



## Vancouver City Council

Anne McEnery-Ogle, Mayor

Bart Hansen · Ty Stober · Erik Paulsen

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

# City Council Meeting Agenda May 6, 2024

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In accordance with the Open Public Meetings Act (OPMA), the Vancouver City Council meeting will be open to in-person attendance. Options for viewing and/or participating in the meeting remotely will also be accommodated (see details below). The City Council will be attending this meeting in person.

All City Council workshops and meetings are broadcast (live closed captioning available) on [www.cvtv.org](http://www.cvtv.org), CVTV cable channels 23 / HD 323, and on the City's Facebook page, [www.facebook.com/VancouverUS](http://www.facebook.com/VancouverUS).

**Public testimony** will be accepted regarding any matter on the agenda below. ***Advance registration will be required (see details below).***

Unless otherwise announced by the Presiding Officer, each speaker may testify once for up to three minutes under each public testimony opportunity below and will be asked to provide their name and city of residence for the record.

Testimony will be accepted in the following manner:

- **Written comments submitted in advance**

Comments may be sent to [council@cityofvancouver.us](mailto:council@cityofvancouver.us) until 12:00 p.m. May 6. Comments will be compiled and sent to the City Council and entered into the record.

- **In-person or remote testimony during the meeting**

Register in-person at City Hall. In-person registration is open until 6:30 p.m. on May 6. Instructions will be provided on-site.

Register to testify online. Online registration is open until 12:00 p.m. on May 6.

Visit the following website for more information and to register:

<https://www.cityofvancouver.us/departments/mayor-city-council/> under Public Participation, or call the City Manager's Office at (360) 487-8600.

Further instructions for accessing the virtual meeting (for remote testimony) will be provided upon registration.

Upon request, printouts of agenda materials will be provided, including large print.

**WORKSHOPS: 4:00-6:00 p.m.**

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

**2025-26 Biennial Budget**  
(Approximately 2 hours)

*Shannon Olsen, Budget Manager, 360-487-8497*

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**COUNCIL DINNER/ADMINISTRATIVE UPDATES (6:00-6:30 p.m.)**

**REGULAR COUNCIL MEETING**

6:30 PM

Vancouver City Hall - Council Chambers - 415 W 6th Street, Vancouver WA

**Pledge of Allegiance**

**Call to Order and Roll Call**

**Proclamations: National Day of Awareness for Missing and Murdered Indigenous Women and Persons; Small Business Month**

**Community Communications**

This is the place on the agenda where the public is invited to speak to Council regarding any matter on the Agenda not already scheduled for Public Hearing. (Separate instructions are provided for offering testimony on Public Hearing when applicable.) This includes the option to testify about Workshops. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Speakers are to limit their testimony to a total of three minutes for all items combined.

**Consent Agenda (Items 1-9)**

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after

the motion has been made and passed to approve the remaining items.

1. **Bid Award - 2024 Joint Agency Street Preservation Project ITB 24-23**

Staff Report: 084-24

Request: On April 29, 2024, award a construction contract for the 2024 Joint Agency Road Preservation Project to the lowest responsive and responsible bidder, One Way Trigger, LLC, Sacramento, California, at their bid price of \$2,927,867.99, which includes Washington State sales tax, and authorize the City Manager, or designee, to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

2. **Bid Award - 2024 Pavement Repairs Project ITB 24-24**

Staff Report: 085-24

Request: On May 6, 2024, award a construction contract for the 2024 Pavement Repairs Project to the lowest responsive and responsible bidder, Lakeside Industries, Vancouver, WA, at their bid price of \$1,322,444, which includes Washington State sales tax, and authorize the City Manager or designee to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

3. **Bid Award - 2024 Crack Sealing & Mastic Repair Project ITB 24-26**

Staff Report: 086-24

Request: On May 6, 2024, award a construction contract for the 2024 Crack Sealing and Mastic Repairs Project to BVC Inc, of Wenatchee, Washington at their bid price of \$418,750.00, which includes Washington State sales tax, and authorize the City Manager, or designee, to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

4. **Bid Award - Marine Park Wastewater Treatment Facility Ultraviolet (UV) Disinfection System Replacement ITB 24-20**

Staff Report: 087-24

Request: Authorize the City Manager, or designee, to award and execute a construction contract and any required amendments with McClure and Sons, Inc., of Mill Creek, WA for UV equipment upgrades to the Marine Park Wastewater Treatment Facility at their bid price of \$1,305,663.09, which includes Washington State sales tax.

*Frank Dick, Wastewater Treatment Engineering Manager, 360-487-7179*

5. **2024 Affordable Housing Fund Awards**

Staff Report: 088-24

**A RESOLUTION** relating to low-income housing; providing for adoption of 2024 funding awards for the Affordable Housing Fund and authorizing the City Manager to execute agreements and other related documents on behalf of the City of Vancouver consistent with Affordable Housing Fund 2024 Council-approved funding awards.

Request: Approve a resolution adopting the proposed 2024 AHF awards and authorizing the City Manager, or designee, to execute related agreements.

*Hayley Woodbridge, Associate Housing Project Coordinator, 360-487-7867; Samantha Whitley, Housing Programs Manager, 360-487-7952*

6. **Appointment Vancouver Public Facilities District Board of Directors**

Request: Mid-term appointment of Ken O'Hollaren to the Public Facilities District Board of Directors with a term beginning immediately and expiring Nov. 30, 2025.

*Council Committee 2*

7. **Appointment Building & Fire Code Commission**

Request: Appoint David Aronson to the mid-term position on the Building and Fire Code Commission effective immediately and expiring June 30, 2025.

*Council Committee 1*

8. **Appointment Transportation and Mobility Commission**

Request: Appoint Zachary Gatton into the mid-term position on the Transportation and Mobility Commission effective immediately and expiring December 31, 2024.

*Council Committee 1*

9. **Approval of Claim Vouchers**

Request: Approve claim vouchers for May 6, 2024.

**Public Hearings (Item 10)**

The following item(s) are scheduled for public hearing. Members of the public addressing Council are requested to give their name and city of residence for the audio record. Unless otherwise announced by the Presiding Officer, speakers are to limit their testimony to three minutes for each public hearing.

10. **2024-28 HUD Consolidated Plan, Community Participation Plan and 2024 Action Plan**

Staff Report: 089-24

**A RESOLUTION** relating to the adoption of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Consolidated Plan for the 2024-2028 program years, the Annual Action Plan for the 2024 program year and the 2024 Community Participation Plan; authorizing the City Manager to execute agreements on behalf of the City of Vancouver consistent with the CDBG and HOME Investment Partnerships Annual Action Plan; providing for severability and an effective date.

Request: Approve a resolution approving and adopting the 2024-2028 Consolidated Plan, the 2024 Community Development Block Grant and HOME Investment Partnerships Action Plan, the 2024 Community Participation Plan, and the authorization of the City Manager, or designee, to execute agreements on behalf of the City of Vancouver.

*Samantha Whitley, Housing Programs Manager, 360-487-7952*

## **Communications**

- A. From the Council**
- B. From the Mayor**
- C. From the City Manager**

## **Adjournment**

*City Hall is served by C-TRAN. Route information and schedules are available online at [www.c-tran.com](http://www.c-tran.com). You also may reach C-TRAN at (360) 695-0123 for more information on times, fares, and routes.*

*Anyone needing language interpretation services or accommodations with a disability at a Vancouver City Council meeting may contact the City Manager's staff at (360) 487-8600 (Voice/TTY 487-8602). Assistive listening devices and live Closed Captioning are available for the deaf, hard of hearing and general public use. Please notify a staff person if you wish to use one of the devices. Every attempt at reasonable accommodation will be made. To request this agenda in another format, please also contact the phone numbers listed above.*



**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 5/6/2024

**SUBJECT** 2025-26 Biennial Budget

**ATTACHMENTS:**

- ▣ Memo
- ▣ Presentation

**DATE:** May 1, 2024

**TO:** Anne McEnery-Ogle, Mayor  
City Council

**FROM:** Eric J. Holmes, City Manager  
Natasha Ramras, Chief Financial Officer

**RE:** **2025-26 Biennial Budget: Budget Framework**

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The April 15 workshop reviewed the City's financial policies and 6-year financial forecast, which shows a cumulative deficit of approximately \$43 million in the coming 2025-26 biennium for the General, Street, Fire and supported funds. In light of this, the May 6 workshop will focus on potential revenue tools and a recommended policy framework for development of a balanced budget for 2025-26.

## Revenue Tools

A manual of revenues available to cities is published by the Municipal Research Services Center and [can be found here](#). On May 6 we will review potential councilmanic revenue tools available to the City as part of a budget balancing framework, many of which are currently in effect in Vancouver but could be adjusted or expanded to generate additional revenue. These primarily are:

- **Utility taxes:** the City currently levies utility taxes on public and private utilities. Both the applicability of this tax and its rate can be adjusted to generate additional revenue.
- **Property taxes:** the passage of Proposition 2 by voters in 2022 created banked property tax capacity that could be accessed to offset the inflationary headwinds associated with implementation of Proposition 2.
- **Business taxes:** there are two types of business taxes the Council may consider:
  - The City has a business license fee and surcharge (BLS) program that generates revenue dedicated to parks, police, transportation, and economic development. This program is in the early years of an 8-year rate increase established with the 2023-24 budget. The initial year of revenue collections fell short of forecast by approximately \$1 million. The BLS rates could be changed to generate new revenue.
  - State law authorizes a local business and occupation (B&O) tax that the City does not currently levy (the state of Washington levies a B&O tax). This tax tool has historically been met with great concern from the business community. The local B&O tax is not covered in the MRSC Revenue Guide, but a more detailed description is attached to this memorandum for council's reference.

- Sales tax: state law was recently amended to give councilmanic authority to levy a 0.1% sales tax to support cultural access programs (if the tax is not imposed by the County by December 31, 2024). While this revenue would not help close the budget gap, Council may wish to consider this to support community desire and ambition around arts and cultural programming.

There are other taxes that have been pioneered by either the State of Washington or City of Seattle that are not common at the municipal level. These include a sweetened beverage (soda) tax, capital gains tax and payroll excise tax.

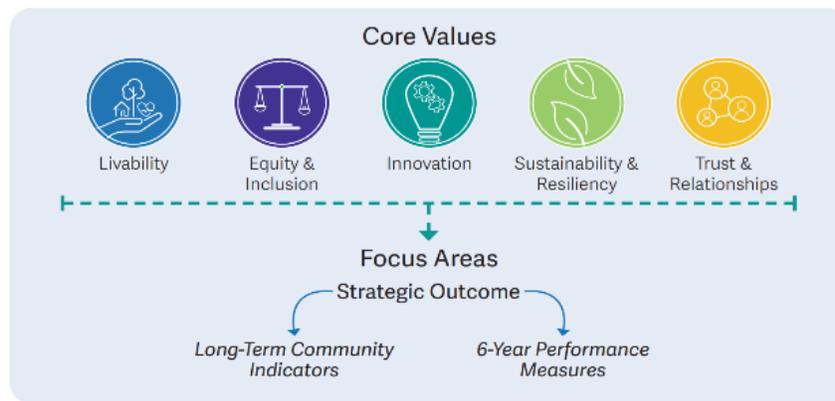
Staff will review the full range of potential revenue options at the May 6 workshop.

### **Recommended Budget Development Framework**

Developing the City Manger’s recommended budget for the 2025-26 biennium will reflect the Council’s universal policy priorities of safety, equity and climate, as well as the values and focus areas established with the 2023-2029 Strategic Plan. The recommended budget should clearly define outcomes of changes, consistent with the strategic plan:



- Strategic outcomes
- Community indicators
- Performance measures
- Defined service level impacts



Within this policy context, the budget should be balanced through:

- Prioritizing and realigning current expenditures. This will be accomplished through:
  - Reductions in staffing and services across all departments and funds:
    - Discontinuation of all limited term positions that are not funded by external revenues
    - Zero base discretionary spending
    - Zero base and aggressively manage overtime
      - 2023 actual overtime costs = \$14M, primarily in public safety

- No reductions in force for fire suppression officers or police officers
  - Service level reductions in non-sworn divisions of public safety in balance with organization-wide priorities
- Maintaining homelessness response resources within the framework of the existing special revenues
  - Does not include establishment of a bridge shelter
- Realigning current general fund resources, with particular focus on:
  - General fund support of pavement management
  - Business license surcharge (BLS) allocation
- Optimizing cost allocation of staff to capital projects and enterprise funds
- Expand revenues. Raise new additional resources to mitigate the impacts of inflation as well as fund priority programs.
  - Adjust current revenues:
    - Utility taxes
      - Implement a Cable utility tax
    - Tap into the City's banked property tax capacity
    - Request \$10 TBD license tab increase
    - Parking tax
    - Optimize all fee for service revenues
  - Adopt Cultural Access Sales Tax
- Spending reductions: Close the remaining gap with reductions in services consistent with strategic plan and council/community priorities.
  - Projected proportionality of reductions under this recommended framework:
    - 5% police and fire
    - 15% all other general and street fund service areas
  - Establish clear statement of service level impacts

### **Community Engagement**

Pending Council review on May 6, development of the budget will be informed by the above framework as well as community input through a variety of channels, including:

- Biennial community survey
- Quarterly ZenCity surveys
- BeHeard page
- The Parks and Recreation Advisory Commission
- Transportation and Mobility Commission
- Community meetings with neighborhoods and business organizations

## Local Business & Occupation Tax

This following provides a basic overview of city business and occupation (B&O) taxes in Washington State, including tax rates, the model B&O tax ordinance, cities that deviate from the model's nonmandatory provisions, and tax sharing agreements. The content was prepared by the Municipal Research Services Center (MRSC), [and can be found online here](#).

For information on business licenses, see [City Business Licenses and Fees](#). For information on utility B&O taxes, see [Utility Taxes](#). This information, as well as a wide variety of other city revenue sources, can also be found in our [Revenue Guide for Washington Cities and Towns](#).

### Overview

Any city or town may levy a business and occupation (B&O) tax on local businesses, in addition to any state B&O taxes.

B&O taxes have three parts: 1) The taxable *event* can be a sale at wholesale or retail, manufacturing, provision of a service, occupation of a physical space, or employment of a person. 2) The *measure* of the tax can be gross receipts, number of employees, square footage, or some other basis. 3) The *rate* of the tax is the amount paid per measure. It is often calculated on a percent of gross receipts, per person, or per square foot depending on the measure of the tax.

When most agencies talk about a B&O tax, they are usually talking about a “tax imposed on or measured by the value of products, the gross income of the business, or the gross proceeds of sales, as the case may be, and that is the legal liability of the business” ([RCW 35.102.030](#)). (For examples of other calculations based on factors such as square footage or number of employees, see our page on [City Business Licenses and Fees](#).)

To create a certain degree of uniformity for businesses operating within Washington, all cities and towns levying a B&O tax on the value of products, gross income, or gross sale proceeds must adopt the provisions of the statewide model B&O tax ordinance, as described below.

**Practice Tip:** Cities considering establishing a local B&O tax should consider whether they have the staff time and expertise necessary to administer this tax. Establishing a B&O tax system requires routine audits by city staff to ensure compliance with the regulations and proper collection of B&O tax income.

### B&O Tax Rates and Use of Revenues

B&O tax revenues are unrestricted and may be used for any lawful governmental purpose. Businesses are put in different classes such as manufacturing, wholesaling, retailing, and services. Within each class, the tax rate must be the same, but it may differ among classes. (Utility businesses have separate provisions and are not subject to the general B&O tax provisions. For more information, see our page on [Utility Taxes](#).)

**Memo Title**

**Date**

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All ordinances that impose a B&O tax for the first time or raise rates should provide for a referendum procedure ([RCW 35.21.706](#)), regardless of whether or not the city has otherwise adopted powers of initiative and referendum. While this RCW section is followed by sections specifically discussing retail sales measured by gross receipts, MRSC believes that a conservative analysis of the statute would have the referendum apply to anything that might be defined as a B&O tax regardless of the taxable event or the measure of the tax.

For a list of cities that have established a B&O tax, as well as their respective tax rates, see the [List of Local Business \(B&O\) Tax Rates](#) maintained by the Association of Washington Cities (AWC).

For retail business activities only: [RCW 35.21.710](#) establishes a maximum B&O tax rate upon “business activities consisting of the making of retail sales of tangible personal property which are measured by gross receipts or gross income from such sales.” Note that this statute only applies to retail businesses, and only if the tax is calculated based on gross receipts/income. It does not apply to other business classes, nor does it apply to B&O taxes upon retail businesses that are based on activities other than retail sales, or that are measured by something other than gross receipts.

For retail businesses where the B&O tax is based on gross receipts/income, the maximum tax rate may not exceed 0.2% of gross receipts or gross income unless approved by a simple majority of voters ([RCW 35.21.711](#)).

Seattle is currently the only city with a voter-approved B&O tax higher than 0.2%. However, the law allows cities that had a retail B&O tax rate greater than 0.2% on January 1, 1982 to continue to impose those rates and to increase their rate without voter approval. The increase is limited to a total of 10% of the January 1982 rate, with an annual incremental increase limited to 2% of the current rate.

Model B&O Tax Ordinance

In 2003, the legislature passed a bill that required the Association of Washington Cities (AWC) to convene a committee to develop a model ordinance that must be adopted by all cities imposing a B&O tax upon the value of products, the gross income of the business, or the gross proceeds of sales. The legislature was concerned about the lack of uniformity of cities' B&O tax ordinances and about allegations that some business income was subject to multiple taxation.

The model ordinance exempted gross receipts under \$20,000 per year and provided certain mandatory definitions, penalty and interest provisions, and payment periods. The model ordinance cannot be updated more often than every four years and was last updated in 2019.

Cities that levy the B&O tax must allow for allocation and apportionment ([RCW 35.102.130](#)) to minimize concerns over multiple taxation.

## Memo Title

Date

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Some of the model ordinance provisions are mandatory, while others are non-mandatory ([RCW 35.102.040](#)). Any city that adopts an ordinance that deviates from the non-mandatory provisions of the model ordinance must make a description of such differences available to the public, in written and electronic form ([RCW 35.102.040\(4\)](#)).

### Penalties, Interest, and Voluntary Disclosure

Cities with a B&O tax must calculate interest and provide for refunds, assessments for additional taxes, and penalties in accordance with [chapter 82.32 RCW](#). See [RCW 35.102.080-.110](#) and the Department of Revenue's [Interest Rates for State Excise Taxes](#) (click on the "interest rates" PDF link).

Some cities have established voluntary disclosure programs to encourage unregistered businesses to comply with local tax laws and pay prior obligations by offering reduced or waived penalties for coming forward voluntarily.

### Tax Sharing Agreement

The City of Seattle is currently the host of a [tax sharing agreement](#) (.docx) that allows participating cities to share tax data without breaching the tax confidentiality provision of the municipal tax ordinances. Any city that obtains tax information from another city is responsible for maintaining the confidentiality and security of that information in accordance with the agreement.

The agreement, along with a current list of participating cities, is required to be posted on the MRSC website. For more information, contact [Joseph A. Cunha](#), the City of Seattle Tax Administrator.

### Relevant Statutes

- [RCW 35.22.280\(32\)](#) – Authority for first class cities to levy a B&O tax
- [RCW 35.23.440\(8\)](#) – Authority for second class cities to levy a B&O tax
- [RCW 35.27.370\(9\)](#) – Authority for towns to levy a B&O tax
- [RCW 35A.82.020](#) – Authority for code cities to levy a B&O tax
- [Ch. 35.102 RCW](#) – Municipal business and occupation tax
- [RCW 35.21.706](#) – Referendum procedure. An ordinance that imposes the tax or increases the tax rate must include a provision for a referendum procedure
- [RCW 35.21.710](#) – Maximum B&O tax rates for retail businesses if measured by gross receipts/income, unless higher rate is approved by voters under [RCW 35.21.711](#)



# 2025-2026 Budget Direction & Policy Framework

**Shannon Olsen**  
Budget Manager  
Financial & Management Services  
May 6, 2024

**Natasha Ramras**  
Chief Financial Officer

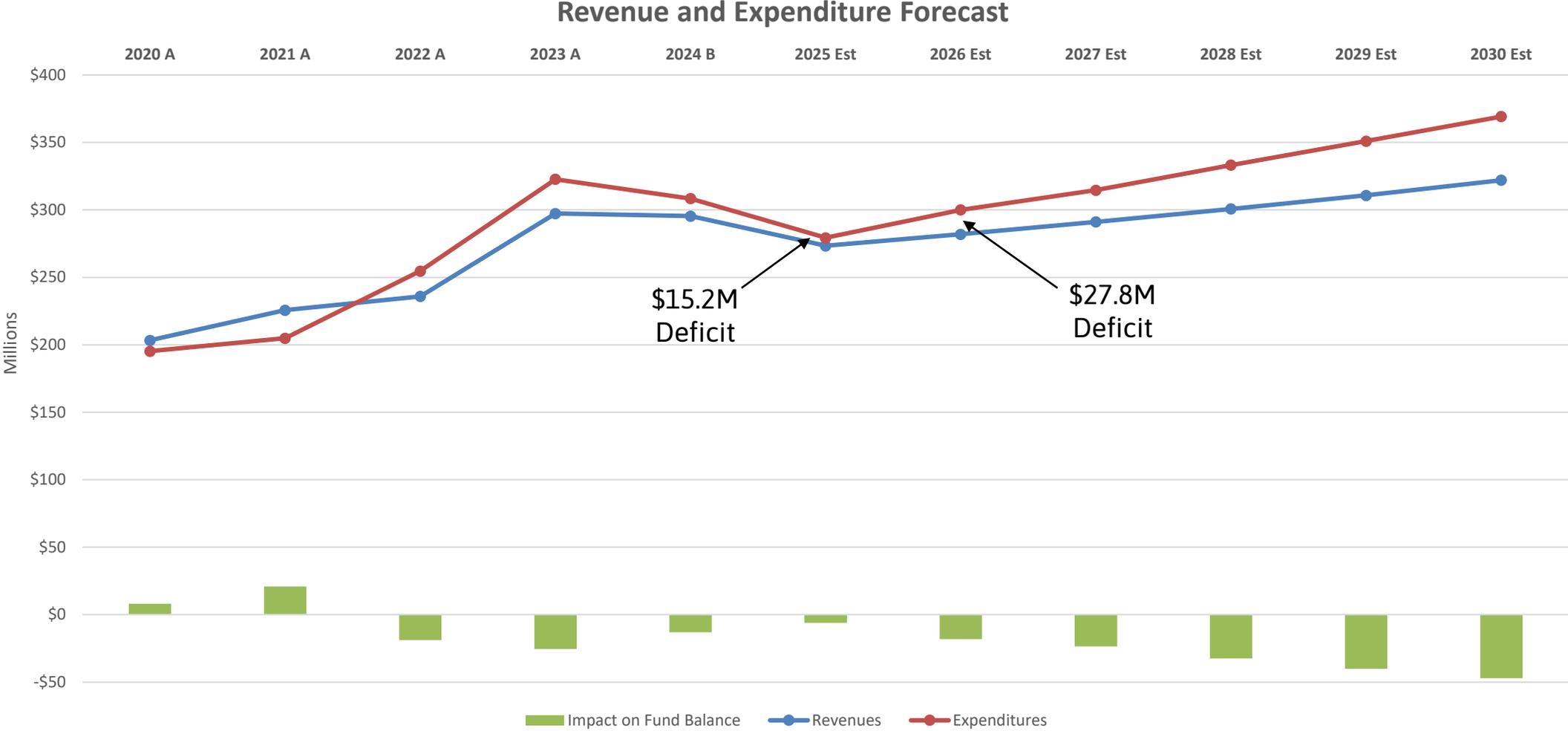


# Agenda

- Review 2025-26 Projected Deficit
- Review Revenue Options
- Recommended Budget Framework
- Next Steps: Budget Schedule



