020.

Comment #1:

May 8, 2020

Jeff Gumm, Manager

Community Housing Programs

City of Lakewood

6000 Main Street, Lakewood WA 98499

Dear Jeff,

It seems every organization in our community has been adversely impacted by COVID-19 and Habitat for Humanity is no exception. In addition to closing our retail stores, furloughing 17 staff members, closing construction sites to all volunteers, many of our homeowners are unable to make their mortgage payments.

As you consider how the county should distribute funds to aid the community during this crisis, we urge you to **include funds for mortgage relief for low - income homeowners and funding for increased housing counseling**. The last recession resulted in a sea for foreclosures (disproportionally by families of color) and entire neighborhoods flipping from

homeownership to rental housing owned by national investment groups. This is an ugly chapter we cannot repeat.

As of April 15th, 10% of Habitat Homeowners have expressed need for mortgage assistance due to job loss and we are bracing for this number to increase as this pandemic continues. In the next 12-24 months, we anticipate the community will have a dramatic increased need for foreclosure prevention and mortgage assistance. Foreclosures result in years of trashed credit, emotional scars and displacement. And every homeowner that loses their home becomes another person looking for affordable rental housing that our community was already in dire need of *before* COVID-19.

The National Low Income Housing Institute has warned that as the pandemic wears on, we can expect the number of households experiencing housing instability to increase rapidly and they will need someone to turn to for help. Habitat is committed to providing that support.

It may interest you to know, Habitat is in process of becoming a HUD certified counseling agency – an endeavor we began before the pandemic. When this certification is complete, we will be **only the second HUD certified counseling agency in Pierce County** and are prepared to roll out a robust foreclosure prevention program for our modest-income neighbors. Facing a recession estimated to be greater than that of 2008, Habitat is committed to helping families maintain the stability and self-reliance homeownership provides.

I look forward to discussing with you how Habitat can partner with you to serve local families with foreclosure prevention and mortgage assistance. Please give me a call at 253.255.9065 or email at mfife@tpc-habitat.org.

In partnership,

Maureen Fife

CEO

Comment #2:

Mr. Gumm:

I own a Lakewood-based business, Tacoma Trophy. I understand the Small Business Emergency Services Program aims to sustain Lakewood businesses. With that goal, I urge the council and city leaders to use the funding available for grants to Lakewood businesses. I further urge the council and city leaders to enable businesses receiving those grants to use the funding where the business needs it most. I urge the city to refrain from adopting highly restrictive or prescriptive grant conditions. In the current economic climate, those businesses operating in a reduced capacity or not operating at all need the flexibility to stretch what money they can get to cover what's most significant for them and their operations. Businesses lucky enough to receive PPP funding, EIDL funding, county loan funding or other funding generally cannot apply any of that money toward equipment lease payments, vendor payments or federal payroll taxes. Yet, these obligations amount to sizable expenses each month, and businesses that fall too far behind on these types of payments risk losing everything.

Judi Brown, Owner

Getting Personal Imprinting LLC dba



The South Sound's Recognition Leader!

2018-2019 Business of the Year

4021 100th St SW, Suite B

Lakewood WA 98499

253.302.5566

Visit us online at tacomatrophy.com

Comment #3:

Hi Briana,

I wanted to reach out to share one thing to consider for the CARES funding program I read about on the city Facebook page. Please consider devoting some of the funding to stabilizing child care options in Lakewood. There are numerous licensed family child care providers and small centers within the city limits and they are essential to the success of other businesses.

Child care operates on razor thin margins so any disruption to enrollment and revenue can have dramatic impacts on their ability to stay open. Some providers have already closed their doors for various reasons.

According to a survey of 11,500 child care providers conducted by the National National Association for the Education of Young Children (NAEYC) from March 12-25, nearly 50% say they would not survive a closure of more than two weeks without significant public investment and support, and 25% say they don't know how long they could close and still re-open without support.

Please consider supporting child care providers with grants to stabilize and support their businesses.