# 2025-2030 General, Street, and Fire Funds Forecast

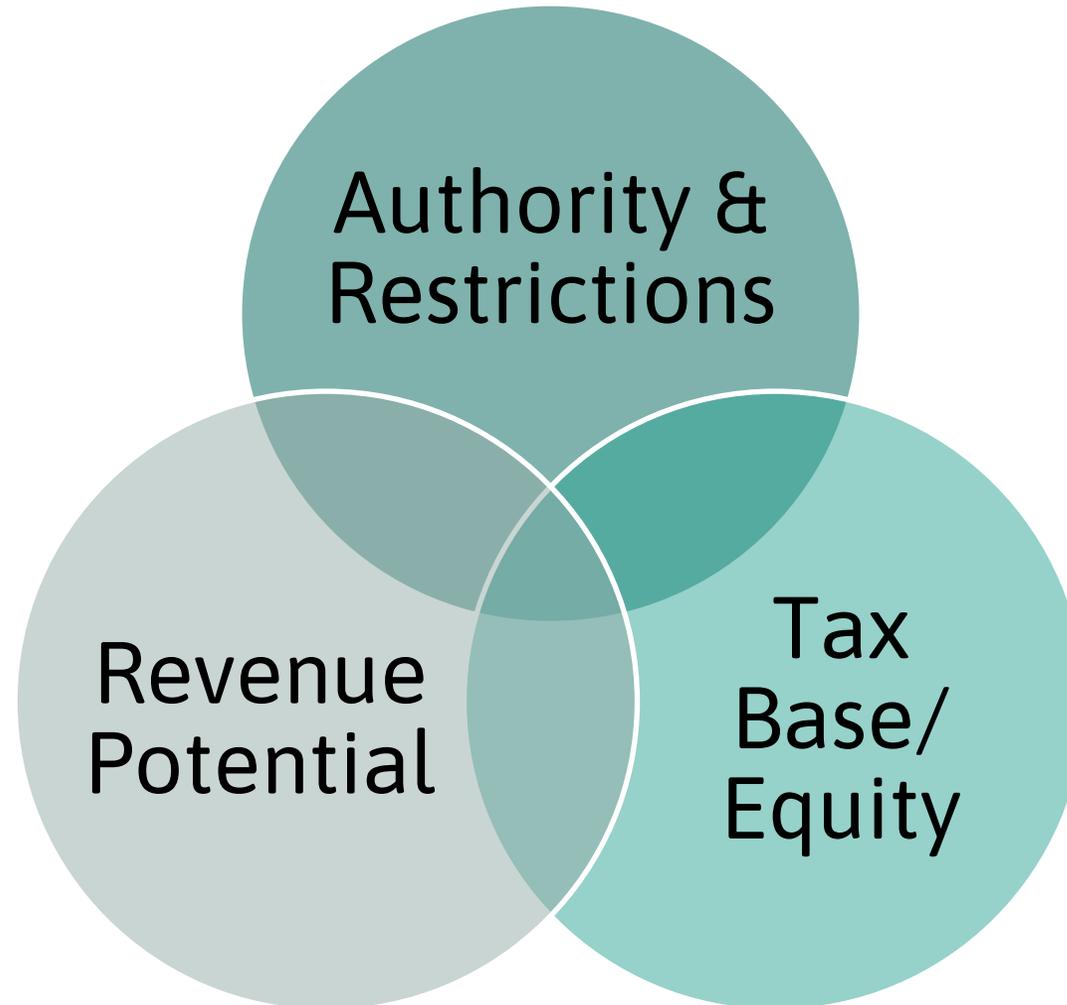


# 2025-26 Budget: Revenue Options



# 2025-2026 Budget: Revenue Options

## **Considerations:**



# 2025-2026 Budget: Revenue Options

## ***Three categories:***

- Current adopted taxes and fees that could be increased or expanded to generate additional revenue
- New taxes that could be adopted to generate additional revenue
- Uncommon, but legally authorized taxes





# Options in current tax and fee rates to generate additional revenue



# 2025-2026 Budget: Revenue Options

## **Utility Tax – City Owned Utilities (sewer, water, drainage, garbage)**

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• No statutory limit</li></ul>	<ul style="list-style-type: none"><li>• 1% = ~\$1.8M (Equates to ~\$1.20 per household per month)</li></ul>	<ul style="list-style-type: none"><li>• None – may be used for any general government purpose</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate = 28.9%</li><li>• Current rate among highest in state</li><li>• Broad tax base</li><li>• Equity and competitiveness</li></ul>



# 2025-2026 Budget: Revenue Options

## Property Tax – Banked Capacity

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• Total levy limit \$2.56</li></ul>	<ul style="list-style-type: none"><li>• ~\$5.5M annually (2025)</li></ul>	<ul style="list-style-type: none"><li>• Must be used for Fire and EMS operating and capital purposes</li></ul>	<ul style="list-style-type: none"><li>• Current 2024 levy rate = \$2.08</li><li>• Interplay between original levy rate of \$0.50 and maximum banked capacity</li><li>• Broad tax base</li><li>• Equity and competitiveness</li></ul>



# 2025-2026 Budget: Revenue Options

## ***Transportation Benefit District (TBD) – License Tab Fee***

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Transportation Benefit District Board authority</li><li>• Maximum \$50 non-voted; Maximum \$100 voted</li></ul>	<ul style="list-style-type: none"><li>• \$10 fee = ~\$1.4M</li></ul>	<ul style="list-style-type: none"><li>• Must be used to for transportation improvements</li><li>• May offset General Fund support</li></ul>	<ul style="list-style-type: none"><li>• Current rate = \$40</li><li>• Broad tax base</li><li>• Payer/community equity</li></ul>

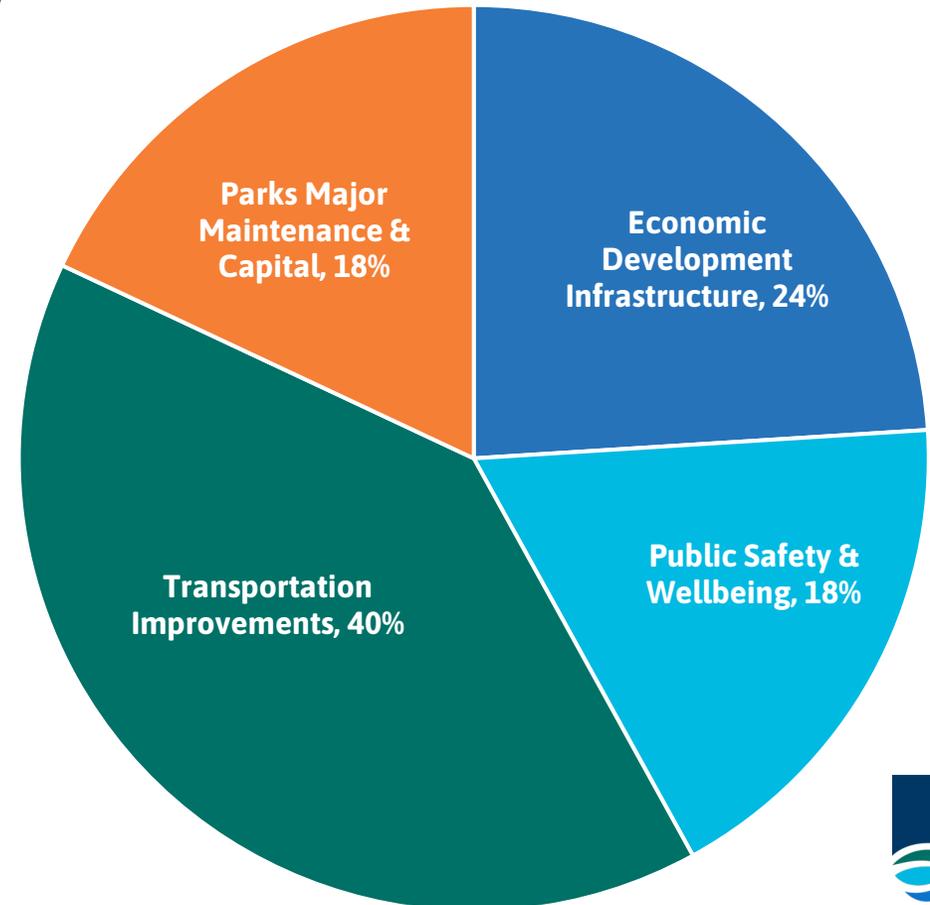


# 2025-2026 Budget: Revenue Options

## Business License Surcharge

- Current business license fee program significantly revised with 2023-24 biennial budget
- In year two of an eight-year phased, programmatic rate increase (2022-2030):
  - Fees increasing from \$200 to \$415
  - Surcharge increasing from \$90 to \$245 per employee
- 2023 revenue = \$8.2M;  
2030 forecasted revenue = ~\$20M
- Adopting ordinance specifies revenue to be used as show in chart; may be changed by Council

Current Business License Surcharge  
Revenue Use Distribution



# 2025-2026 Budget: Revenue Options

## Business License Surcharge (continued)

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• No maximum</li></ul>	<ul style="list-style-type: none"><li>• Two components:<ul style="list-style-type: none"><li>• Base fee:<ul style="list-style-type: none"><li>• Each \$10 = ~\$0.08M in revenue</li></ul></li><li>• Surcharge:<ul style="list-style-type: none"><li>• Each \$10 fee = ~\$0.63M in revenue</li></ul></li></ul></li></ul>	<ul style="list-style-type: none"><li>• May be used for any general governmental purpose</li><li>• Current ordinance allocates use</li><li>• Allocation may be changed</li></ul>	<ul style="list-style-type: none"><li>• Major program revision adopted with 2023-24 budget</li><li>• Revised fee structure has generated less revenue than originally forecasted</li><li>• Planned multi-year phase is not complete</li><li>• Tax base is business only</li><li>• Equity / Competitiveness</li></ul>



# 2025-2026 Budget: Revenue Options

- **Optimizing All Other Fee Revenues**
  - Recreation Fees
    - Update Fee Model (resident vs non-resident)
  - Fire Marshal Fees
  - Land Use, Building, Utilities, Parking and Other Enterprise Fees
  - Balance cost recovery with equity considerations as appropriate





# New tax options to generate additional revenue



# 2025-2026 Budget: Revenue Options

## ***Private Utility Tax – Cable Utility - NEW***

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• Typical rate = 6%<ul style="list-style-type: none"><li>• Potential for higher rate</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 1% = ~\$0.3M</li><li>• 6% rate = ~\$1.9M annually</li></ul>	<ul style="list-style-type: none"><li>• None – may be used for any general government purpose</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate* = 0%</li><li>• Broad tax base</li><li>• May decline over time</li><li>• Impacts to cable providers; ultimate impact to subscribers</li></ul>

\*Current franchise fee = 6%



# 2025-2026 Budget: Revenue Options

## Private Utility Tax – Video Streaming Services - NEW

Authority & Limits	Revenue Potential*	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• Conceptual rate = 6%</li><li>• Potential for higher rate</li></ul>	<ul style="list-style-type: none"><li>• 1% = ~\$0.4M</li><li>• 6% rate = ~\$2.4M annually</li></ul>	<ul style="list-style-type: none"><li>• None – may be used for any general government purpose</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate = 0%</li><li>• Broad tax base</li><li>• May fluctuate / decline over time</li><li>• Pioneering policy</li></ul>

*\*Based on national averages of household subscription rates and monthly spend; further analysis needed to verify.*



# 2025-2026 Budget: Revenue Options

## **Business & Occupation (B&O) Tax - NEW**

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• Maximum rate = 0.2% of gross revenues<ul style="list-style-type: none"><li>• May establish different rates for different business segments</li></ul></li></ul>	<ul style="list-style-type: none"><li>• 1% = ~\$20M+ annually</li><li>• Depends if the Business License Surcharge (BLS) is rolled back</li><li>• Difficult to estimate</li></ul>	<ul style="list-style-type: none"><li>• None – may be used for general government purpose</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate = 0%</li><li>• State of WA B&amp;O tax applies to businesses within City</li><li>• Broad business base</li><li>• Competitiveness</li><li>• Administratively complex</li></ul>



# 2025-2026 Budget: Revenue Options

## Admissions Tax - NEW

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• 5% on movie admission tickets</li></ul>	<ul style="list-style-type: none"><li>• 5% = ~\$0.4M annually</li></ul>	<ul style="list-style-type: none"><li>• None - May be used for any general government purpose</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate = 0%</li><li>• Declining revenue stream</li><li>• New tax to administer</li></ul>



# 2025-2026 Budget: Revenue Options

## Commercial Parking Tax - NEW

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• 5% on commercial parking</li></ul>	<ul style="list-style-type: none"><li>• 5% = ~\$0.4M annually</li></ul>	<ul style="list-style-type: none"><li>• Must be used for transportation improvements</li></ul>	<ul style="list-style-type: none"><li>• Current tax rate = 0%</li><li>• New tax to administer</li></ul>





# Uncommon, but authorized taxes



# 2025-2026 Budget: Revenue Options

## Arts and Culture Sales Tax - NEW

Authority & Limits	Revenue Potential	Restrictions	Considerations
<ul style="list-style-type: none"><li>• Councilmanic authority</li><li>• Maximum 0.1% of Sales Tax</li><li>• Authorized for 7-year period</li><li>• May be renewed for successive 7-year period</li></ul>	<ul style="list-style-type: none"><li>• 0.1% = ~\$6.5M annually (2024)</li></ul>	<ul style="list-style-type: none"><li>• May be used for multiple purposes related to cultural access programs (operating &amp; capital)</li><li>• Portion <u>must</u> be used to support increase cultural program access for students who live in the City</li></ul>	<ul style="list-style-type: none"><li>• Will not close the 2025-26 gap between revenues and expenditures</li></ul>

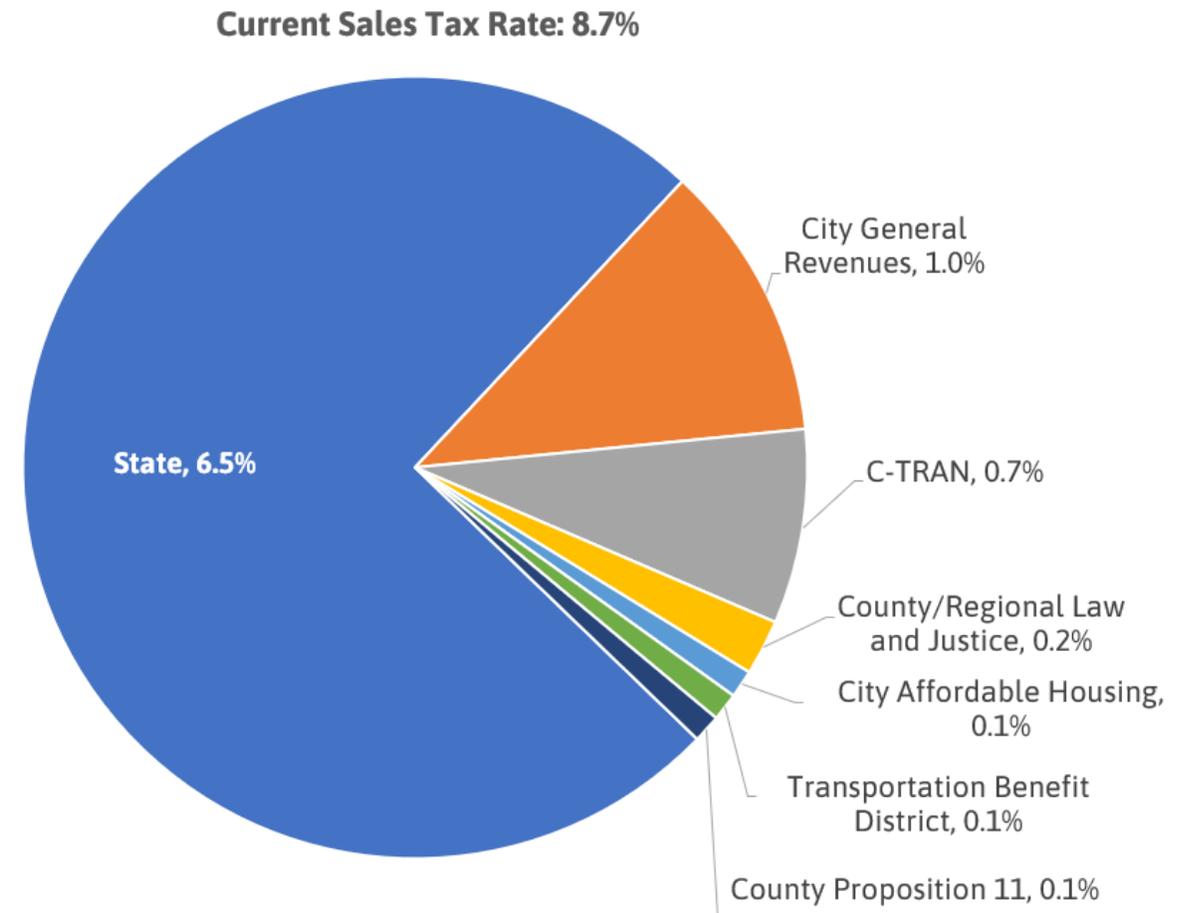


# 2025-2026 Budget: Revenue Options

- **Arts and Culture Sales Tax – NEW (continued)**

- **Current Sales Tax Rates:**

- 0% for Cultural Programs
- 1.0% for General City Revenues
- 0.1% for Affordable Housing
- 0.1% for Transportation Benefit District (TBD)



# 2025-2026 Budget: Revenue Options

## ***Sweetened Beverage Tax - NEW***

### Authority & Limits

- Councilmanic authority
- Excise tax applies to distributors of beverages
- Seattle = \$0.0175/oz

### Revenue Potential

- Seattle generates ~\$22M annually

### Restrictions

- In Seattle, dedicated expansion of access to healthy and affordable food and reduce disparities in social, developmental, and education readiness and learning for children and their families

### Considerations

- Will not close the 2025-26 gap between revenues and expenditures



# 2025-2026 Budget: Revenue Options

## ***Capital Gains Tax***

- Washington State Legislature established a capital gains tax in 2021
- State rate is 7% on gains over \$0.25M
- Councilmanic under home rule authority
- Flexible rate
- Revenue potential in Vancouver unknown



# 2025-2026 Budget: Revenue Options

## ***Payroll Tax***

- Seattle established a payroll excise tax
- Upheld under legal challenge
- Excise tax applies to employer based on gross payroll
- Rate, applicability and exemptions influence potential revenue
- Potential revenue in Vancouver unknown





# Voted Revenue Tools



# 2025-2030 Forecast Horizon: Voted Tools

## ***Voted Tools***

- Voted tools, while eligible and appropriate to fund key services, are not expected to be available for budget development for the 2025-26 biennium
  - Potential revenues not reflected in the forecast
- Budget will be developed to identify strong candidate services and functions that could be included in a future voted measure



# 2025-2030 Forecast Horizon: Voted Tools

## ***Public Safety Sales Tax***

- Voted option – 0.1% City’s tax
- 1/3 of revenue to fund public safety
- Clark County voters supported in 2022 a 0.1% tax
- Potential revenue ~\$6.5M
- Payer/equity concerns



# 2025-2030 Forecast Horizon: Voted Tools

## ***Public Safety Levy Lid Lift - Police***

- Separate community stakeholder process
- Wide range of levy design options
- Potential revenue is not captured in the current forecast
- If successful, a decision package will be added in 2025



# 2025-2030 Forecast Horizon: Voted Tools

## **Capital Bond Levy**

- Separate community stakeholder process
- Excess levy dedicated to servicing bonded debt on capital facilities
- 60% voter approval required
- If successfully pursued, a decision package would be added in 2025



# 2025-2030 Forecast Horizon: Voted Tools

## ***Emergency Medical Services Levy***

- Up to \$0.50 levy to support emergency medical services
- Separate community stakeholder process
- If successfully pursued, a decision package would be added in 2025





# Questions & Discussion



# 2025-26 Budget: Recommended Framework



# 2025-2026 Budget: Framework

## ***Affirm Budget Direction***

- Universal Policy Themes
- Budget Priorities
- Fiscal Policies

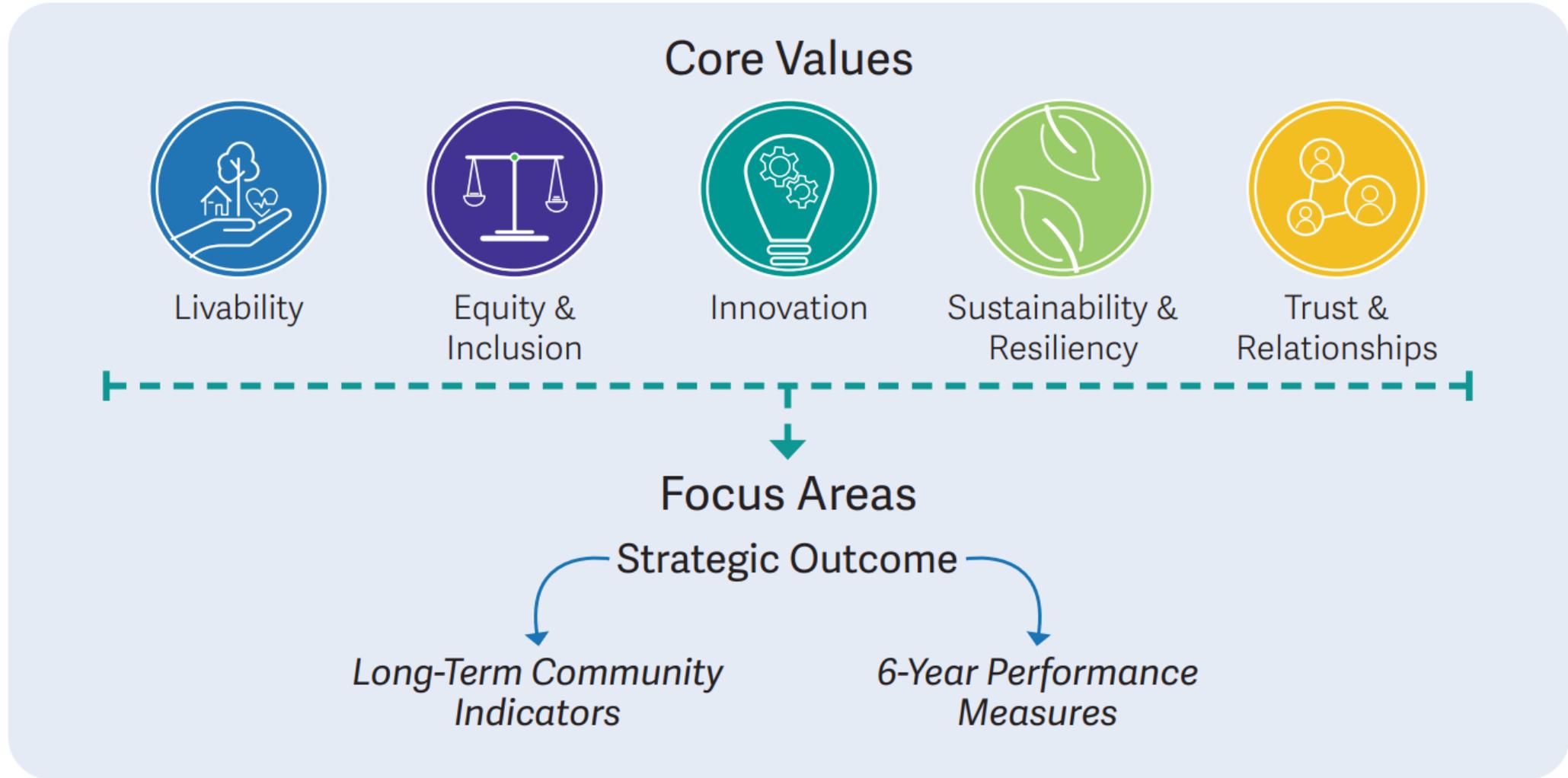


# 2025-2026 Budget: Framework

- Maintain universal policy themes
- Outcomes of department budgets should support **City priorities**



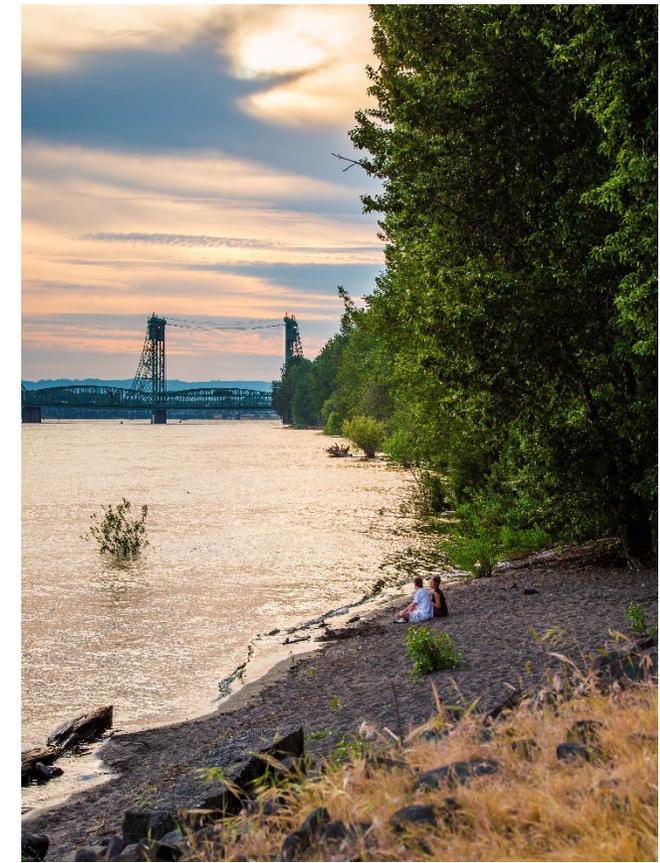
# 2025-2026 Budget: Priorities



# 2025-2026 Budget: Focus Areas

## ***Define Outcomes of Budget Changes,*** consistent with

- Strategic outcomes
- Community indicators
- Performance measures
- Define service level impacts



# 2025-2026 Budget: Recommended Framework

## ***In the context of the Strategic Plan:***

- **Baseline supplies and services across all departments and funds:**
  - Discontinue all limited term positions (unless funded by external revenues)
  - Zero base discretionary spending
  - Zero base and aggressively manage overtime
    - 2023 actual overtime costs = \$14M, primarily public safety



# 2025-2026 Budget: Recommended Framework

## ***In the context of the Strategic Plan:***

- Prioritize and realign:
  - No reductions in force for fire suppression officers or police officers
    - Consider level of service reductions in non-sworn divisions of public safety in balance with organization-wide priorities
  - Maintain homelessness response resources within the framework of existing special revenues
    - Does not include establishment of a bridge shelter



# 2025-2026 Budget: Recommended Framework

## ***In the context of the Strategic Plan:***

- Prioritize and realign:
  - Realign current general fund resources, with particular focus on:
    - General Fund support of pavement management
    - Business License Surcharge (BLS) allocation
  - Optimize cost allocation of staff to capital projects and enterprise funds



# 2025-2026 Budget: Recommended Framework

## ***In the context of the Strategic Plan:***

- Expand Revenues:
  - Utility Taxes:
    - Cable
    - Video Streaming
  - Proposition 2 - Property Tax Banked Capacity
  - Request \$10 TBD License Tab Increase
  - Parking Tax
  - Optimize all fee for service revenues
  - Adopt arts and cultural access sales tax



# 2025-2026 Budget: Recommended Framework

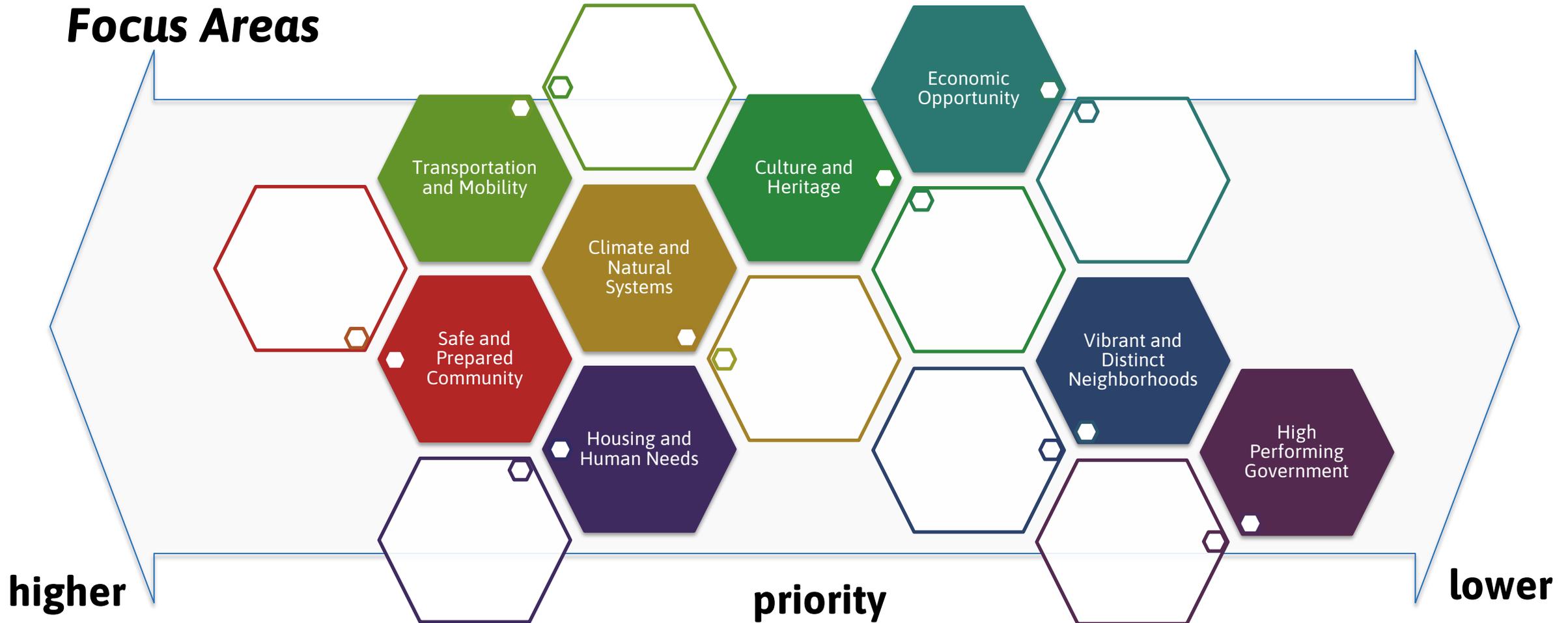
## ***In the context of the Strategic Plan:***

- Reductions:
  - Close the remaining gap with reductions in services consistent with strategic plan and council/community priorities
  - Projected proportionality of reductions under this recommended framework:
    - 5% - Police and Fire
    - 15% - All other general and street fund service areas
  - Establish clear statement of service level impacts



# 2025-2026 Budget: Policy Framework

## Focus Areas

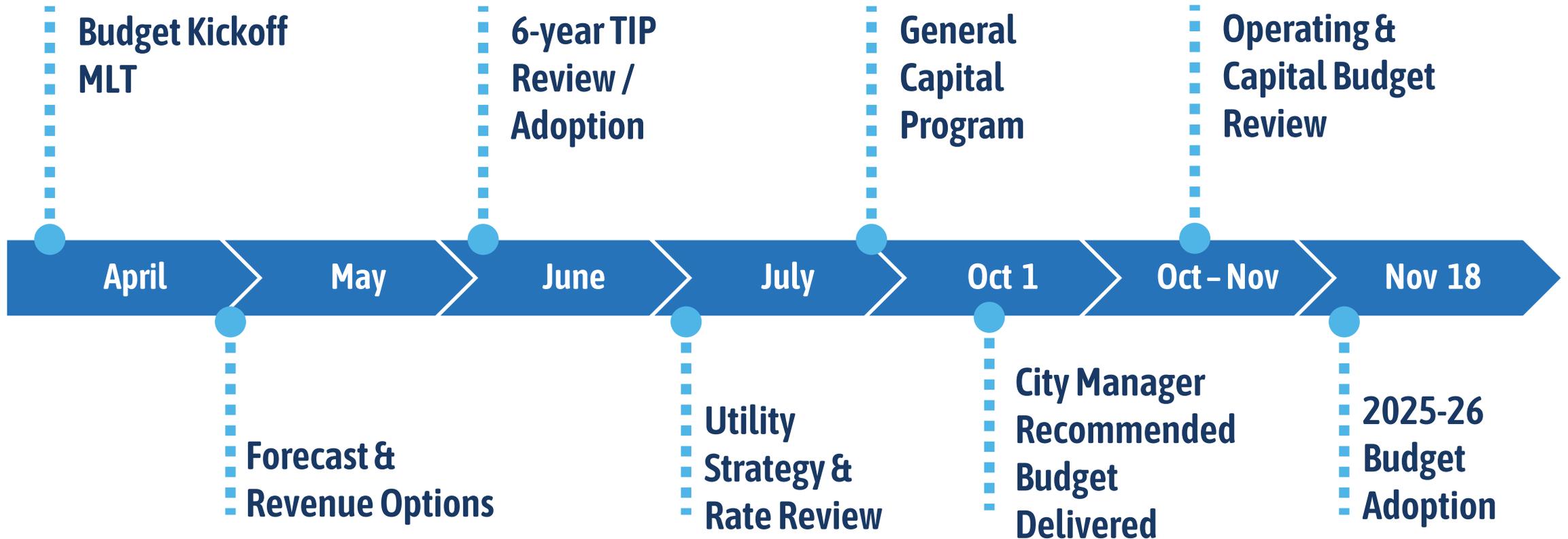




# Questions & Discussion



# Budget Process Schedule



Public Outreach (summer)



# Thank You



[shannon.olsen@cityofvancouver.us](mailto:shannon.olsen@cityofvancouver.us) | 360-487-8497 | [cityofvancouver.us](http://cityofvancouver.us)





**Staff Report: 084-24**

**TO:** Mayor and City Council  
**FROM:** Eric Holmes, City Manager  
**DATE:** 5/6/2024

**SUBJECT** Bid Award - 2024 Joint Agency Street Preservation Project ITB 24-23

**Key Points**

- The City maintains approximately 1,900 lane miles of streets in its system.
- The City’s annual resurfacing and preservation contracts are the primary way that the streets get curb to curb work done on them.
- The project includes approximately 45 lane miles of street preservation.
- City maintenance crews do not have the staff or equipment to do the type of work being done as part of this project.

**Strategic Plan Alignment**

**Transportation and Mobility** - a safe, future-ready and convenient transportation system.

**Present Situation**

Clark County, the City of Battle Ground, and the City of Vancouver have solicited a joint bid for each agency’s 2024 Road Preservation Project. Each agency will execute a separate contract for their part of the work.

On April 2, 2024, Clark County received three bids for the 2024 Joint Agency Road Preservation Project. The bids ranged from \$5,323,776.12 to \$6,383,325. The low bidder was responsive. The 2024 City of Vancouver part of the work is \$2,927,867.99.

<b>SUMMARY OF BIDS</b>		
<b>BIDDER</b>	<b>VANCOUVER’S BID</b>	<b>COMBINED BIDS</b>
One Way Trigger, LLC, Sacramento, CA	\$2,927,867.99	\$5,323,786.12
Doolittle Construction, LLC	\$3,334,114.40	\$5,725,725.00
VSS International, Inc.	\$3,391,625.64	\$6,383,325.00

<i>Engineers' Estimate</i>	\$2,614,000.00	\$4,504,507.00 to \$5,829,450.00
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There is a minimum apprenticeship goal of 4% of the utilized labor hours for this project. One Way Trigger, LLC, Sacramento, California, has submitted an Apprenticeship Utilization Plan to exceed this goal by using approximately 150 hours of apprentice time of the estimated 1,995 total of applicable labor hours for the project.

**Advantage(s)**

1. Will result in improved pavement on approximately 45 lane miles of streets in Vancouver, protecting the City's investment in its street network.
2. The City of Vancouver, the City of Battle Ground, and Clark County are working cooperatively to make the best use of limited funds by reducing construction costs through economies of scales.
3. Will reduce higher maintenance costs on City streets, as well as extend the life of the pavement before more costly treatments are required.

**Disadvantage(s)**

1. Neighborhood residents, businesses, and local traffic will be inconvenienced during the construction period at the various locations; however, the construction duration at each location is short, with traffic able to drive over the new surface within a few hours at most, which will minimize the temporary inconvenience.
2. Construction will generate noise in the area; however, the contractor will not be working in one spot the entire time with all work expected to be complete a few days at each location.

**Budget Impact**

The project is currently funded through the Pavement Management Program in the Street Fund \$2,927,867.99. No additional budget appropriation is required.

**Prior Council Review**

None

**Action Requested**

On April 29, 2024, award a construction contract for the 2024 Joint Agency Road Preservation Project to the lowest responsive and responsible bidder, One Way Trigger, LLC, Sacramento, California, at their bid price of \$2,927,867.99, which includes Washington State sales tax, and authorize the City Manager, or designee, to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

**ATTACHMENTS:**

- ▣ Vicinity Map
- ▣ Contract



**Legend**

**2024 Preservation Treatment Type**

- - - CAPE SEAL WITH SLURRY
- - - MICROSURFACING - TYPE 2
- — — MICROSURFACING - TYPE 3
- Vancouver City Limits

Updated: 11/7/2023

# City of Vancouver 2024 Preservation Streets Map

## Subject to Change





CONSTRUCTION CONTRACT C-101638  
**ITB 24-23: Joint Agency Road Preservation Project**

This Contract (hereinafter referred to as the "Contract") is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington (hereinafter referred to as the "City") and One Way Trigger, LLC, 5960 S Land Park Drive #250, Sacramento, CA 95822 (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the "parties" or individually as a "party".

WHEREAS, the City desires to engage the Contractor to provide public works construction and other related services for the work described herein;

WHEREAS, Contractor has agreed to offer its services to perform said work per the City issued Invitation to Bid (ITB) No. 24-23 and all addenda thereto, Contractor's Bid to said ITB, the Project Plan Set and Special Provisions, and City Council's approval on **Month Day, Year** per Staff Report No. **##-##**; and

WHEREAS, the Contractor represents by entering into this Contract that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, and to the standards required by the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. STATEMENT OF WORK:** The Contractor hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary to complete the work in a professional manner within the time limits stated in this Contract for the construction and installation of the following improvements and will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

**This Contract provides for the improvement of various roads in the City of Vancouver by placing slurry seal, chip seal, micro-surfacing, fog seal, striping and pavement markings and other work, all in accordance with the attached Plan Set, these Contract Provisions, and the Standard Specifications, hereafter referred to as "Work."**

**The Work shall be Physically Complete within 30 Working Days for chip seal on cap seal streets and 38 Working Days for slurry seal, micro-surfacing, standalone chip and fog seal streets from the Notice to Proceed (NTP) date.**

- 2. EFFECTIVE DATE:** This Contract is effective as of the last signature of the Contract.

3. **E-VERIFY PROGRAM:** Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Contract. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Contract are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.
4. **CONTRACTOR RESPONSIBILITIES FOR SUBCONTRACTORS:** The Contractor shall include the language of this section in all tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. The Contractor shall require all subcontractors to comply with all relevant federal, state and municipal laws, rules and regulations whatsoever.

At the time of subcontract execution, the Contractor shall verify that all tier subcontractors meet the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. Have received training on the requirements related to public works and prevailing wage as required by RCW 39.04.350;
  4. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
  5. If applicable, have:
    - i. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
    - ii. A Washington Employment Security Department reference number, as required in Title 50 RCW;
    - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
    - v. An elevator contractor license, if required by Chapter 70.87 RCW.
  6. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
5. **DELINQUENT STATE TAXES:** The Contractor shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.
  6. **COMPENSATION AND SCHEDULE OF PAYMENTS:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful

performance and furnishing of the work and materials required by this Contract to the satisfaction of the City, the City agrees to pay to the Contractor as prescribed in the solicitation and Contractor's Bid, and in accordance with the ordinances of the City of Vancouver and the laws of the State of Washington, the following sum as indicated, which amount does includes 8.5% Washington State Sales Tax (if applicable) \$2,927,867.99 USD.

The amount finally to be paid is, however, variable upon the Work actually performed and final payment will be made upon the basis of the amount of work performed and the materials furnished, and at the lump sum or unit prices fixed in the Contractor's Bid and as modified by any and all approved Change Orders.

- 7. CONTRACTOR'S INSURANCE:** The Contractor agrees to the following requirements relating to insurance coverage. Provide a Certificate of Liability Insurance. Said certificate must be provided on a standard "ACORD" form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the City of Vancouver.

In addition, all policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

The Contractor agrees to procure insurance coverage as required below:

<b>COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
<b>I. Commercial General Liability:</b>	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
<b>II. Commercial Automobile Liability</b>	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this Contract.	
Combined Single Limit	\$1,000,000
<b>III. Workers' Compensation (applicable to the State of Washington)</b>	
Per Occurrence	Statutory
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

COVERAGE	LIMITS OF LIABILITY
<b>IV. Pollution Legal Liability</b>	
Each Claim	\$3,000,000
Annual Aggregate	\$6,000,000

In addition to the coverage and limits listed above the Contractor’s insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers’ Compensation policy must be endorsed to include “Washington Stop Gap” insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an “occurrence” basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the City on a standard “ACORD” or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

- 8. **CONTRACTOR’S BOND:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Vancouver a Performance Bond and Payment Bond, in the forms prescribed by the City of Vancouver, in the full amount of the Contract price with a company authorized to do business in the State of Washington as a surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Chapter 39.08 RCW.
- 9. **DISPUTE RESOLUTION:** In the event of a dispute between the Parties which cannot be resolved by the contract managers, the Contractor and the City shall review such dispute and

may attempt to resolve the dispute. Any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by the Parties within 30 days of receipt of written notice may be submitted to mediation. If the dispute cannot be resolved through mediation, either party may initiate litigation pursuant to the governing law and venue provisions of this Contract. The Parties agree to pay their own attorneys' fees and expenses.

**10. GOVERNING LAW/VENUE:** This Contract shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Contract shall be brought in the Superior Court of Clark County, Washington.

**11. EMPLOYMENT OF LABOR:** The Contractor agrees that all persons employed by Contractor and by any of its subcontractors and any of their lower tier contractors in work performed pursuant to this Contract shall not be employed in excess of eight (8) hours in any one day, except as provided or allowed by Chapter 49.28 RCW and WAC 296-127 and any amendment thereto.

**12. PAYMENT OF LABOR:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the performance of this Contract will be paid not less than the prevailing rate of wage for an hours work, in accordance with the provisions of the Chapter 39.12 RCW, and all rules and regulations promulgated pursuant thereto.

The prevailing wage rates in effect at the time of the bid submittal deadline shall apply for the duration of the project, no matter how long it lasts. However, if the Contract is awarded more than six (6) months after the bids were due, the prevailing wage rates in effect on the award date shall apply.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision shall be final, conclusive and binding on all parties involved in the dispute.

**13. PAYMENT TO THE CONTRACTOR:** Progress payments to the Contractor shall be made within 30 days of a fully executed Pay Estimate pending all compliance with all contractual requirements. A sum equal to 5% may be reserved and retained from monies earned by the Contractor in accordance with Chapter 60.28 RCW. The City reserves the right to require Contractor to correct any submitted or paid erroneous invoices according to the rates set forth herein. City and Contractor agree that any amount paid in error by City does not constitute a change in the agreed upon amount; Contractor agrees to issue a refund of any overages paid in error by the City.

Release of the retained percentage or the retainage bond shall be in accordance with Chapter 60.28 RCW. Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in RCW 39.08.030

and within the time provided in Chapter 60.28 RCW as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed and received approval of a Statement of Intent to Pay Prevailing Wage as required by RCW 39.12.040 from the Washington State Department a Labor and Industries. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in RCW 39.12.120. A Contractor and all subcontractors shall, file a copy of its certified payroll records using the Department of Labor and Industries online system on a monthly basis. A Contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

**14. INDEMNIFICATION:** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, including but not limited to demands, claims, causes of action, suits or judgments, claims of copyright or patent infringement, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by Contractor pursuant to this Contract.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.

This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the Parties and it is the intent of the Parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

**15. OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor or any third party, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of the original City.

**16. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an "agency" within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor,

the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.17 RCW for withholding or delaying public disclosure of such information.

- 17. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 18. AMENDMENTS:** All changes to this Contract, including changes to the statement of work and compensation, must be made by written Change Order and/or Amendment and signed by all parties to this Contract.
- 19. AUTHORIZATION AND COMPLIANCE WITH THE LAW:** The Contractor certifies that the person signing the Contract is legally authorized to enter into this binding Contract and that the Contractor shall fully comply with all relevant, federal, state and municipal laws, rules, regulations and policies.
- 20. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor will be required to obtain a business license when contracting with the City unless allowable exemptions apply. The Contractor shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, or by phone at 800-451-7985, or go to [www.bls.dor.wa.gov/cities/vancouver.aspx](http://www.bls.dor.wa.gov/cities/vancouver.aspx) or [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense), to determine whether a business license is required pursuant to the Vancouver Municipal Code (VMC) Chapter 5.04.
- 21. RELATION OF PARTIES:** The Contractor, its subcontractors, agents and employees are independent contractors performing services for The City and are not employees of City; shall not, as a result of this Contract, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees; and, shall not have the authority to bind the City in any way except as may be specifically provided in the Statement of Work.
- 22. ASSIGNMENT:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without the other party's express written authorization.
- 23. TERMINATION FOR CONVENIENCE:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Contract is terminated prior to the completion of Work, Contractor will only be paid for the Work completed at the time of termination of the Contract.

**24. TERMINATION FOR CAUSE:** In the event the Contractor is, or has been, in violation of the terms of this Contract, including the solicitation, the City reserves the right, upon written notice to the Contractor, to cancel, terminate, or suspend this contract in whole or in part for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for services performed in accordance with the manner of performance set forth in the Contract.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, or events which are not the fault of or are beyond the control of the Contractor, the City after setting up a new delivery or performance schedule, may allow the Contractor to continue work or treat the termination as a termination for convenience.

**25. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a "Notice to Cure" to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.

**26. WAIVER AND REMEDIES:** City's failure to enforce the terms or conditions herein or to exercise any right or privilege, or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type. Remedies under this Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

**27. ENTIRETY OF CONTRACT:** This Contract incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Contract. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Contract.