Marianna Ross

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: 06/02/2020		4. Applicant Identifier: B-20-MW-53-0016
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Lakewood		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-1698185		* c. Organizational DUNS: 9494627580000
d. Address:		
* Street1: 6000 Main St. SW Street2: <input type="text"/> * City: Lakewood County/Parish: <input type="text"/> * State: <input type="text"/> WA: Washington Province: <input type="text"/> * Country: <input type="text"/> USA: UNITED STATES * Zip / Postal Code: 98499-5019		
e. Organizational Unit:		
Department Name: Community Development		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr. * First Name: M. Middle Name: David * Last Name: Bugher Suffix: <input type="text"/> Title: Assistant City Manager Organizational Affiliation: <input type="text"/> * Telephone Number: 253-589-2489 Fax Number: <input type="text"/> * Email: dbugher@cityoflakewood.us		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-218"/> CFDA Title: <input type="text" value="Community Development Block Grant Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="14-218"/> * Title: <input type="text" value="Community Development Block Grant Program"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Community Development Block Grant Program Application (Cares Act Funding)"/>	
Attach supporting documents as specified in agency instructions. <div> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </div>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input style="width: 100px;" type="text" value="6 & 10"/>	* b. Program/Project <input style="width: 100px;" type="text" value="6 & 10"/>
Attach an additional list of Program/Project Congressional Districts if needed. <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 200px;" type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div> </div>	
17. Proposed Project:	
* a. Start Date: <input style="width: 100px;" type="text" value="06/02/2020"/>	* b. End Date: <input style="width: 100px;" type="text" value="06/30/2021"/>
18. Estimated Funding (\$):	
* a. Federal	<input style="width: 150px;" type="text" value="350,611.00"/>
* b. Applicant	<input style="width: 150px;" type="text" value="0.00"/>
* c. State	<input style="width: 150px;" type="text" value="0.00"/>
* d. Local	<input style="width: 150px;" type="text" value="0.00"/>
* e. Other	<input style="width: 150px;" type="text" value="0.00"/>
* f. Program Income	<input style="width: 150px;" type="text" value="0.00"/>
* g. TOTAL	<input style="width: 150px;" type="text" value="350,611.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input style="width: 100px;" type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <div style="display: flex; justify-content: space-between; align-items: center;"> <input style="width: 200px;" type="text"/> <div> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </div> </div>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input style="width: 100px;" type="text" value="Mr."/>	* First Name: <input style="width: 200px;" type="text" value="John"/>
Middle Name: <input style="width: 150px;" type="text" value="J."/>	
* Last Name: <input style="width: 250px;" type="text" value="Caulfield"/>	
Suffix: <input style="width: 100px;" type="text"/>	
* Title: <input style="width: 200px;" type="text" value="City Manager"/>	
* Telephone Number: <input style="width: 150px;" type="text" value="253-589-2489"/>	Fax Number: <input style="width: 150px;" type="text"/>
* Email: <input style="width: 300px;" type="text" value="jcaulfield@cityoflakewood.us"/>	
* Signature of Authorized Representative:	* Date Signed: <input style="width: 100px;" type="text" value="06/02/2020"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

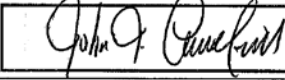
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lakewood	06/02/2020

SF-424D (Rev. 7-97) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

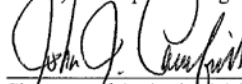
Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-L.L.L., "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.



Signature of Authorized Official

06/02/2020

Date

City Manager
Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year 2019, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

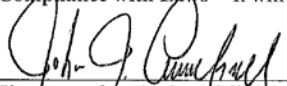
Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

06/02/2020
Date

City Manager
Title

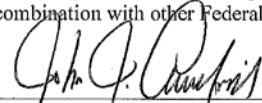
Specific HOME Certifications

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Tenant Based Rental Assistance -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

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Subsidy layering -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature of Authorized Official