**28. USE OF CITY'S NAME:** Contractor may not use any of City's name, trademark, service marks, or logo in connection with the services contemplated by this Contract or otherwise without the prior written permission of City, which permission may be withheld for any or no reason and may be subject to certain conditions.

**29. DEBARMENT:** The Contractor certifies that that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local department or agency.

- 30. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, Contractor will not discriminate against any employee or applicant for employment in accordance with RCW Chapter 49.60, including, but not limited to creed, religion, race, color, age, sex, marital status, sexual orientation, sexual identity, pregnancy, military status, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants and employees are treated fairly, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical disability. Such action shall include all terms and conditions of employment, compensation, and benefits, including apprenticeship.
- 31. BINDING EFFECT:** The provisions, covenants and conditions in this Contract bind the parties, their legal heirs, representatives, successors, and assigns.
- 32. RATIFICATION:** Acts taken pursuant to this Contract but prior to its effective date are hereby ratified and confirmed.
- 33. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE:** The complete Contract includes these parts and any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):
1. Amendments to the Contract,
  2. This Contract,
  3. Contractor's Bid including all Addenda to the Solicitation,
  4. Special Provisions,
  5. Contract Plan Set,
  6. City of Vancouver Standard Plans,
  7. WSDOT Standard Specifications,
  8. WSDOT Standard Plans.

On the Contract Plans, Working Drawings, and Standard Plans, figured dimensions shall take precedence over scaled dimensions.

Whenever reference is made in these Specifications or the Special Provisions to codes, rules, specifications, and standards, the reference shall be construed to mean the code, rule, specification, or standard that is in effect on the Invitation to Bid advertisement date, unless otherwise stated or as required by law.

If any part of the Contract requires Work that does not include a description for how the Work is to be performed, the Work shall be performed in accordance with standard trade practice(s). For purposes of the Contract, a standard trade practice is one having such regularity of observance in the trade as to justify an expectation that it will be observed by the Contractor in doing the Work.

- 34. NOTICES:** All notices which are given or required to be given pursuant to this Contract shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the Owner:  
Anna Vogel

For the Contractor:  
Jason Lampley

City of Vancouver  
415 W 6th Street  
P O Box 1995  
Vancouver WA 98668-1995  
[anna.vogel@cityofvancouver.us](mailto:anna.vogel@cityofvancouver.us)

One Way Trigger  
5960 S Land Park Drive #250  
Sacramento, CA 95822  
[info@owtsolutions.com](mailto:info@owtsolutions.com)

The undersigned, as the authorized representatives of the Owner and Contractor respectively, agree to all of the terms and conditions contained in this Contract, as of the dates set forth below.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**  
One Way Trigger, LLC

\_\_\_\_\_  
Eric Holmes, City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name /Title

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
Jonathan Young, City Attorney



**Staff Report: 085-24**

**TO:** Mayor and City Council  
**FROM:** Eric Holmes, City Manager  
**DATE:** 5/6/2024

**SUBJECT** Bid Award - 2024 Pavement Repairs Project ITB 24-24

**Key Points**

- The City maintains approximately 1,900 lane miles of streets in its system.
- The purpose of this contract is to repair areas of failed pavement on streets that are getting treated in the annual pavement preservation program.
- City maintenance crews do not have the capacity to do this amount of pavement repair before the annual pavement preservation program begins.

**Strategic Plan Alignment**

**Transportation and Mobility** - a safe, future-ready and convenient transportation system.

**Present Situation**

The 2024 Pavement Repairs Project is being constructed as part of the pavement management program. This project involves repairing failed pavement on streets that will receive a preservation treatment in 2024. Preservation treatments include microsurfacing, slurry sealing, chip sealing, and cape sealing. Most of the pavement on the streets selected for preservation is in fair condition and is ready for a preservation treatment. However, areas of failed pavement need to be repaired before a preservation treatment may be placed on them. This is work that has to be done every year to prepare the streets for preservation.

The attached vicinity map shows where streets will receive pavement repairs. Corridors include NE 28th St, NE 136th/NE 138th Ave, NE 18th St, SE Mill Plain Blvd, SE 34th St, SE Cascade Park Dr, SE 164th Ave, SE 192nd Ave, and various streets in the Airport Green Neighborhood.

On April 9, 2024, the City received four bids for the subject project. The bids ranged from \$1,322,444 to \$1,811,000 dollars. The low bidder was responsive. The bids are as follows:

<b>SUMMARY OF BIDS</b>	
<b>BIDDER</b>	<b>AMOUNT</b>
Lakeside Industries, Vancouver, WA	\$ 1,322,444.00

Central Paving, LLC, Ellensburg WA	\$ 1,373,717.00
Granite Construction Company, Vancouver, WA	\$ 1,438,000.00
Brix Paving Northwest, Inc.	\$ 1,811,000.00
Engineers' Estimate	\$ 1,300,000.00

The apprenticeship goal for this project was waived per the policy due to the following conditions: (1) a disproportionately high ratio of material costs to labor hours on the particular projects does not make feasible the required minimum level of apprentice participation; (2) the project is less than 30 calendar days or working days in duration and will render apprentice utilization unfeasible at the required levels.

**Advantage(s)**

1. Will result in preparing the streets for the upcoming Preservation Project on arterials and within neighborhoods protecting the City's investment in its street network.
2. Will reduce higher future maintenance costs on City streets.
3. Will follow through on commitments and improve neighborhood livability.

**Disadvantage(s)**

1. Neighborhood residents, businesses and local traffic will be inconvenienced during the construction period along the corridors; however, the construction duration is short and lane closures will be limited, which will minimize the temporary inconvenience.
2. Construction will generate noise and dust in the work areas. To mitigate for noise, the contractor will be required to comply with a noise variance for nighttime work. The contractor will also be required to implement a dust control and erosion control strategy at all locations.

**Budget Impact**

The project is currently funded through the Pavement Management Program (\$1,322,444.00). Sufficient funds are budgeted to construct the project.

**Prior Council Review**

None

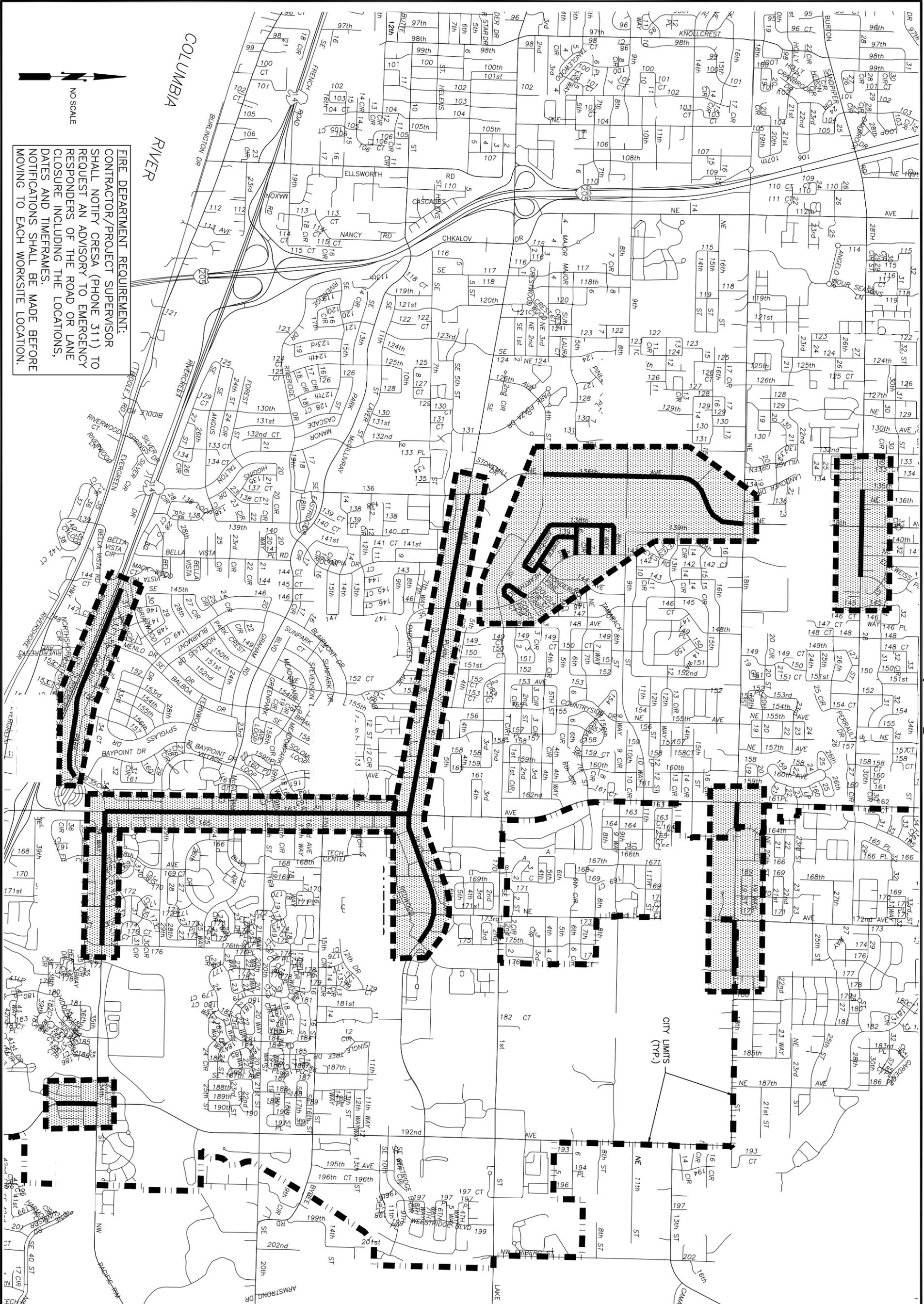
**Action Requested**

On May 6, 2024, award a construction contract for the 2024 Pavement Repairs Project to the lowest responsive and responsible bidder, Lakeside Industries, Vancouver, WA, at their bid price of \$1,322,444, which includes Washington State sales tax, and authorize the City Manager or designee to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

**ATTACHMENTS:**

- ▣ Vicinity Map
- ▣ Contract



Vicinity Map

**FIRE DEPARTMENT REQUIREMENT:**  
 CONTRACTOR/PROJECT SUPERVISOR SHALL NOTIFY GRECA (PHONE 311) TO REQUEST AN ADVISORY TO EMERGENCY RESPONDERS OF THE ROAD OR LANE CLOSURE INCLUDING THE LOCATIONS, DATES AND TIMEFRAMES.  
 NOTIFICATIONS SHALL BE MADE BEFORE MOVING TO EACH WORKSITE LOCATION.

**ACT00890**  
**G03**  
 SHEET 3 OF 27

**City of Vancouver**  
Public Works

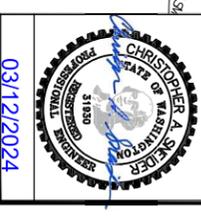
**PRJ072824**  
JOB NUMBER

**ACT00890**  
ACTIVITY

**G03**

# 2024 PAVEMENT REPAIRS PROJECT

03/12/2024



FILE NAME: G SHEETS.DWG	DATE: MARCH 2024
SCALE:	DESIGNED BY: OS
HORIZONTAL: NO SCALE	DRAWN BY: OS
VERTICAL:	CHECKED BY: CS
DATE No.	APPROVED BY: RW
	REVISIONS



Know what's below.  
Call before you dig.



**CONSTRUCTION CONTRACT C-101629  
BID 24-24: 2024 PAVEMENT REPAIRS**

This Contract (hereinafter referred to as the "Contract") is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington (hereinafter referred to as the "City") and Lakeside Industries, 8705 NE 117<sup>th</sup> Ave, Vancouver, WA 98662 (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the "parties" or individually as a "party".

WHEREAS, the City desires to engage the Contractor to provide public works construction and other related services for the work described herein;

WHEREAS, Contractor has agreed to offer its services to perform said work per the City issued Invitation to Bid (ITB) No. 24-24 and all addenda thereto, Contractor's Bid to said ITB, the Project Plan Set and Special Provisions, and City Council's approval on **Month Day, Year** per Staff Report No. **##-##**; and

WHEREAS, the Contractor represents by entering into this Contract that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, and to the standards required by the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. STATEMENT OF WORK:** The Contractor hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary to complete the work in a professional manner within the time limits stated in this Contract for the construction and installation of the following improvements and will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

**This contract provides for the improvements of streets within the City of Vancouver including pavement repairs, planing of roadways, paving of existing roads, minor utility adjustments, and temporary striping and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications, hereafter referred to as "Work."**

**The Work shall be fully complete within 25 Working Days from the Notice to Proceed (NTP) date.**

- 2. EFFECTIVE DATE:** This Contract is effective as of the last signature of the Contract.

3. **E-VERIFY PROGRAM:** Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Contract. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Contract are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.
4. **CONTRACTOR RESPONSIBILITIES FOR SUBCONTRACTORS:** The Contractor shall include the language of this section in all tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. The Contractor shall require all subcontractors to comply with all relevant federal, state and municipal laws, rules and regulations whatsoever.

At the time of subcontract execution, the Contractor shall verify that all tier subcontractors meet the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. Have received training on the requirements related to public works and prevailing wage as required by RCW 39.04.350;
  4. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
  5. If applicable, have:
    - i. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
    - ii. A Washington Employment Security Department reference number, as required in Title 50 RCW;
    - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
    - v. An elevator contractor license, if required by Chapter 70.87 RCW.
  6. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
5. **DELINQUENT STATE TAXES:** The Contractor shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.
  6. **COMPENSATION AND SCHEDULE OF PAYMENTS:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful

performance and furnishing of the work and materials required by this Contract to the satisfaction of the City, the City agrees to pay to the Contractor as prescribed in the solicitation and Contractor’s Bid, and in accordance with the ordinances of the City of Vancouver and the laws of the State of Washington, the following sum as indicated, which amount does include 8.7% Washington State Sales Tax (if applicable) \$1,322,444.00 USD.

The amount finally to be paid is, however, variable upon the Work actually performed and final payment will be made upon the basis of the amount of work performed and the materials furnished, and at the lump sum or unit prices fixed in the Contractor's Bid and as modified by any and all approved Change Orders.

- 7. **CONTRACTOR’S INSURANCE:** The Contractor agrees to the following requirements relating to insurance coverage. Provide a Certificate of Liability Insurance. Said certificate must be provided on a standard “ACORD” form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the City of Vancouver.

In addition, all policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

The Contractor agrees to procure insurance coverage as required below:

COVERAGE	LIMITS OF LIABILITY
<b>I. Commercial General Liability:</b>	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
<b>II. Commercial Automobile Liability</b>	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this Contract.	
Combined Single Limit	\$1,000,000
<b>III. Workers' Compensation (applicable to the State of Washington)</b>	
Per Occurrence	Statutory
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

COVERAGE	LIMITS OF LIABILITY
<b>IV. Pollution Legal Liability</b>	
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

In addition to the coverage and limits listed above the Contractor’s insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers’ Compensation policy must be endorsed to include “Washington Stop Gap” insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an “occurrence” basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the City on a standard “ACORD” or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

8. **CONTRACTOR’S BOND:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Vancouver a Performance Bond and Payment Bond, in the forms prescribed by the City of Vancouver, in the full amount of the Contract price with a company authorized to do business in the State of Washington as a surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Chapter 39.08 RCW.
9. **DISPUTE RESOLUTION:** In the event of a dispute between the Parties which cannot be resolved by the contract managers, the Contractor and the City shall review such dispute and

may attempt to resolve the dispute. Any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by the Parties within 30 days of receipt of written notice may be submitted to mediation. If the dispute cannot be resolved through mediation, either party may initiate litigation pursuant to the governing law and venue provisions of this Contract. The Parties agree to pay their own attorneys' fees and expenses.

**10. GOVERNING LAW/VENUE:** This Contract shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Contract shall be brought in the Superior Court of Clark County, Washington.

**11. EMPLOYMENT OF LABOR:** The Contractor agrees that all persons employed by Contractor and by any of its subcontractors and any of their lower tier contractors in work performed pursuant to this Contract shall not be employed in excess of eight (8) hours in any one day, except as provided or allowed by Chapter 49.28 RCW and WAC 296-127 and any amendment thereto.

**12. PAYMENT OF LABOR:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the performance of this Contract will be paid not less than the prevailing rate of wage for an hours work, in accordance with the provisions of the Chapter 39.12 RCW, and all rules and regulations promulgated pursuant thereto.

The prevailing wage rates in effect at the time of the bid submittal deadline shall apply for the duration of the project, no matter how long it lasts. However, if the Contract is awarded more than six (6) months after the bids were due, the prevailing wage rates in effect on the award date shall apply.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision shall be final, conclusive and binding on all parties involved in the dispute.

**13. PAYMENT TO THE CONTRACTOR:** Progress payments to the Contractor shall be made within 30 days of a fully executed Pay Estimate pending all compliance with all contractual requirements. A sum equal to 5% may be reserved and retained from monies earned by the Contractor in accordance with Chapter 60.28 RCW. The City reserves the right to require Contractor to correct any submitted or paid erroneous invoices according to the rates set forth herein. City and Contractor agree that any amount paid in error by City does not constitute a change in the agreed upon amount; Contractor agrees to issue a refund of any overages paid in error by the City.

Release of the retained percentage or the retainage bond shall be in accordance with Chapter 60.28 RCW. Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in RCW 39.08.030

and within the time provided in Chapter 60.28 RCW as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed and received approval of a Statement of Intent to Pay Prevailing Wage as required by RCW 39.12.040 from the Washington State Department a Labor and Industries. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in RCW 39.12.120. A Contractor and all subcontractors shall, file a copy of its certified payroll records using the Department of Labor and Industries online system on a monthly basis. A Contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

**14. INDEMNIFICATION:** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, including but not limited to demands, claims, causes of action, suits or judgments, claims of copyright or patent infringement, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by Contractor pursuant to this Contract.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.

This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the Parties and it is the intent of the Parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

**15. OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor or any third party, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of the original City.

**16. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an "agency" within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor,

the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.56 RCW for withholding or delaying public disclosure of such information.

- 17. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 18. AMENDMENTS:** All changes to this Contract, including changes to the statement of work and compensation, must be made by written Change Order and/or Amendment and signed by all parties to this Contract.
- 19. AUTHORIZATION AND COMPLIANCE WITH THE LAW:** The Contractor certifies that the person signing the Contract is legally authorized to enter into this binding Contract and that the Contractor shall fully comply with all relevant, federal, state and municipal laws, rules, regulations and policies.
- 20. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor will be required to obtain a business license when contracting with the City unless allowable exemptions apply. The Contractor shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, or by phone at 800-451-7985, or go to [www.bls.dor.wa.gov/cities/vancouver.aspx](http://www.bls.dor.wa.gov/cities/vancouver.aspx) or [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense), to determine whether a business license is required pursuant to the Vancouver Municipal Code (VMC) Chapter 5.04.
- 21. RELATION OF PARTIES:** The Contractor, its subcontractors, agents and employees are independent contractors performing services for The City and are not employees of City; shall not, as a result of this Contract, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees; and, shall not have the authority to bind the City in any way except as may be specifically provided in the Statement of Work.
- 22. ASSIGNMENT:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without the other party's express written authorization.
- 23. TERMINATION FOR CONVENIENCE:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Contract is terminated prior to the completion of Work, Contractor will only be paid for the Work completed at the time of termination of the Contract.

**24. TERMINATION FOR CAUSE:** In the event the Contractor is, or has been, in violation of the terms of this Contract, including the solicitation, the City reserves the right, upon written notice to the Contractor, to cancel, terminate, or suspend this contract in whole or in part for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for services performed in accordance with the manner of performance set forth in the Contract.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, or events which are not the fault of or are beyond the control of the Contractor, the City after setting up a new delivery or performance schedule, may allow the Contractor to continue work or treat the termination as a termination for convenience.

**25. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a "Notice to Cure" to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.

**26. WAIVER AND REMEDIES:** City's failure to enforce the terms or conditions herein or to exercise any right or privilege, or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type. Remedies under this Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

**27. ENTIRETY OF CONTRACT:** This Contract incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Contract. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Contract.

**28. USE OF CITY'S NAME:** Contractor may not use any of City's name, trademark, service marks, or logo in connection with the services contemplated by this Contract or otherwise without the prior written permission of City, which permission may be withheld for any or no reason and may be subject to certain conditions.

**29. DEBARMENT:** The Contractor certifies that that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local department or agency.

- 30. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, Contractor will not discriminate against any employee or applicant for employment in accordance with RCW Chapter 49.60, including, but not limited to creed, religion, race, color, age, sex, marital status, sexual orientation, sexual identity, pregnancy, military status, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants and employees are treated fairly, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical disability. Such action shall include all terms and conditions of employment, compensation, and benefits, including apprenticeship.
- 31. BINDING EFFECT:** The provisions, covenants and conditions in this Contract bind the parties, their legal heirs, representatives, successors, and assigns.
- 32. RATIFICATION:** Acts taken pursuant to this Contract but prior to its effective date are hereby ratified and confirmed.
- 33. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE:** The complete Contract includes these parts and any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):
1. Amendments to the Contract,
  2. This Contract,
  3. Contractor's Bid including all Addenda to the Solicitation,
  4. Special Provisions,
  5. Contract Plan Set,
  6. WSDOT Standard Specifications,
  7. WSDOT Standard Plans.

On the Contract Plans, Working Drawings, and Standard Plans, figured dimensions shall take precedence over scaled dimensions.

Whenever reference is made in these Specifications or the Special Provisions to codes, rules, specifications, and standards, the reference shall be construed to mean the code, rule, specification, or standard that is in effect on the Invitation to Bid advertisement date, unless otherwise stated or as required by law.

If any part of the Contract requires Work that does not include a description for how the Work is to be performed, the Work shall be performed in accordance with standard trade practice(s). For purposes of the Contract, a standard trade practice is one having such regularity of observance in the trade as to justify an expectation that it will be observed by the Contractor in doing the Work.

- 34. NOTICES:** All notices which are given or required to be given pursuant to this Contract shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the City:  
Anna Vogel  
City of Vancouver  
415 W 6th Street  
P O Box 1995  
Vancouver WA 98668-1995  
[anna.vogel@cityofvancouver.us](mailto:anna.vogel@cityofvancouver.us)

For the Contractor:  
Kenny Butcher  
Lakeside Industries  
8705 NE 117<sup>th</sup> Ave.  
Vancouver, WA 98662  
[kenny.butcher@lakesideindustries.com](mailto:kenny.butcher@lakesideindustries.com)

The undersigned, as the authorized representatives of the City and Contractor respectively, agree to all of the terms and conditions contained in this Contract, as of the dates set forth below.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**  
Lakeside Industries

\_\_\_\_\_  
Eric Holmes, City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name /Title

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
Jonathan Young, City Attorney

**Staff Report: 086-24**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 5/6/2024

**SUBJECT** Bid Award - 2024 Crack Sealing & Mastic Repair Project ITB 24-26

**Key Points**

- The City maintains approximately 1,900 lane miles of streets in its system.
- The City's annual resurfacing and preservation contracts are the primary way that the streets get curb to curb work completed.
- The project includes crack sealing approximately 114 lane miles of street.
- Crack sealing is one of the most cost-effective methods for extending pavement life.
- City maintenance crews do not have the manpower or equipment to do the quantity of work in this project. This would be in addition to the work they are already doing.

**Strategic Plan Alignment**

**Transportation and Mobility** - a safe, future-ready and convenient transportation system.

**Present Situation**

This project is being constructed as part of the pavement management program. This project involves crack sealing streets that will receive preservation treatments including slurry seals, AR chip seals, microsurfacing, and cape seals this summer. Pavement cracks need to be sealed before these treatments can be applied to the street. The project also involves crack sealing additional streets that will receive preservation treatments in future years. Crack sealing extends pavement life by keeping water out of the cracks resulting in less pavement deterioration. Mastic repairs will be performed on cracks and holes wider than one inch. As part of the bid, the City reserves the right to extend the contract for an additional two (2), one (1) year periods, with the same terms and conditions, and the option to review unit prices for possible adjustment because of inflation and amount of work.

The apprenticeship goal is not applicable for this project because the engineer's estimate is less than \$500,000.

On April 16, 2024, the City received seven bids for the 2024 Crack Sealing and Mastic Repairs project. The bids ranged from \$418,750 to \$959,910. The low bidder was responsive. The bids are as follows:

<b>BIDDER</b>	<b>VANCOUVER'S BID</b>
BVC, Inc., Wenatchee, WA	\$418,750.00
Central Paving, LLC, Ellensburg, WA	\$425,350.00
Pavement Surface Control, Kennewick, WA	\$479,875.00
Clark & Sons Excavating, Inc., Battle Ground, WA	\$534,000.00
Doolittle Construction, LLC, Sacramento, CA	\$686,500.00
CR Contracting, LLC, Bend, OR	\$799,355.00
Huizenga Enterprises, Bellingham, WA	\$959,910.00
<i>Engineers' Estimate</i>	<i>\$435,000.00</i>

**Advantage(s)**

1. Will result in improved pavement on approximately 114 lane miles of streets in Vancouver, protecting the City's investment in its street network.
2. The City of Vancouver is making the best use of limited funds and saving on administrative costs and time during the bidding process by setting up the option to extend the contract.
3. Will reduce overall maintenance costs on City streets, as well as extend the life of the pavement before more costly treatments are required.

**Disadvantage(s)**

1. Neighborhood residents, businesses and local traffic will be inconvenienced during the construction period at the various locations; however, the construction duration at each location is short, with traffic able to drive over crack sealed areas almost immediately. Traffic will need to avoid driving over areas that are repaired with mastic until it sets up. This will take about 30 minutes, but these areas will be made visible with traffic cones.
2. Construction will generate noise in the area; however, the contractor will not be working in one spot the entire time with all work expected to be complete within a few days at each location.

**Budget Impact**

The project is currently funded through the Pavement Management Program in the Street Fund (\$418,750.00). No additional budget appropriation is required.

**Prior Council Review**

None

**Action Requested**

On May 6, 2024, award a construction contract for the 2024 Crack Sealing and Mastic Repairs Project to BVC Inc, of Wenatchee, Washington at their bid price of \$418,750.00, which includes Washington State sales tax, and authorize the City Manager, or designee, to execute the same.

*Chris Sneider, Senior Civil Engineer, 360-487-8239*

**ATTACHMENTS:**

- ▣ Contract
- ▣ Vicinity Maps



**CONSTRUCTION CONTRACT # C-101637  
ITB 24-26: Crack Sealing and Mastic Repairs**

This Contract (hereinafter referred to as the "Contract") is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington (hereinafter referred to as the "City") and BCV, Inc., PO Box 2898 Wenatchee WA 98807, (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the "parties" or individually as a "party".

WHEREAS, the City desires to engage the Contractor to provide public works construction and other related services for the work described herein;

WHEREAS, Contractor has agreed to offer its services to perform said work per the City issued Invitation to Bid (ITB) No. 24-26 and all addenda thereto, Contractor's Bid to said ITB, the Project Plan Set and Special Provisions, and City Council's approval on **Month Day, Year** per Staff Report No. **##-##**; and

WHEREAS, the Contractor represents by entering into this Contract that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, and to the standards required by the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. STATEMENT OF WORK:** The Contractor hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary to complete the work in a professional manner within the time limits stated in this Contract for the construction and installation of the following improvements and will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

**This Contract provides for the improvement of various roads in the City of Vancouver and Clark County by placing slurry seal (per the attached Project Lists) and other work, all in accordance with the attached Plan Set, these Contract Provisions, and the Standard Specifications, hereafter referred to as "Work."**

**The Work shall be Physically Complete within 35 Working Days from the Notice to Proceed (NTP) date.**

- 2. EFFECTIVE DATE:** This Contract is effective as of the last signature of the Contract.

3. **E-VERIFY PROGRAM:** Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Contract. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Contract are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.
4. **CONTRACTOR RESPONSIBILITIES FOR SUBCONTRACTORS:** The Contractor shall include the language of this section in all tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. The Contractor shall require all subcontractors to comply with all relevant federal, state and municipal laws, rules and regulations whatsoever.

At the time of subcontract execution, the Contractor shall verify that all tier subcontractors meet the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. Have received training on the requirements related to public works and prevailing wage as required by RCW 39.04.350;
  4. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
  5. If applicable, have:
    - i. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
    - ii. A Washington Employment Security Department reference number, as required in Title 50 RCW;
    - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
    - v. An elevator contractor license, if required by Chapter 70.87 RCW.
  6. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
5. **DELINQUENT STATE TAXES:** The Contractor shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.

**6. COMPENSATION AND SCHEDULE OF PAYMENTS:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the City, the City agrees to pay to the Contractor as prescribed in the solicitation and Contractor’s Bid, and in accordance with the ordinances of the City of Vancouver and the laws of the State of Washington, the following sum as indicated, which amount does include 8.7% Washington State Sales Tax (if applicable) \$418,750.00 USD.

The amount finally to be paid is, however, variable upon the Work actually performed and final payment will be made upon the basis of the amount of work performed and the materials furnished, and at the lump sum or unit prices fixed in the Contractor's Bid and as modified by any and all approved Change Orders.

**1. CONTRACTOR’S INSURANCE:** The Contractor agrees to the following requirements relating to insurance coverage. Provide a Certificate of Liability Insurance. Said certificate must be provided on a standard “ACORD” form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the City of Vancouver.

In addition, all policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

The Contractor agrees to procure insurance coverage as required below:

<b>COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
<b>I. Commercial General Liability:</b>	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
<b>II. Commercial Automobile Liability</b>	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this Contract.	
Combined Single Limit	\$1,000,000
<b>III. Workers' Compensation (applicable to the State of Washington)</b>	
Per Occurrence	Statutory
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000

<b>COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
Disease Policy Limit	\$1,000,000
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000
<b>IV. Pollution Legal Liability</b>	
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

In addition to the coverage and limits listed above the Contractor’s insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers’ Compensation policy must be endorsed to include “Washington Stop Gap” insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an “occurrence” basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City’s request, by submitting an insurance certificate to the City on a standard “ACORD” or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

2. **CONTRACTOR’S BOND:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Vancouver a Performance Bond and Payment Bond, in the forms prescribed by the City of Vancouver, in the full amount of the Contract price with a company authorized to do business in the State of Washington as a surety. The bonds shall

comply with the laws of the State of Washington, and especially with the provisions of Chapter 39.08 RCW.

3. **DISPUTE RESOLUTION:** In the event of a dispute between the Parties which cannot be resolved by the contract managers, the Contractor and the City shall review such dispute and may attempt to resolve the dispute. Any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by the Parties within 30 days of receipt of written notice may be submitted to mediation. If the dispute cannot be resolved through mediation, either party may initiate litigation pursuant to the governing law and venue provisions of this Contract. The Parties agree to pay their own attorneys' fees and expenses.
4. **GOVERNING LAW/VENUE:** This Contract shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Contract shall be brought in the Superior Court of Clark County, Washington.
5. **EMPLOYMENT OF LABOR:** The Contractor agrees that all persons employed by Contractor and by any of its subcontractors and any of their lower tier contractors in work performed pursuant to this Contract shall not be employed in excess of eight (8) hours in any one day, except as provided or allowed by Chapter 49.28 RCW and WAC 296-127 and any amendment thereto.
6. **PAYMENT OF LABOR:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the performance of this Contract will be paid not less than the prevailing rate of wage for an hours work, in accordance with the provisions of the Chapter 39.12 RCW, and all rules and regulations promulgated pursuant thereto.

The prevailing wage rates in effect at the time of the bid submittal deadline shall apply for the duration of the project, no matter how long it lasts. However, if the Contract is awarded more than six (6) months after the bids were due, the prevailing wage rates in effect on the award date shall apply.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision shall be final, conclusive and binding on all parties involved in the dispute.

7. **PAYMENT TO THE CONTRACTOR:** Progress payments to the Contractor shall be made within 30 days of a fully executed Pay Estimate pending all compliance with all contractual requirements. A sum equal to 5% may be reserved and retained from monies earned by the Contractor in accordance with Chapter 60.28 RCW. The City reserves the right to require Contractor to correct any submitted or paid erroneous invoices according to the rates set forth herein. City and Contractor agree that any amount paid in error by City does not constitute a

change in the agreed upon amount; Contractor agrees to issue a refund of any overages paid in error by the City.

Release of the retained percentage or the retainage bond shall be in accordance with Chapter 60.28 RCW. Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in RCW 39.08.030 and within the time provided in Chapter 60.28 RCW as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed and received approval of a Statement of Intent to Pay Prevailing Wage as required by RCW 39.12.040 from the Washington State Department a Labor and Industries. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in RCW 39.12.120. A Contractor and all subcontractors shall, file a copy of its certified payroll records using the Department of Labor and Industries online system on a monthly basis. A Contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

- 8. INDEMNIFICATION:** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, including but not limited to demands, claims, causes of action, suits or judgments, claims of copyright or patent infringement, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by Contractor pursuant to this Contract.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.

This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the Parties and it is the intent of the Parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

- 9. OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor or any third party, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of the original City.

- 10. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.56 RCW for withholding or delaying public disclosure of such information.
- 11. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 12. AMENDMENTS:** All changes to this Contract, including changes to the statement of work and compensation, must be made by written Change Order and/or Amendment and signed by all parties to this Contract.
- 13. AUTHORIZATION AND COMPLIANCE WITH THE LAW:** The Contractor certifies that the person signing the Contract is legally authorized to enter into this binding Contract and that the Contractor shall fully comply with all relevant, federal, state and municipal laws, rules, regulations and policies.
- 14. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor will be required to obtain a business license when contracting with the City unless allowable exemptions apply. The Contractor shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, or by phone at 800-451-7985, or go to [www.bls.dor.wa.gov/cities/vancouver.aspx](http://www.bls.dor.wa.gov/cities/vancouver.aspx) or [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense), to determine whether a business license is required pursuant to the Vancouver Municipal Code (VMC) Chapter 5.04.
- 15. RELATION OF PARTIES:** The Contractor, its subcontractors, agents and employees are independent contractors performing services for The City and are not employees of City; shall not, as a result of this Contract, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees; and, shall not have the authority to bind the City in any way except as may be specifically provided in the Statement of Work.

**16. ASSIGNMENT:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without the other party's express written authorization.

**17. TERMINATION FOR CONVENIENCE:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Contract is terminated prior to the completion of Work, Contractor will only be paid for the Work completed at the time of termination of the Contract.

**18. TERMINATION FOR CAUSE:** In the event the Contractor is, or has been, in violation of the terms of this Contract, including the solicitation, the City reserves the right, upon written notice to the Contractor, to cancel, terminate, or suspend this contract in whole or in part for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for services performed in accordance with the manner of performance set forth in the Contract.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, or events which are not the fault of or are beyond the control of the Contractor, the City after setting up a new delivery or performance schedule, may allow the Contractor to continue work or treat the termination as a termination for convenience.

**19. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a "Notice to Cure" to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.

**20. WAIVER AND REMEDIES:** City's failure to enforce the terms or conditions herein or to exercise any right or privilege, or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type. Remedies under this Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

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- 24. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, Contractor will not discriminate against any employee or applicant for employment in accordance with RCW Chapter 49.60, including, but not limited to creed, religion, race, color, age, sex, marital status, sexual orientation, sexual identity, pregnancy, military status, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants and employees are treated fairly, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical disability. Such action shall include all terms and conditions of employment, compensation, and benefits, including apprenticeship.
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  4. Special Provisions,
  5. Project Streets Lists,
  6. Project Maps,
  7. City of Vancouver Standard Plans,
  8. WSDOT Standard Specifications,
  9. WSDOT Standard Plans

On the Contract Plans, Working Drawings, and Standard Plans, figured dimensions shall take precedence over scaled dimensions.

Whenever reference is made in these Specifications or the Special Provisions to codes, rules, specifications, and standards, the reference shall be construed to mean the code, rule, specification, or standard that is in effect on the Invitation to Bid advertisement date, unless otherwise stated or as required by law.

If any part of the Contract requires Work that does not include a description for how the Work is to be performed, the Work shall be performed in accordance with standard trade practice(s). For purposes of the Contract, a standard trade practice is one having such regularity of observance in the trade as to justify an expectation that it will be observed by the Contractor in doing the Work.

**28. NOTICES:** All notices which are given or required to be given pursuant to this Contract shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the City:  
Anna Vogel  
City of Vancouver  
415 W 6th Street  
P O Box 1995  
Vancouver WA 98668-1995  
[anna.vogel@cityofvancouver.us](mailto:anna.vogel@cityofvancouver.us)

For the Contractor:  
Brett Manning  
BCV, Inc.  
PO Box 2898  
Wenatchee, WA 98807  
[brett.bcvinc@gmail.com](mailto:brett.bcvinc@gmail.com)

The undersigned, as the authorized representatives of the City and Contractor respectively, agree to all of the terms and conditions contained in this Contract, as of the dates set forth below.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**  
BCV, Inc.

\_\_\_\_\_  
Eric Holmes, City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name /Title

Attest:

\_\_\_\_\_  
Date

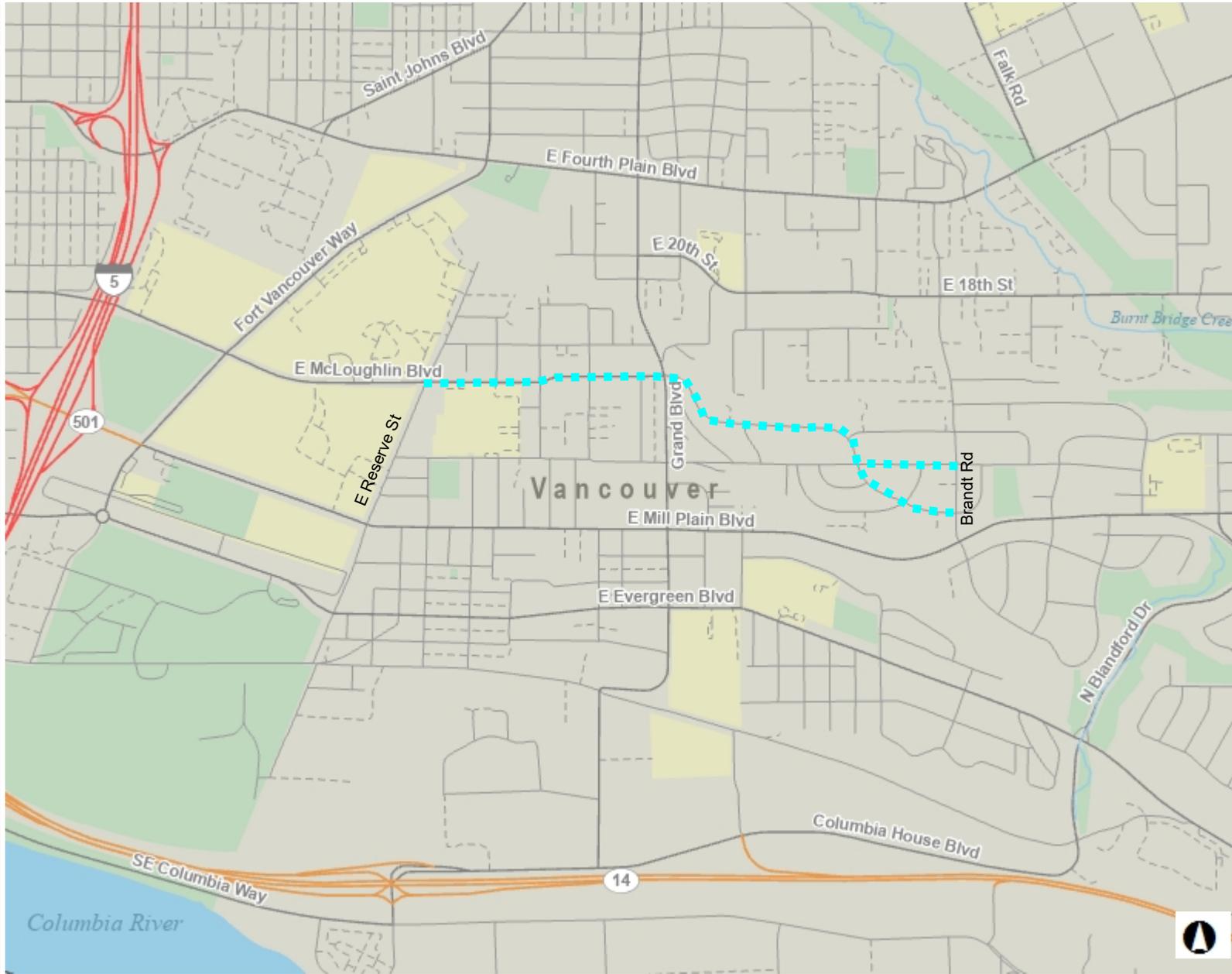
\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
Jonathan Young, City Attorney

# City of Vancouver 2025 Crack Sealing Map #1

## - E McLoughlin Blvd & E 13th St



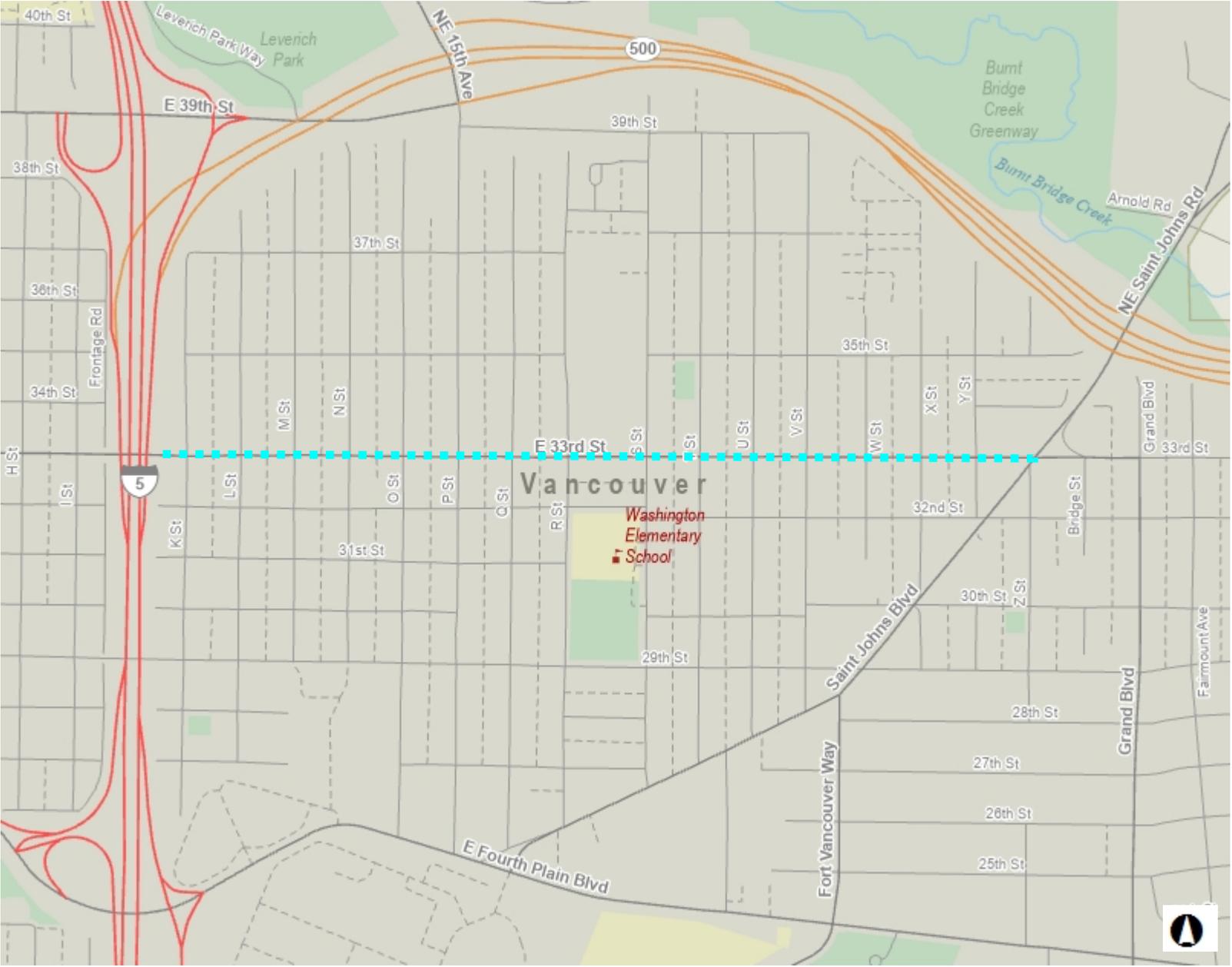
### Notes:

1. Localized pavement repairs will be performed in various locations along this corridor. Pavement repair areas will be marked in the field. Crack sealing shall not be performed within these areas.
2. Linear feet of crack sealing shall be documented and marked in the street every 1000 feet or at each intersection, whichever comes first.