06/02/2020
Date

City Manager
Title

APPENDIX TO CERTIFICATIONS

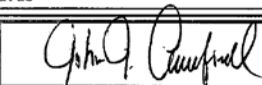
INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Application for Federal Assistance SF-424		
<div> <div> * 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application </div> <div> * 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision </div> <div> * If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/> </div> </div>		
* 3. Date Received: 05/15/2019		4. Applicant Identifier: B-19-MC-53-0016
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Lakewood		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 91-1698185		* c. Organizational DUNS: 9494627580000
d. Address:		
* Street1: 6000 Main St. SW Street2: <input type="text"/> * City: Lakewood County/Parish: <input type="text"/> * State: <input type="text"/> WA: Washington Province: <input type="text"/> * Country: <input type="text"/> USA: UNITED STATES * Zip / Postal Code: 98499-5019		
e. Organizational Unit:		
Department Name: Community Development		Division Name: <input type="text"/>
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr. * First Name: M. Middle Name: David * Last Name: Bugher Suffix: <input type="text"/> Title: Assistant City Manager for Development Organizational Affiliation: <input type="text"/> * Telephone Number: 253-589-2489 Fax Number: <input type="text"/> * Email: dbugher@cityoflakewood.us		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-218"/> CFDA Title: <input type="text" value="Community Development Block Grant Program"/>	
* 12. Funding Opportunity Number: <input type="text" value="14-218"/> * Title: <input type="text" value="Community Development Block Grant Program"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Community Development Block Grant Program Application"/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="6 & 10"/>	* b. Program/Project <input type="text" value="6 & 10"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="563,124.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="563,124.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> . <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="John"/>
Middle Name: <input type="text" value="J."/>	
* Last Name: <input type="text" value="Caulfield"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="City Manager"/>	
* Telephone Number: <input type="text" value="253-589-2489"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="jcaulfield@cityoflakewood.us"/>	
* Signature of Authorized Representative: 	* Date Signed: <input type="text" value="5/13/2019"/>

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 01/31/2019

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

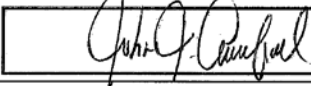
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-97)
Prescribed by OMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	City Manager
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lakewood	5/13/2019

SF-424D (Rev. 7-97) Back

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.


Signature of Authorized Official

5/13/2019
Date


Title

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year 2019, shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

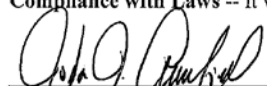
Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

Compliance with Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

Compliance with Laws -- It will comply with applicable laws.



Signature of Authorized Official

5/13/2019

Date



Title

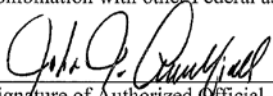
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Signature of Authorized Official

5/13/2019
Date



Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

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REQUEST FOR COUNCIL ACTION

DATE ACTION IS REQUESTED: February 16, 2021	TITLE: Appointing a Councilmember to serve on the Pierce Transit Board of Commissioners through December 31, 2022.	TYPE OF ACTION: — ORDINANCE — RESOLUTION <u>X</u> MOTION NO. 2021-11 — OTHER
REVIEW:	ATTACHMENTS:	

SUBMITTED BY: Briana Schumacher, City Clerk for Mayor Don Anderson

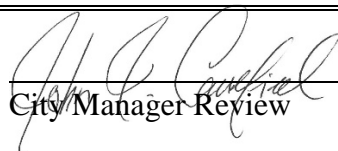
RECOMMENDATION: It is recommended that the City Council appoint a Councilmember to serve on the Pierce Transit Board of Commissioners through December 31, 2022.

DISCUSSION: Pierce Transit is requesting that the City Council appoint a Lakewood elected official to serve Don Anderson's unexpired term on the Board of Commissioners through December 31, 2022. After serving in the capacity for nine years, Mayor Don Anderson submitted his resignation as a member of the Board of Commissioners of Pierce Transit effective February 14, 2021. The City is committed to the success of Pierce Transit and requests that the City Council act to appoint a successor.

ALTERNATIVE(S): None.

FISCAL IMPACT: There is no fiscal impact.

Briana Schumacher, City Clerk
Prepared by


City Manager Review

Heidi Ann Wachter, City Attorney
Department Director