■ ■ ■ = Microsurfacing Type 2



# City of Vancouver 2025 Crack Sealing Map #3 - E 33rd St



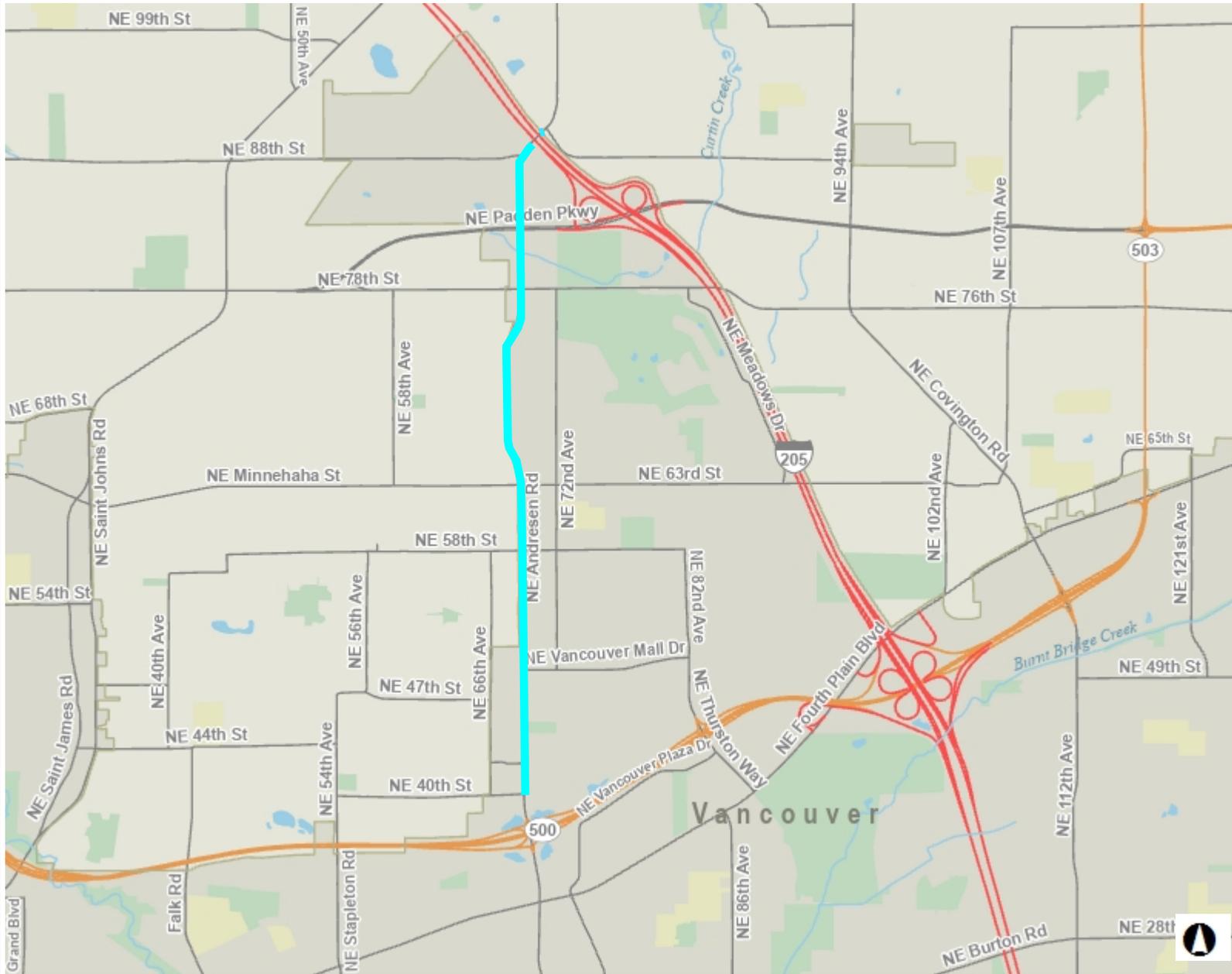
**Notes:**

1. Localized pavement repairs will be performed in various locations along this corridor. Pavement repair areas will be marked in the field. Crack sealing shall not be performed within these areas.
2. Linear feet of crack sealing shall be documented and marked in the street every 1000 feet or at each intersection, whichever comes first.

■ ■ ■ ■ = Microsurfacing Type 2



# City of Vancouver 2025 Crack Sealing Map #4 - NE Andresen Rd

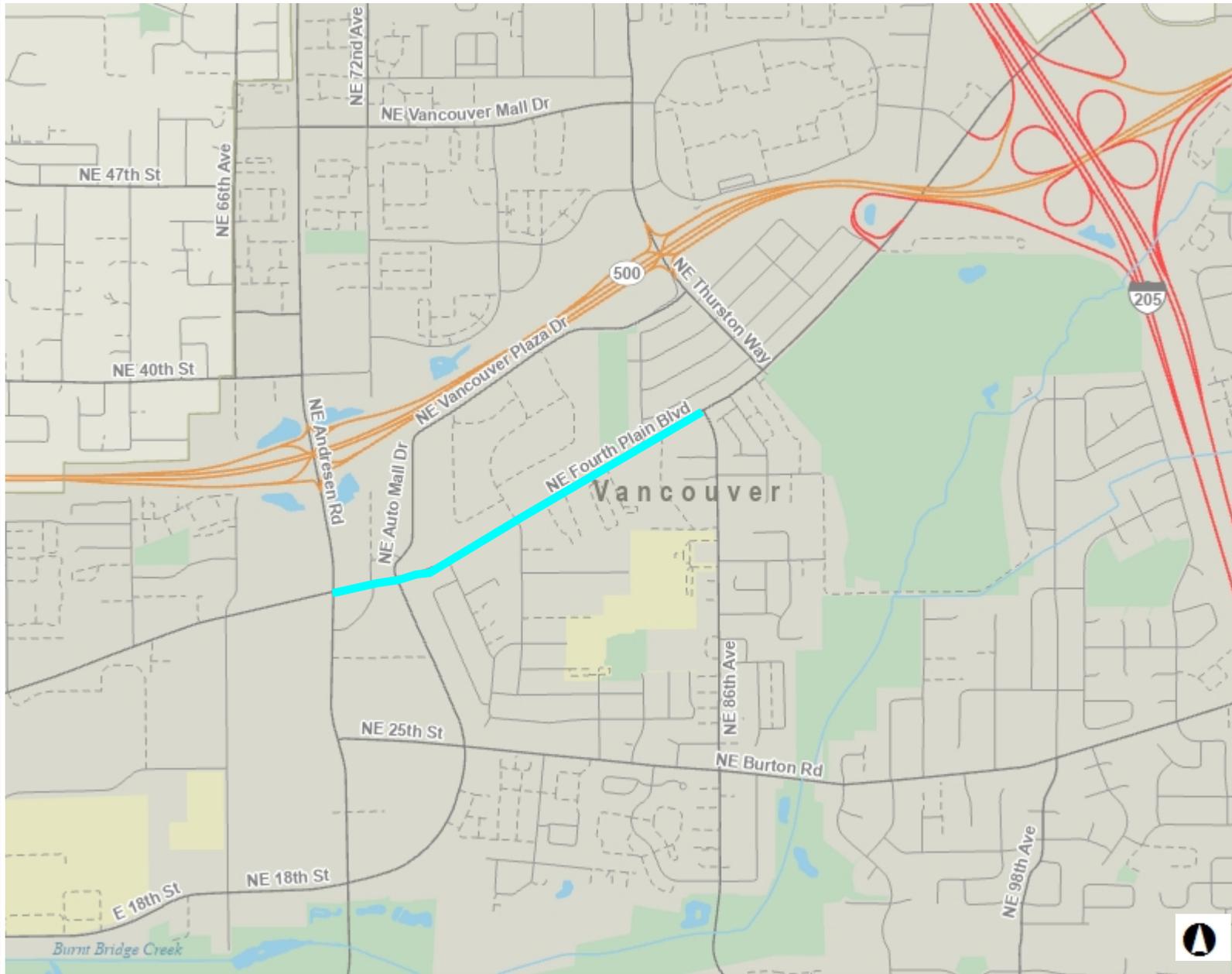


**Notes:**

1. Localized pavement repairs will be performed in various locations along this corridor. Pavement repair areas will be marked in the field. Crack sealing shall not be performed within these areas.
2. Linear feet of crack sealing shall be documented and marked in the street every 1000 feet or at each intersection, whichever comes first.

= Microsurfacing Type 3

# City of Vancouver 2025 Crack Sealing Map #5 - NE Fourth Plain Blvd

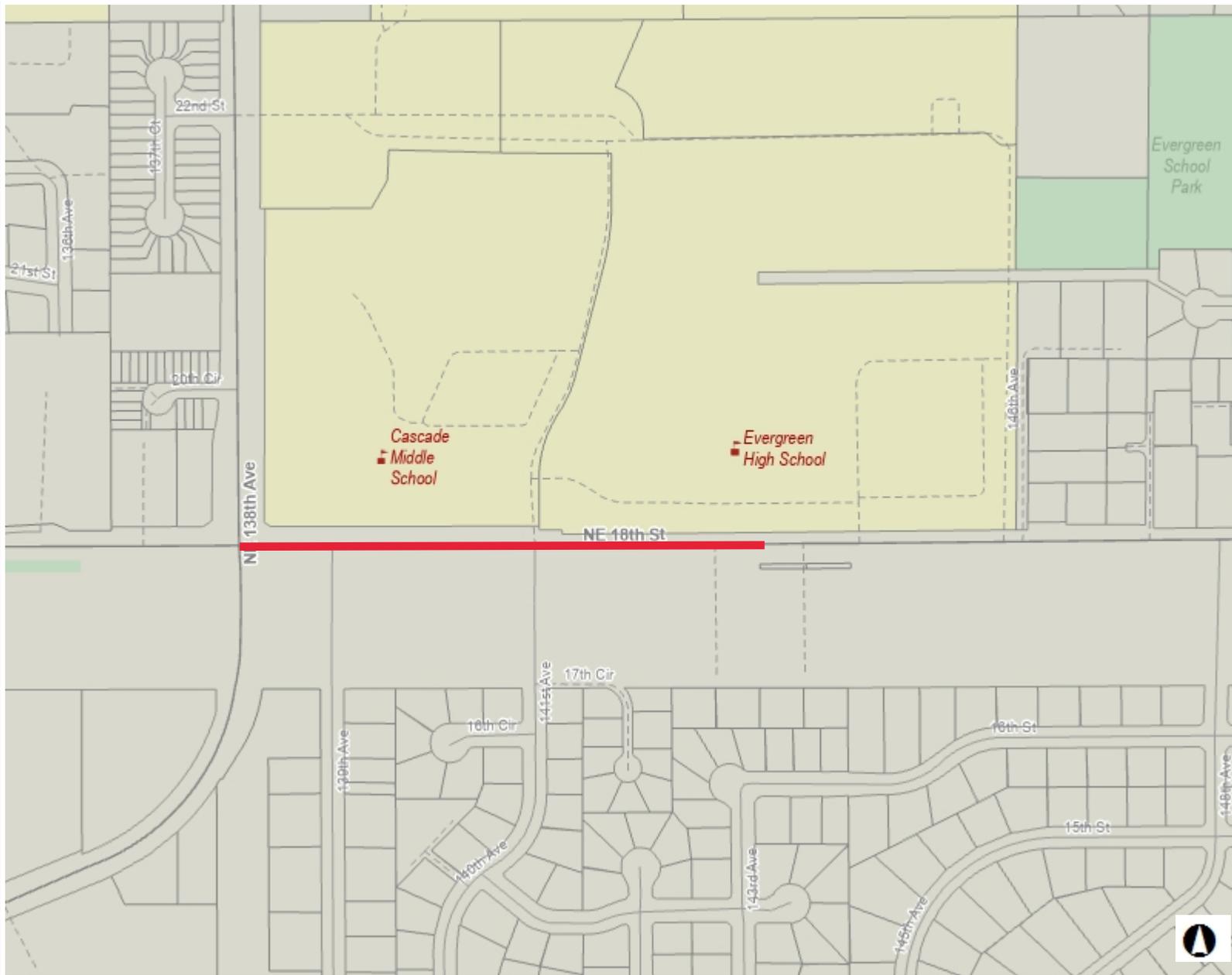


**Notes:**

1. Localized pavement repairs will be performed in various locations along this corridor. Pavement repair areas will be marked in the field. Crack sealing shall not be performed within these areas.
2. Linear feet of crack sealing shall be documented and marked in the street every 1000 feet or at each intersection, whichever comes first.

— = Microsurfacing Type 3

# City of Vancouver 2025 Crack Sealing Map #6 -E 18th St

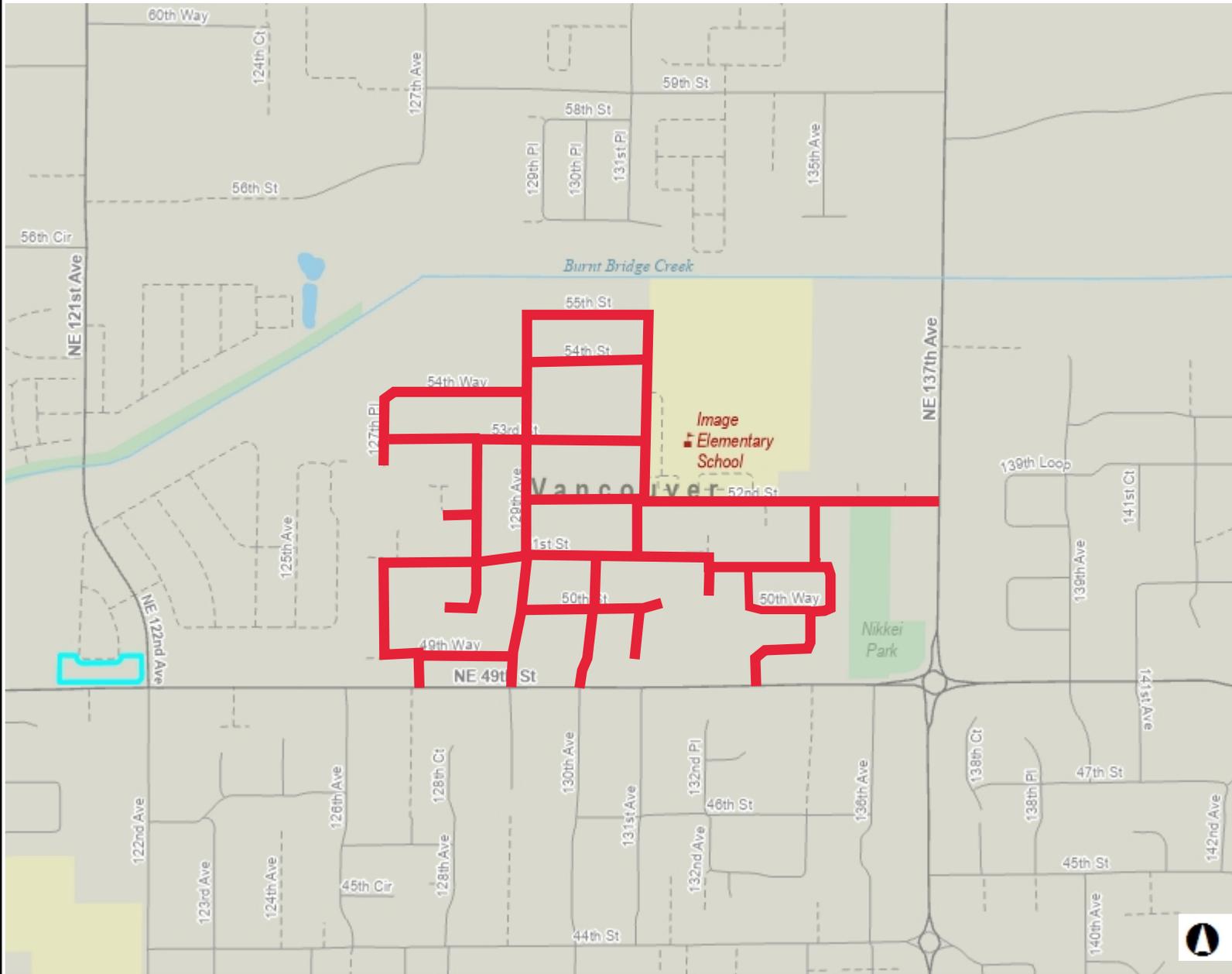


### Notes:

- 1. Localized pavement repairs may be performed in various locations along this corridor. Pavement repair areas will be marked in the field. Crack sealing shall not be performed within these areas.
- 2. Linear feet of crack sealing shall be documented and marked in the street every 1000 feet or at each intersection, whichever comes first.

 = Crack Sealing Only

# Map # 7 - City of Vancouver 2024 Slurry Seals - North Image Neighborhood



## Notes:

 =Slurry Seal

1. Treatment limits will be marked in the field.
2. Treatments that extend to arterial streets shall begin at the nearside face-of-curb of the intersection unless otherwise noted.

# # 8 - City of Vancouver 2024 Slurry Seals - Burnt Bridge Creek Neighborhood (West)

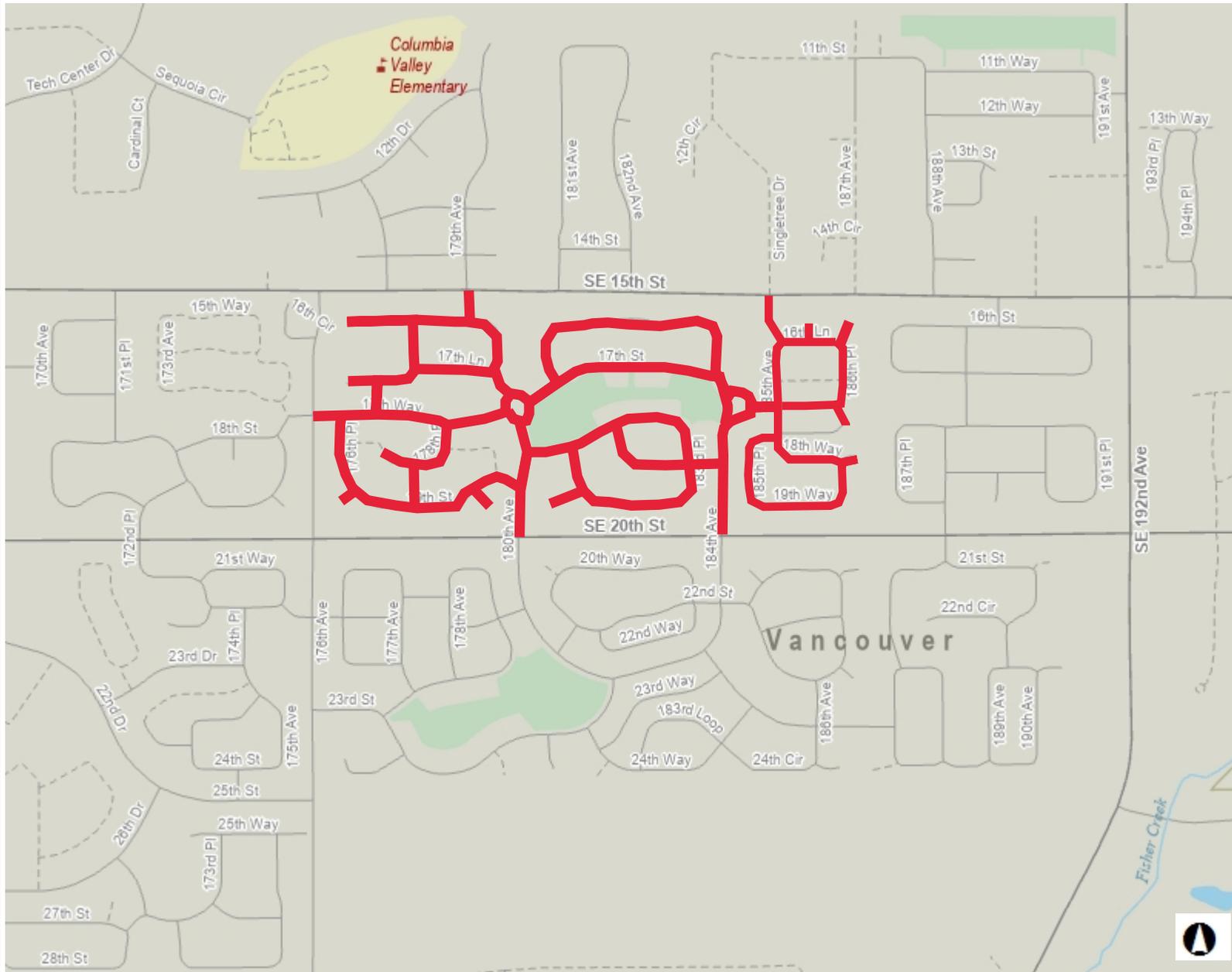


### Notes:

 = Slurry Seal

1. Treatment limits will be marked in the field.
2. Treatments that extend to arterial streets shall begin at the nearside face-of-curb of the intersection unless otherwise noted.

# Map # 9- City of Vancouver 2024 Slurry Seals - Fisher's Landing East Neighborhood



**Notes:**

 = Slurry Seal

1. Treatment limits will be marked in the field.
2. Treatments that extend to arterial streets shall begin at the nearside face-of-curb of the intersection unless otherwise noted.



**Staff Report: 087-24**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 5/6/2024

**SUBJECT** Bid Award - Marine Park Wastewater Treatment Facility Ultraviolet (UV) Disinfection System Replacement ITB 24-20

**Key Points**

- Ultraviolet disinfection is a critical infrastructure component for maintaining compliance with the City's NPDES (National Pollutant Discharge Elimination System) permit issued by Washington Department of Ecology.
- The existing system is original to the 1990's construction of Marine Park and is no longer supported by the manufacturer.
- The new UV system will provide continued disinfection capability and reliability and will accommodate projected population growth.

**Strategic Plan Alignment**

**Safe and Prepared Community** – a safe place to live, work, learn, and play.

**Present Situation**

The Marine Park Wastewater Treatment Facility utilizes an ultraviolet (UV) system in six parallel channels to disinfect the treated effluent before it goes to the Columbia River. The existing UV system, supplied by Trojan Technologies, was installed in 1993 and expanded in 1998. The existing system technology is unable to accommodate projected population forecasts, is outdated, and replacement parts are no longer readily available. The new UV system will be installed in existing channels and will utilize the same equipment used at Westside Wastewater Treatment Facility.

The project will replace the aging and outdated UV system with modern and more energy efficient equipment. The project includes minor structural modifications and new UV disinfection equipment.

On April 2, 2024, bids were opened for this project (ITB 24-20). Bids were received from three (3) firms:

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<b>SUMMARY OF BIDS</b>	
<b>BIDDER</b>	<b>AMOUNT</b>
McClure and Sons, Inc.	\$1,305,663.09
Northbank Civil and Marine Inc.	\$1,356,576.00
MJ Hughes Construction, Inc.	\$1,716,373.00
<i>Engineers' Estimate</i>	<i>\$1,400,000.00</i>

The low bidder, McClure and Sons, Inc., was found to be responsive and responsible. They also met the minimum requirements listed in the Supplemental Bidder Responsibility Criteria.

The Contractor intends to exceed the 4% apprenticeship goal by utilizing 280 apprenticeship hours out of the estimated total 2,676 project hours.

**Advantage(s)**

1. Replacing outdated equipment that has exceeded its expected useful life.
2. Modern UV lamps and equipment will allow for more efficient disinfection.
3. Increased system capacity that will handle projected flows from population through at least year 2045.

**Disadvantage(s)**

None

**Budget Impact**

The UV equipment replacement construction project is programmed into the Wastewater Treatment Capital budget for \$1,850,000. Due to long lead time, the UV equipment was pre-purchased under a separate contract using funds in the 2023 capital budget for Wastewater Treatment.

**Prior Council Review**

Approved in the 2023-2024 Wastewater Treatment Capital Budget.

**Action Requested**

Authorize the City Manager, or designee, to award and execute a construction contract and any required amendments with McClure and Sons, Inc., of Mill Creek, WA for UV equipment upgrades to the Marine Park Wastewater Treatment Facility at their bid price of \$1,305,663.09, which includes Washington State sales tax.

*Frank Dick, Wastewater Treatment Engineering Manager, 360-487-7179*

**ATTACHMENTS:**

- Unexecuted Contract ITB24-20



**CONSTRUCTION CONTRACT # C-101628  
ITB 24-20: Marine Park Wastewater Treatment Facility UV Replacement**

This Contract (hereinafter referred to as the "Contract") is entered into by and between the City of Vancouver, Washington, a municipal corporation organized under the laws of the State of Washington (hereinafter referred to as the "City") and McClure and Sons, Inc., 15714 Country Club Drive, Mill Creek, WA 98012 (hereinafter referred to as the "Contractor"). The City and Contractor may be collectively referred to herein as the "parties" or individually as a "party".

WHEREAS, the City desires to engage the Contractor to provide public works construction and other related services for the work described herein;

WHEREAS, Contractor has agreed to offer its services to perform said work per the City issued Invitation to Bid (ITB) No. 24-20 and all addenda thereto, Contractor's Bid to said ITB, the Project Plan Set and Special Provisions, and City Council's approval on **Month Day, Year** per Staff Report No. **##-##**; and

WHEREAS, the Contractor represents by entering into this Contract that it is fully qualified to perform the work to which it will be assigned in a competent and professional manner, and to the standards required by the City.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

- 1. STATEMENT OF WORK:** The Contractor hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary to complete the work in a professional manner within the time limits stated in this Contract for the construction and installation of the following improvements and will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

**This Contract provides for the replacement of the existing ultraviolet (UV) disinfection system at the Marine Park Wastewater Treatment Facility. The Work includes removal of existing equipment and demolition of concrete as needed to install new UV equipment in three channels and other work, all in accordance with the attached Contract Plans, these Contract Provisions, and the General Conditions. The UV Disinfection systems will be furnished by the City; and its purchase is outside of this contract.**

**The Contract Work shall be Physically Complete within 230 Working Days from the Notice to Proceed.**

- 2. EFFECTIVE DATE:** This Contract is effective as of the last signature of the Contract.

3. **E-VERIFY PROGRAM:** Contractor shall register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security E-Verify program within sixty (60) days after execution of this Contract. Contractor shall ensure all Contractor employees and any sub-contractor(s) assigned to perform work under this Contract are eligible to work in the United States. Contractor shall provide verification of compliance upon City request. Failure by Contractor to comply with this subsection shall be considered a material breach.
4. **CONTRACTOR RESPONSIBILITIES FOR SUBCONTRACTORS:** The Contractor shall include the language of this section in all tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. The Contractor shall require all subcontractors to comply with all relevant federal, state and municipal laws, rules and regulations whatsoever.

At the time of subcontract execution, the Contractor shall verify that all tier subcontractors meet the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
  2. Have a current Washington Unified Business Identifier (UBI) number;
  3. Have received training on the requirements related to public works and prevailing wage as required by RCW 39.04.350;
  4. Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the department of labor and industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.
  5. If applicable, have:
    - i. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
    - ii. A Washington Employment Security Department reference number, as required in Title 50 RCW;
    - iii. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
    - iv. An electrical contractor license, if required by Chapter 19.28 RCW;
    - v. An elevator contractor license, if required by Chapter 70.87 RCW.
  6. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
5. **DELINQUENT STATE TAXES:** The Contractor shall not owe delinquent taxes to the Washington State Department of Revenue without a payment plan approved by the Department of Revenue.

**6. COMPENSATION AND SCHEDULE OF PAYMENTS:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the City, the City agrees to pay to the Contractor as prescribed in the solicitation and Contractor’s Bid, and in accordance with the ordinances of the City of Vancouver and the laws of the State of Washington, the following sum as indicated, which amount does include 8.7% Washington State Sales Tax (if applicable) \$1,305,663.09 USD.

The amount finally to be paid is, however, variable upon the Work actually performed and final payment will be made upon the basis of the amount of work performed and the materials furnished, and at the lump sum or unit prices fixed in the Contractor's Bid and as modified by any and all approved Change Orders.

**7. CONTRACTOR’S INSURANCE:** The Contractor agrees to the following requirements relating to insurance coverage. Provide a Certificate of Liability Insurance. Said certificate must be provided on a standard “ACORD” form, or its equivalent, and must provide that coverage shall not be canceled or modified without 30 days prior written notice to the City of Vancouver.

In addition, all policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

The Contractor agrees to procure insurance coverage as required below:

COVERAGE	LIMITS OF LIABILITY
<b>I. Commercial General Liability:</b>	
Policy shall include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability	
Each Occurrence	\$1,000,000
General Aggregate Per Occurrence	\$2,000,000
Products & Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,000,000
Blanket Contractual Liability	\$1,000,000
<b>II. Commercial Automobile Liability</b>	
Policy shall include Bodily Injury and Property Damage, for any owned, Hired, and/or Non-owned vehicles used in the operation, installation and maintenance of facilities under this Contract.	
Combined Single Limit	\$1,000,000
<b>III. Workers' Compensation (applicable to the State of Washington)</b>	
Per Occurrence	Statutory
Employer's Liability	\$1,000,000
Disease Each Employee	\$1,000,000
Disease Policy Limit	\$1,000,000

<b>COVERAGE</b>	<b>LIMITS OF LIABILITY</b>
Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000
<b>IV. Pollution Legal Liability</b>	
Each Claim	\$3,000,000
Annual Aggregate	\$6,000,000
<b>V. Builders Risk</b>	
Builder's "All Risk" Property Insurance	Contract Value
<ul style="list-style-type: none"> <li>a. Coverage to include personal property of others in the care, custody and control of the contractor. Coverage should be written for 100% of the completed value.</li> <li>b. For additions or repairs of existing building structures, coverage to include contractor's interest in improvements, repairs, additions, alterations to completed buildings and subject to items described in "a".</li> </ul>	

In addition to the coverage and limits listed above the Contractor's insurance must all contain the following:

- a. City Listed as an Additional Insured. The City of Vancouver, its Agents, Representatives, Officers, Directors, Elected and Appointed Officials, and Employees must be named as an additional insured. The required Additional Insured endorsements shall be at least as broad as ISO CG 20 10 11 85, or its equivalent CG 20 10 07 04 and CG 20 37 07 04 must be included with the Certificate of Insurance.
- b. Either the Commercial General Liability or the Workers' Compensation policy must be endorsed to include "Washington Stop Gap" insurance. The limits and aggregates referenced must apply to the Stop Gap coverage as well and must be indicated on the certificate.
- c. Employment Security. The Contractor shall comply with all employment security laws of the State in which services are provided and shall timely make all required payments in connection therewith.
- d. The City of Vancouver shall be listed on the Certificate as the Certificate Holder.
- e. Coverage Trigger: The insurance must be written on an "occurrence" basis. This must be indicated on the Certificate.

Contractor shall provide evidence of all insurance required, at the City's request, by submitting an insurance certificate to the City on a standard "ACORD" or comparable form.

All policies shall be issued by an insurance company licensed to do business in the State of Washington. The City of Vancouver may inspect all policies and copies shall be provided to the City upon request.

- 8. CONTRACTOR'S BOND:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Vancouver a Performance Bond and Payment Bond, in the forms prescribed by the City of Vancouver, in the full amount of the Contract price with a company authorized to do business in the State of Washington as a surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Chapter 39.08 RCW.
- 9. DISPUTE RESOLUTION:** In the event of a dispute between the Parties which cannot be resolved by the contract managers, the Contractor and the City shall review such dispute and may attempt to resolve the dispute. Any controversy or claim arising out of or relating to this Contract or the alleged breach of this Contract that cannot be resolved by the Parties within 30 days of receipt of written notice may be submitted to mediation. If the dispute cannot be resolved through mediation, either party may initiate litigation pursuant to the governing law and venue provisions of this Contract. The Parties agree to pay their own attorneys' fees and expenses.
- 10. GOVERNING LAW/VENUE:** This Contract shall be deemed to have been executed and delivered within the State of Washington, and the rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the laws of the State of Washington without regard to the principles of conflict of laws. Any action or suit brought in connection with this Contract shall be brought in the Superior Court of Clark County, Washington.
- 11. EMPLOYMENT OF LABOR:** The Contractor agrees that all persons employed by Contractor and by any of its subcontractors and any of their lower tier contractors in work performed pursuant to this Contract shall not be employed in excess of eight (8) hours in any one day, except as provided or allowed by Chapter 49.28 RCW and WAC 296-127 and any amendment thereto.
- 12. PAYMENT OF LABOR:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the performance of this Contract will be paid not less than the prevailing rate of wage for an hours work, in accordance with the provisions of the Chapter 39.12 RCW, and all rules and regulations promulgated pursuant thereto.

The prevailing wage rates in effect at the time of the bid submittal deadline shall apply for the duration of the project, no matter how long it lasts. However, if the Contract is awarded more than six (6) months after the bids were due, the prevailing wage rates in effect on the award date shall apply.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred

to the director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision shall be final, conclusive and binding on all parties involved in the dispute.

- 13. PAYMENT TO THE CONTRACTOR:** Progress payments to the Contractor shall be made within 30 days of a fully executed Pay Estimate pending all compliance with all contractual requirements. A sum equal to 5% may be reserved and retained from monies earned by the Contractor in accordance with Chapter 60.28 RCW. The City reserves the right to require Contractor to correct any submitted or paid erroneous invoices according to the rates set forth herein. City and Contractor agree that any amount paid in error by City does not constitute a change in the agreed upon amount; Contractor agrees to issue a refund of any overages paid in error by the City.

Release of the retained percentage or the retainage bond shall be in accordance with Chapter 60.28 RCW. Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in RCW 39.08.030 and within the time provided in Chapter 60.28 RCW as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed and received approval of a Statement of Intent to Pay Prevailing Wage as required by RCW 39.12.040 from the Washington State Department a Labor and Industries. Said Contractor and all subcontractors shall also keep accurate payroll records for three years from the date of acceptance as described in RCW 39.12.120. A Contractor and all subcontractors shall, file a copy of its certified payroll records using the Department of Labor and Industries online system on a monthly basis. A Contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

- 14. INDEMNIFICATION:** Contractor agrees to indemnify, defend, save and hold harmless the City, its officials, employees and agents from any and all liability, including but not limited to demands, claims, causes of action, suits or judgments, claims of copyright or patent infringement, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the performance of services by Contractor pursuant to this Contract.

In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.

This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been

mutually negotiated by the Parties and it is the intent of the Parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

- 15. OWNERSHIP OF RECORDS AND DOCUMENTS:** Any and all work product prepared by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such work product to the City. A copy may be retained by the Contractor. Previously owned intellectual property of Contractor or any third party, and any know-how, methodologies or processes used by Contractor to provide the services or project deliverables under this Contract shall remain property of the original City.
- 16. PUBLIC DISCLOSURE COMPLIANCE:** The parties acknowledge that the City is an “agency” within the meaning of the Washington Public Records Act, Chapter 42.56 RCW, and that materials submitted by the Contractor to the City become public record. Such records may be subject to public disclosure, in whole or part and may be required to be released by the City in the event of a request for disclosure. In the event the City receives a public record request for any data or deliverable that is provided to the City and that is licensed from the Contractor, the City shall notify the Contractor of such request and withhold disclosure of such information for not less than five (5) business days, to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees or penalty assessment under Chapter 42.56 RCW for withholding or delaying public disclosure of such information.
- 17. COOPERATIVE PURCHASING:** The Washington State Inter-local Cooperation Act, Ch. 39.34 RCW, authorizes public agencies to cooperatively purchase goods and services if all parties agree. By having executed this Agreement, the Contractor agrees that other public agencies may purchase goods and services under this solicitation or contract at their own cost and without the City incurring any financial or legal liability for such purchases. The City agrees to allow other public agencies to purchase goods and services under this solicitation or contract, provided that the City is not held financially or legally liable for purchases and that any public agency purchasing under such solicitation or contract file a copy of this invitation and such contract in accordance with RCW 39.34.040.
- 18. AMENDMENTS:** All changes to this Contract, including changes to the statement of work and compensation, must be made by written Change Order and/or Amendment and signed by all parties to this Contract.
- 19. AUTHORIZATION AND COMPLIANCE WITH THE LAW:** The Contractor certifies that the person signing the Contract is legally authorized to enter into this binding Contract and that the Contractor shall fully comply with all relevant, federal, state and municipal laws, rules, regulations and policies.
- 20. CITY BUSINESS AND OCCUPATION LICENSE:** The Contractor will be required to obtain a business license when contracting with the City unless allowable exemptions apply. The Contractor shall contact the State of Washington Business License Service (BLS) at: <http://bls.dor.wa.gov/file.aspx>, or by phone at 800-451-7985, or go to

[www.bls.dor.wa.gov/cities/vancouver.aspx](http://www.bls.dor.wa.gov/cities/vancouver.aspx) or [www.cityofvancouver.us/businesslicense](http://www.cityofvancouver.us/businesslicense), to determine whether a business license is required pursuant to the Vancouver Municipal Code (VMC) Chapter 5.04.

- 21. RELATION OF PARTIES:** The Contractor, its subcontractors, agents and employees are independent contractors performing services for The City and are not employees of City; shall not, as a result of this Contract, accrue leave, retirement, insurance, bonding or any other benefits afforded to City employees; and, shall not have the authority to bind the City in any way except as may be specifically provided in the Statement of Work.
- 22. ASSIGNMENT:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without the other party's express written authorization.
- 23. TERMINATION FOR CONVENIENCE:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

In the event this Contract is terminated prior to the completion of Work, Contractor will only be paid for the Work completed at the time of termination of the Contract.

- 24. TERMINATION FOR CAUSE:** In the event the Contractor is, or has been, in violation of the terms of this Contract, including the solicitation, the City reserves the right, upon written notice to the Contractor, to cancel, terminate, or suspend this contract in whole or in part for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will be paid only the contract price for services performed in accordance with the manner of performance set forth in the Contract.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, or events which are not the fault of or are beyond the control of the Contractor, the City after setting up a new delivery or performance schedule, may allow the Contractor to continue work or treat the termination as a termination for convenience.

- 25. OPPORTUNITY TO CURE:** The City at its sole discretion may in lieu of a termination allow the Contractor to cure the defect(s), by providing a "Notice to Cure" to Contractor setting forth the remedies sought by City and the deadline to accomplish the remedies. If the Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within the time stated time, the City shall have the right to terminate the Contract without any further obligation to the Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against the Contractor and its sureties for said breach or default, including but not limited to termination of this Contract for convenience.
- 26. WAIVER AND REMEDIES:** City's failure to enforce the terms or conditions herein or to exercise any right or privilege, or the City's waiver of any breach hereunder shall not thereafter waive any other term, condition, or privilege, whether of the same or similar type.

Remedies under this Contract are cumulative; the use of one remedy shall not be taken to exclude or waive the right to use another.

- 27. ENTIRETY OF CONTRACT:** This Contract incorporates all the agreements, covenants and understanding between the parties hereto and are merged into this written Contract. No prior agreement or prior understanding, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless set forth in this Contract.
- 28. USE OF CITY'S NAME:** Contractor may not use any of City's name, trademark, service marks, or logo in connection with the services contemplated by this Contract or otherwise without the prior written permission of City, which permission may be withheld for any or no reason and may be subject to certain conditions.
- 29. DEBARMENT:** The Contractor certifies that that it is not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local department or agency.
- 30. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:** During the term of this Contract, Contractor will not discriminate against any employee or applicant for employment in accordance with RCW Chapter 49.60, including, but not limited to creed, religion, race, color, age, sex, marital status, sexual orientation, sexual identity, pregnancy, military status, political ideology, ancestry, national origin, or the presence of any sensory, mental or physical disability, unless based upon a bona fide occupational qualification. The Contractor will take affirmative action to ensure that applicants and employees are treated fairly, without regard to their creed, religion, race, color, sex, national origin, or the presence of any sensory, mental or physical disability. Such action shall include all terms and conditions of employment, compensation, and benefits, including apprenticeship.
- 31. BINDING EFFECT:** The provisions, covenants and conditions in this Contract bind the parties, their legal heirs, representatives, successors, and assigns.
- 32. RATIFICATION:** Acts taken pursuant to this Contract but prior to its effective date are hereby ratified and confirmed.
- 33. CONTRACT DOCUMENTS AND ORDER OF PRECEDENCE:** The complete Contract includes these parts and any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):
1. Amendments to the Contract,
  2. This Contract,
  3. Contractor's Bid including all Addenda to the Solicitation,
  4. Technical Specifications,
  5. Contract Plan Set,
  6. General Conditions for Facility Construction.

On the Contract Plans, Working Drawings, and Standard Plans, figured dimensions shall take precedence over scaled dimensions.

Whenever reference is made in these Specifications or the Special Provisions to codes, rules, specifications, and standards, the reference shall be construed to mean the code, rule, specification, or standard that is in effect on the Invitation to Bid advertisement date, unless otherwise stated or as required by law.

If any part of the Contract requires Work that does not include a description for how the Work is to be performed, the Work shall be performed in accordance with standard trade practice(s). For purposes of the Contract, a standard trade practice is one having such regularity of observance in the trade as to justify an expectation that it will be observed by the Contractor in doing the Work.

**34. NOTICES:** All notices which are given or required to be given pursuant to this Contract shall be hand delivered, mailed postage paid, or sent by electronic mail as follows:

For the Owner:  
Anna Vogel  
City of Vancouver  
415 W 6th Street  
P O Box 1995  
Vancouver WA 98668-1995  
[anna.vogel@cityofvancouver.us](mailto:anna.vogel@cityofvancouver.us)

For the Contractor:  
Les McClure  
McClure and Sons, Inc.  
15714 Country Club Drive  
Mill Creek, WA 98012  
[les@mcclureandsons.com](mailto:les@mcclureandsons.com)

The undersigned, as the authorized representatives of the Owner and Contractor respectively, agree to all of the terms and conditions contained in this Contract, as of the dates set forth below.

**CITY OF VANCOUVER**  
A municipal corporation

**CONTRACTOR:**  
McClure and Sons, Inc.

\_\_\_\_\_  
Eric Holmes, City Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name /Title

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
Jonathan Young, City Attorney



**Staff Report: 088-24**

**TO:** Mayor and City Council  
**FROM:** Eric Holmes, City Manager  
**DATE:** 5/6/2024

**SUBJECT** 2024 Affordable Housing Fund Awards

**Key Points**

- On January 29, 2024, the City opened applications for the Affordable Housing Fund (AHF) to allocate up to \$9.5 million per year for projects supporting housing production and preservation, homeownership, temporary shelter, and rental assistance. The City received 26 applications totaling \$28.5 million in requests.
- The review committee has recommended 13 projects for funding, totaling \$12,688,330, including 5 housing production projects, 2 housing preservation projects, 2 homeownership projects, 2 temporary shelter programs, and 2 rental assistance programs. This includes a forward-commitment of \$3 million to support two 2025 housing development projects that require a local match to pursue other funding.
- The recommended projects are expected to create 144 AHF units and a 14-bed group home, 20 homeownership units, staffing costs for 28 shelter beds, and rental assistance for 134 households. Funds will be leveraged to contribute to a total of 581 affordable units.

**Strategic Plan Alignment**

**Housing and Human Needs** – meeting basic needs and partnering with organizations to support the community.

**Present Situation**

In January 2024, the City accepted applications to award 2024 AHF funding for Housing Production and Preservation, Homeownership, Temporary Shelter, and Rental Assistance. This application represented the first funding opportunity for the 2024 – 2033 AHF levy that will provide up to \$9.5 million annually to support housing and services for very low-income households (50% of less than the AMI).

The City received a total of 26 proposals requesting \$28.5 million across all funding categories. The review committee recommended funding 13 projects, totaling \$12,688,330. This includes 7 housing production and preservation projects, 2 homeownership projects, 2 projects for temporary shelter, and 2 rental assistance programs. Additionally, award recommendations include a forward-commitment of \$3 million to support two 2025 housing development projects that require a local match to pursue other funding.

The recommended housing development projects are expected to create 144 AHF units and a 14-bed shared living project, and 20 homeownership units. Funds will be leveraged to contribute a total of 581 affordable units. The recommended temporary shelter awards will provide funding for the operations for 28 beds, and the rental assistance projects will support 54 households. Projects were prioritized by community need, project readiness, and project feasibility.

All development projects will include air conditioning and lighting and landscaping features to promote safety in line with the City's land use requirements. The proposed projects are fully electric buildings with the exception of the Cedar Portfolio, which utilizes four gas water heaters at each property for a total of 12 across the portfolio. Due to the age of the buildings, replacing the gas heaters would require a costly power upgrade which is outside of the project's scope of work. Columbia Non-Profit Housing committed to replacing the water heaters with Energy Star certified heaters as a more sustainable alternative at the end of the existing heaters' useful life.

Due to project needs and limited available funding, some recommendations were less than the full request. Below is a summary of the award recommendations:

<b>Funding Category</b>	<b>Project Name</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Recommended Award</b>
Production & Preservation	Lincoln Place II	Housing Authority of the City of Vancouver	\$2,350,000	\$2,350,000
Production & Preservation	West 6th VWG	Colas Development Group/WEST 6TH VWG LLLP	\$1,275,000	\$1,275,000
Production & Preservation	Date Park Residence	Date Park Condominium Inc	\$2,325,000	\$1,120,000
Production & Preservation	Cedar Portfolio	Columbia Non-Profit Housing	\$1,600,000	\$1,000,000
Production & Preservation	Hazelwood Reentry Housing Project	Housing Authority of the City of Vancouver	\$350,000	\$350,000
Production & Preservation	Smith Tower Preservation	Mid-Columbia Manor	\$2,035,000	\$1,000,000*
Production & Preservation	Claudia's Place	Housing Initiative LLC	\$4,200,000	\$2,000,000*
Homeownership	Permanently Affordable Housing	Proud Ground	\$1,000,000	\$500,000
Homeownership	Clark County Affordable			
Homeownership	Homeownership Program	Evergreen Habitat for Humanity	\$1,000,000	\$500,000
Homeownership	YWCA Clark County Emergency			
Temporary Shelter	Domestic Violence Shelter	YWCA Clark County	\$300,000	\$300,000
Temporary Shelter	Share's WHAT Women's Shelter	Share	\$384,843	\$384,843
Temporary Shelter	SafeChoice Rapid Rehousing for			
Rental Assistance	Domestic Violence Survivors	YWCA Clark County	\$408,487	\$408,487
Rental Assistance	Everybody In	Council for the Homeless	\$3,684,813	\$1,228,270

\*Projects recommended for 2025 funding.

See the attached 2024 AHF Application and Project Summary for more details on the recommended projects and all funding requests.

See the attached 2024 AHF Application and Project Summary for more details on the recommended projects and financing requests.

**Advantage(s)**

Provide 144 AHF units and 14 beds, 20 homeownership units, temporary shelter for 28 individuals, and rental assistance for 54 households for households experiencing very low-income.

**Disadvantage(s)**

None

**Budget Impact**

Current budget in the Affordable Housing Fund is not sufficient to cover the full amount of the awards. Staff recommends utilizing \$3 million in the 2025 property tax revenue to cover the gap in the 2024 awards. With that, approximately \$6.5 million will be available for awards in 2025. The projects that are recommended to receive the 2025 funding award will not need access to the funding until 2025.

**Prior Council Review**

None

**Action Requested**

Approve a resolution adopting the proposed 2024 AHF awards and authorizing the City Manager, or designee, to execute related agreements.

*Hayley Woodbridge, Associate Housing Project Coordinator, 360-487-7867; Samantha Whitley, Housing Programs Manager, 360-487-7952*

**ATTACHMENTS:**

- 2024 Affordable Housing Fund Awards Presentation
- 2024 Affordable Housing Fund Awards Memo
- Resolution - 2024 AHF Awards
- Exhibit A - 2024 Affordable Housing Fund Award Recommendations and Request



CITY OF  
**Vancouver**  
WASHINGTON

# 2024 AHF Award Recommendations

Hayley Woodbridge  
Associate Housing Project Coordinator, EP&H  
May 6, 2024



# 2024 AHF Recommendations

- 26 applications received
- \$28.5M requested
- \$9.5M available
- 13 applications recommended



# Rental Unit Production and Preservation

Project Name	Applicant	Amount Requested	Recommended	Units
<b>Lincoln Place II</b>	Vancouver Housing Authority	\$2,350,000	\$2,350,000	40
<b>Waterfront Gateway</b>	Colas Development	\$1,275,000	\$1,275,000	95
<b>Date Park Residence</b>	Date Park Condominium Inc	\$2,325,000	\$1,120,000	72
<b>Cedar Portfolio*</b>	Columbia Non-Profit Housing	\$1,600,000	\$1,000,000	164
<b>Hazelwood Reentry</b>	Vancouver Housing Authority	\$350,000	\$350,000	14 beds
<b>Smith Tower*</b>	Mid-Columbia Manor	\$2,035,000	\$1,000,000	170
<b>Claudia's Place</b>	Housing Initiative LLC	\$4,200,000	\$2,000,000	40
		<b>\$14,135,000</b>	<b>\$9,095,000</b>	<b>581 units</b>

\*Preservation projects

*Smith Tower and Claudia's Place recommended for 2025 funding*



# Homeownership, Shelter, Rental Assistance

Project Name	Applicant	Amount Requested	Recommended	Households
Affordable Homeownership	Proud Ground	\$1,000,000	\$500,000	20
Affordable Homeownership	Evergreen Habitat	\$1,000,000	\$500,000	90
Emergency DV Shelter	YWCA	\$300,000	\$300,000	20
WHAT Women’s Shelter	Share	\$384,843	\$384,843	18
SafeChoice Rental Assistance	YWCA	\$408,487	\$408,487	14
Everybody In Rental Assistance	Council for the Homeless	\$3,684,813	\$1,228,270	120
		\$6,778,143	<b>\$3,321,600</b>	<b>282</b>

*Council for the Homeless proposed 3-year pilot program, recommending one year of funding to start.*



**DATE:** May 6, 2024

**TO:** Mayor and City Council  
**CC:** Eric Holmes, City Manager

**FROM:** Samantha Whitley, Housing Programs Manager, Economic Prosperity and Housing

**RE:** **2024 Affordable Housing Fund (AHF) Funding Recommendations**

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**Key Points:**

- On January 29, 2024, the City opened applications for the Affordable Housing Fund (AHF) to allocate up to \$9.5 million per year for projects supporting housing production and preservation, homeownership, temporary shelter, and rental assistance. The City received 26 applications totaling \$28.5 million in requests.
- The review committee has recommended 13 projects for funding, totaling \$12,688,330, including 5 housing production projects, 2 housing preservation projects, 2 homeownership projects, 2 temporary shelter programs, and 2 rental assistance programs. This includes a forward-commitment of \$3 million to support two 2025 housing development projects that require a local match to pursue other funding.
- The recommended projects are expected to create 144 AHF units and a 14-bed group home, 20 homeownership units, staffing costs for 28 shelter beds, and rental assistance for 134 households. Funds will be leveraged to contribute to a total of 581 affordable units.

**Strategic Plan Alignment:** HH.PM.5

**Present Situation:**

In January 2024, the City accepted applications to award 2024 AHF funding for Housing Production and Preservation, Homeownership, Temporary Shelter, and Rental Assistance. This application represented the first funding opportunity for the 2024 – 2033 AHF levy that will provide up to \$9.5 million annually to support housing and services for very low-income households (50% of less than the AMI).

The City received a total of 26 proposals requesting \$28.5 million across all funding categories. The review committee recommended funding 13 projects, totaling \$12,688,330. This includes 7 housing production and preservation projects, 2 homeownership projects, 2 projects for temporary shelter, and 2 rental assistance programs. Additionally, award recommendations include a forward-commitment of \$3 million to support two 2025 housing development projects that require a local match to pursue other funding.

**2024 Affordable Housing Fund (AHF) Funding Recommendations**

**May 6, 2024**

**Page 2 of 3**

The recommended housing development projects are expected to create 144 AHF units and a 14-bed shared living project, and 20 homeownership units. Funds will be leveraged to contribute a total of 581 affordable units. The recommended temporary shelter awards will provide funding for the operations for 28 beds, and the rental assistance projects will support 54 households. Projects were prioritized by community need, project readiness, and project feasibility.

All development projects will include air conditioning and lighting and landscaping features to promote safety in line with the City’s land use requirements. The proposed projects are fully electric buildings with the exception of the Cedar Portfolio, which utilizes four gas water heaters at each property for a total of 12 across the portfolio. Due to the age of the buildings, replacing the gas heaters would require a costly power upgrade which is outside of the project’s scope of work. Columbia Non-Profit Housing committed to replacing the water heaters with Energy Star certified heaters as a more sustainable alternative at the end of the existing heaters’ useful life.

Due to project needs and limited available funding, some recommendations were less than the full request. Below is a summary of the award recommendations:

<b>Funding Category</b>	<b>Project Name</b>	<b>Applicant</b>	<b>Amount Requested</b>	<b>Recommended Award</b>
Production & Preservation	Lincoln Place II	Housing Authority of the City of Vancouver	\$2,350,000	\$2,350,000
Production & Preservation	West 6th VWG	Colas Development Group/WEST 6TH VWG LLLP	\$1,275,000	\$1,275,000
Production & Preservation	Date Park Residence	Date Park Condominium Inc	\$2,325,000	\$1,120,000
Production & Preservation	Cedar Portfolio	Columbia Non-Profit Housing	\$1,600,000	\$1,000,000
Production & Preservation	Hazelwood Reentry Housing Project	Housing Authority of the City of Vancouver	\$350,000	\$350,000
Production & Preservation	Smith Tower Preservation	Mid-Columbia Manor	\$2,035,000	\$1,000,000*
Production & Preservation	Claudia's Place	Housing Initiative LLC	\$4,200,000	\$2,000,000*
Homeownership	Permanently Affordable Housing	Proud Ground	\$1,000,000	\$500,000
Homeownership	Clark County Affordable Homeownership Program	Evergreen Habitat for Humanity	\$1,000,000	\$500,000
Temporary Shelter	YWCA Clark County Emergency Domestic Violence Shelter	YWCA Clark County	\$300,000	\$300,000
Temporary Shelter	Share’s WHAT Women’s Shelter	Share	\$384,843	\$384,843
Rental Assistance	SafeChoice Rapid Rehousing for Domestic Violence Survivors	YWCA Clark County	\$408,487	\$408,487
Rental Assistance	Everybody In	Council for the Homeless	\$3,684,813	\$1,228,270

*\*Projects recommended for 2025 funding.*

See the attached 2024 AHF Application and Project Summary for more details on the recommended projects and all funding requests.

**2024 Affordable Housing Fund (AHF) Funding Recommendations**

**May 6, 2024**

**Page 3 of 3**

**Advantage(s):**

1. Provide 144 AHF units and 14 beds, 20 homeownership units, temporary shelter for 28 individuals, and rental assistance for 54 households for households experiencing very low-income.

**Disadvantage(s):**

1. None.

**Budget Impact:** The proposed \$12,688,330 for the recommended projects is provided by Affordable Housing Fund revenues.

**Prior Council Review:** None.

**Action Requested:** Approve a resolution adopting the proposed 2024 AHF awards and authorizing the City Manager to execute related agreements.

***Samantha Whitley, Housing Programs Manager, (360) 487-7952***

***Hayley Woodbridge, Associate Housing Project Coordinator, (360) 487-7867***

Attachments:

- 2024 AHF Application and Project Summary
- Resolution – 2024 AHF Awards

May 6, 2024

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION relating to low-income housing; providing for adoption of 2024 funding awards for the Affordable Housing Fund and authorizing the City Manager to execute agreements and other related documents on behalf of the City of Vancouver consistent with Affordable Housing Fund 2024 Council-approved funding awards.

WHEREAS, in June 2016 Council adopted, by resolution, the Affordable Housing Fund Administrative and Financial Plan (A & F Plan) and most recently updated the A & F Plan in December 2023;

WHEREAS, the A & F Plan provides funding among five program areas: Housing Production and Preservation, Homeownership, Temporary Shelter, Rental Assistance and Services, and Implementation;

WHEREAS, the City of Vancouver released a request for applications for projects to be supported with the Affordable Housing Funds;

WHEREAS, the City received 26 applications for all funding program areas through the 2024 Affordable Housing Fund application process;

WHEREAS, the project review committee and staff recommend funding awards for thirteen (13) projects developed by the Housing Authority of the City of Vancouver, Colas Development Group/WEST 6<sup>th</sup> VWG LLLP, Date Park Condominiums, Inc., Columbia Non-Profit Housing, Mid-Columbia Manor, Housing Initiative LLC, Proud Ground, Evergreen Habitat for Humanity, YWCA Clark County, Share, and Council for the Homeless, totaling \$12,416,600.

**RESOLUTION - 1**

WHEREAS, the recommended awards would produce 144 affordable rental units and 14 group home bedrooms, support the ongoing operations of 38 shelter beds, and provide rental assistance to 54 for households who are experiencing very low-income, at or below 50% of the area median income (AMI);

WHEREAS, the recommended awards would support 20 affordable homeownership opportunities for households who are experiencing low-income, at or below 80% of the area median income (AMI);

WHEREAS, the recommended awards are based on community needs, actual applications received, and recommendations from the review committee.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The recitals set forth above are adopted as findings supporting the action of the City Council in adopting this resolution.

Section 2. The Affordable Housing Fund awards totaling \$12,416,600, attached hereto as Exhibit A and incorporated by reference, are hereby approved and adopted.

Section 3. The City Manager is hereby authorized to execute agreements and other related documents on behalf of the City of Vancouver, consistent with the Affordable Housing Fund 2024 Council approved funding awards set forth in Exhibit A.

ADOPTED at regular session of the Council of the City of Vancouver, this 6th day of May 2026.

---

Anne McEnery-Ogle, Mayor

Attest:

**RESOLUTION - 2**

---

Natasha Ramras, City Clerk

Approved as to form:

---

Jonathan Young, City Attorney

**RESOLUTION - 3**

## Use of the Affordable Housing Fund, May 2024 Awards

### **Housing Production & Preservation**

Housing Authority of the City of Vancouver – Lincoln Place II – \$2,350,000  
Colas Development Group/WEST 6TH VWG LLLP – West 6th VWG – \$1,275,000  
Date Park Condominium Inc – Date Park Residence – \$1,120,000  
Columbia Non-Profit Housing – Cedar Portfolio – \$1,000,000  
Housing Authority of the City of Vancouver – Hazelwood Reentry Housing Project – \$350,000  
Mid-Columbia Manor – Smith Tower Preservation – \$1,000,000  
Housing Initiative LLC – Claudia's Place – \$2,000,000

### **Homeownership**

Proud Ground – Permanently Affordable Housing – \$500,000  
Evergreen Habitat for Humanity – Clark County Affordable Homeownership Program – \$500,000

### **Temporary Shelter**

YWCA Clark County – YWCA Clark County Emergency Domestic Violence Shelter – \$300,000  
Share – Share's WHAT Women's Shelter – \$384,843

### **Rental Assistance**

YWCA Clark County – SafeChoice Rapid Rehousing for Domestic Violence Survivors – \$408,487  
Council for the Homeless – Everybody In – \$1,228,270

**RESOLUTION - 4**

## 2024 Affordable Housing Fund Award Recommendations - Production & Preservation

Project Name	Applicant	Brief Project Description	Amount Requested	AHF Units	Total Units	Av. Score	Recommended Award
<b>Tier 1 - Closing in 2024; high score; commitment of other funds; path to securing final building permits</b>							
Lincoln Place II	Housing Authority of the City of Vancouver	New construction of a 40-unit permanent supportive housing project serving individuals exiting homelessness with complex behavioral, mental, or physical health challenges that affect their housing stability	\$2,350,000	40	40	88.40	\$2,350,000
West 6th VWG	Colas Development Group/WEST 6TH VWG LLLP	New construction of a 6-story, 95-unit proposed affordable housing development located at 615 W. 6th Street	\$1,275,000	17	95	80.60	\$1,275,000
Date Park Residence	Date Park Condominium Inc	New construction of a four-story, 72-unit affordable housing complex	\$2,325,000	15	72	67.80	\$1,120,000
Cedar Portfolio	Columbia Non-Profit Housing	Preservation of three senior affordable housing properties - Forest Ridge Senior Apartments, Highland Park Apartments, and Walnut Grove Apartments	\$1,600,000	29	164	67.60	\$1,000,000
Hazelwood Reentry Housing Project	Housing Authority of the City of Vancouver	Renovation of 7 units of its existing housing into a transitional housing program that will work with individuals existing the justice center	\$350,000	14 beds	14 beds	67.00	\$350,000
						<b>TOTAL 2024</b>	<b>\$6,095,000</b>
<b>Tier 2 - Closing in early 2025; high score; commitment of other funds; path to securing final building permits</b>							
Smith Tower Preservation	Mid-Columbia Manor	Preservation of Smith Tower, a 15-story, 170-unit apartment tower located in downtown Vancouver	\$2,035,000	24	170	67.20	\$1,000,000
<b>Tier 3 - Closing in late 2025 or after; high score; commitment of other funds; path to securing final building permits</b>							
Claudia's Place	Housing Initiative LLC	New construction of 40 units of Permanent Supportive Housing (PSH)	\$4,200,000	19	40	69.00	\$2,000,000
<b>Not Recommended</b>							
142nd Avenue Acquisition	Second Step Housing	Preservation of five rental units currently being sold by the Vancouver Housing Authority (VHA)	\$375,000	5	5	61.40	
63 Street	Community Roots Collaborative	Acquisition of a 1.28-acre property located at 8709 NE 63rd Street, Vancouver, WA. The property includes a 4-bedroom, 2-bathroom house with space for two additional bedrooms and one additional bathroom. Planning to construct 20 tiny homes	\$2,250,000	20, 6 beds	20, 6 beds	60.80	
I/DD Housing Development	Fourth Plain Forward	Remodel of an existing home into an adult family home to provide supportive housing for I/DD clients with a Core or Basic Plus Home & Community Base Waiver who are transitioning out of Intermediate Care facilities / residential homes / institutional settings.	\$172,839	6 beds	6 beds	59.25	
Lincoln Place Preservation	Housing Authority of the City of Vancouver	Preservation of an existing 30-unit permanent supportive housing (PSH) facility owned and operated by the Vancouver Housing Authority (VHA)	\$350,000	10	30	53.00	
ADU Liberty	ADU Foundation	New construction of 15 Accessory Dwelling Units (ADUs)	\$636,000	15	15	52.80	
Crestwood Corner	Crestwood Development LLC	New construction of 5 cottage apartments	\$375,000	5	5	50.20	
9603 E Mill Plain Blvd	Provision Investments Inc.	New construction of a mixed-income 40-unit residential apartments with commercial space on ground floor	\$525,000	7	40	45.60	
The Couve Initiative	McCloughlin Heights Church of God	New construction development consist of 5 units, each consisting of 180 square feet w/ independent kitchen and bathroom.	\$125,000	5	5	42.40	
Earl Duncan AHF 2024 Application	Earl Duncan	Remodel of a portion of an existing building to accommodate (7) new affordable housing units	\$525,000	7	7	33.80	



## 2024 Affordable Housing Fund Award Recommendations - Homeownership, Temporary Shelter, and Rental Assistance

Project Name	Applicant	Brief Project Description	Amount Requested	AHF Units	Total Units	Households Served	Av. Score	Recommended Award
<b>Homeownership</b>								
Permanently Affordable Housing	Proud Ground	Acquisition funding for twenty homes by providing at least \$50,000 to each homebuyer	\$1,000,000	10	20		84.67	\$500,000
Clark County Affordable Homeownership Program	Evergreen Habitat for Humanity	Acquisition funding for twenty homes by providing at least \$50,000 to each homebuyer	\$1,000,000	10	90		81.67	\$500,000
								<b>\$1,000,000</b>
<b>Temporary Shelter</b>								
YWCA Clark County Emergency Domestic Violence Shelter	YWCA Clark County	Support the operation of a 24/7 shelter facility serving people fleeing Domestic Violence	\$300,000			20	83.33	\$300,000
Share's WHAT Women's Shelter	Share	Provide shelter services including beds, showers, laundry facilities, meals, and supportive services for up to 18 single women experiencing homelessness	\$384,843			18	81.17	\$384,843
								<b>\$684,843</b>
<b>Rental Assistance</b>								
SafeChoice Rapid Rehousing for Domestic Violence Survivors	YWCA Clark County	Rental assistance and housing stability supports for houseless individuals fleeing domestic violence.	\$408,487			14	76.33	\$408,487
Everybody In	Council for the Homeless	Pilot program to increase homeless response system capacity by providing funds to households currently being assisted through homeless response system programs, including shelters, Rapid Rehousing (RRH) or Permanent Supportive Housing (PSH) who no longer need case management supports provided by the programs, but are in continued need of rental assistance support	\$3,684,813			40	69.17	\$1,228,270
								<b>\$1,636,757</b>
<b>Not Recommended</b>								
44th St Infrastructure Development*	Evergreen Habitat for Humanity	Infrastructure development for new construction of 32-37 homeownership units	\$1,200,000	32	32		85.83	
FPF I/DD Rental Assistance Program	Fourth Plain Forward	I/DD Rental Assistance program specifically targeted at individuals with I/DD who are a) transitioning out of Intermediate Care facilities / residential homes / institutional settings, or b) Individuals with I/DD living independently and experiencing rent increases that are not covered by SSI payments	\$252,500			40	64.67	
Housing Readiness and Retention	According to his word outreach	Housing retention and readiness services for people who are living within shelters or Safe Stay communities, rental assistance	\$800,000			200	35.50	
*Request is for infrastructure. AHF must be used to develop or acquire housing units.								



**Item #6.**

**TO:** Mayor and City Council  
**FROM:** Council Committee 2 (Stober, Fox, Harless)  
**DATE:** 5/6/2024

**SUBJECT** Appointment Vancouver Public Facilities District Board of Directors

**Present Situation**

The Vancouver Public Facilities District Board (PFD) is a municipal corporation governed by a five-member Board of Directors. It was created by Vancouver City Council in 1999 to develop the downtown hotel and convention center. The PFD owns the land under the Hilton hotel and convention center in downtown Vancouver, which it leases to the City's Downtown Redevelopment Authority (DRA) and receives funding for operation of the property from the state sales tax credit program which it then transfers to the DRA. The PFD board is also responsible for approving annual budgets and monitoring use of the funds.

Council Committee 2 recently interviewed candidates for this board and recommends the mid-term appointment of Ken O'Hollaren, term beginning immediately and expiring Nov. 30, 2025.

If there are no objections, this appointment will be presented for Council action at the at the **Monday, May 6**, Council meeting.

**Action Requested**

Mid-term appointment of Ken O'Hollaren to the Public Facilities District Board of Directors with a term beginning immediately and expiring Nov. 30, 2025.

*Council Committee 2*

**ATTACHMENTS:**



**Item #7.**

**TO:** Mayor and City Council  
**FROM:** Council Committee 1 (Hansen, Paulsen, Perez)  
**DATE:** 5/6/2024

**SUBJECT** Appointment Building & Fire Code Commission

**Present Situation**

The Building/Fire Code Commission makes recommendations to city council on building and fire codes and all proposed code changes; hears appeals of building official and fire code interpretations. The membership is composed of specific construction interests.

Council Committee 1 recently interviewed candidates for the building and fire code commission and recommends the mid-term appointment of David Aronson to a position that would begin immediately and expire June 30, 2025.

If there are no objections, this appointment will be presented for Council action at the at the **Monday, May 6<sup>th</sup>**, Council meeting.

**Action Requested**

Appoint David Aronson to the mid-term position on the Building and Fire Code Commission effective immediately and expiring June 30. 2025.

*Council Committee 1*

**ATTACHMENTS:**



**Item #8.**

**TO:** Mayor and City Council

**FROM:** Council Committee 1 (Hansen, Paulsen, Perez)

**DATE:** 5/6/2024

**SUBJECT** Appointment Transportation and Mobility Commission

**Present Situation**

The Transportation and Mobility Commission provides advice to Vancouver City Council, the City Manager and city staff on a variety of transportation and mobility-related projects, programs, and policies. It also provides ongoing feedback and guidance on development of citywide transportation policy through the update of the city's Transportation System Plan.

Council Committee 1 recently interviewed candidates for a mid-term seat on the transportation and mobility commission for a person with expertise or experience in freight mobility. The committee recommends the mid-term appointment of Zachary Gatton to a position that would begin immediately and expire December 31, 2024.

If there are no objections, this appointment will be presented for Council action at the at the **Monday, May 6<sup>th</sup>**, Council meeting.

**Action Requested**

Appoint Zachary Gatton into the mid-term position on the Transportation and Mobility Commission effective immediately and expiring December 31, 2024.

*Council Committee 1*

**ATTACHMENTS:**



Item #9.

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 5/6/2024

**SUBJECT** Approval of Claim Vouchers

**Action Requested**

Approve claim vouchers for May 6, 2024.

**ATTACHMENTS:**

- Claims for 05.06.24

**VOUCHER APPROVAL**

We, the undersigned council members of the City of Vancouver, Clark County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and that the vouchers listed below are approved for payment in the amount of:

**\$ 13,847,873.82** this 6th day of May 2024.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
COUNCILMEMBER

\_\_\_\_\_  
AUDITING OFFICER

\_\_\_\_\_  
COUNCILMEMBER

DATE	INCLUSIVE CHECK NUMBERS	CHECK TOTAL
April 15, 2024 - April 28, 2024	Accounts Payable Checks (see attached)	\$ 9,526,974.63
April 15, 2024 - April 28, 2024	Hansen City Payments (see attached)	\$ 29,082.10
April 15, 2024 - April 28, 2024	Visa Refunds (see attached)	\$ 6,731.03
April 15, 2024 - April 28, 2024	Payroll Checks (see attached)	\$ 4,285,086.06
<b>TOTAL</b>		<b>\$ 13,847,873.82</b>

## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18094	4/17/2024	41.70	14008 NE 10th LLC	Utility Refunds: 0064066823-15
Check	18095	4/17/2024	30.40	Carroll,Micha or Whitney	Utility Refunds: 0500004109-02
Check	18096	4/17/2024	32.15	Erickson Family Trust	Utility Refunds: 0042003700-01
Check	18097	4/17/2024	268.92	Fox,Vivian	Utility Refunds: 0131027070-01
Check	18098	4/17/2024	268.00	Gonce,Wilma or Bruce	Utility Refunds: 0045026718-03
Check	18099	4/17/2024	115.65	H.V, Long Jr	Utility Refunds: 0085098425-02
Check	18100	4/17/2024	119.20	Henry,James P	Utility Refunds: 0075001508-03
Check	18101	4/17/2024	205.79	Hutsell,Daniel or Madalyn	Utility Refunds: 0087068300-00
Check	18102	4/17/2024	79.91	Jensen, Lee L	Utility Refunds: 0061071904-14
Check	18103	4/17/2024	106.53	Kimball,Charla R or Jeffrey J	Utility Refunds: 0075059105-02
Check	18104	4/17/2024	105.64	Michael E Walsh Revocable Trust	Utility Refunds: 0128543170-02
Check	18105	4/17/2024	72.68	Nichole Bedore or Bernard Barnes	Utility Refunds: 0135000580-06
Check	18106	4/17/2024	361.28	Olsen,Christine	Utility Refunds: 0126007640-02
Check	18107	4/17/2024	144.00	Pisaygnane,Tiammany	Utility Refunds: 0002000111-02
Check	18108	4/17/2024	184.73	Pritchett,Sean or Sheri	Utility Refunds: 0139237800-02
Check	18109	4/17/2024	117.40	Qu,Fengxia	Utility Refunds: 0111020038-03
Check	18110	4/17/2024	123.44	Sarkinen Ground Works Inc	Utility Refunds: 0500006432-01
Check	18111	4/17/2024	252.98	Suntheralangam,Suresh	Utility Refunds: 0018076200-00
Check	18112	4/17/2024	110.48	The Village at Fishers Landing Condominium	Utility Refunds: 0000002286-04
Check	18113	4/17/2024	30.06	Thi Kim Oanh Nguyen or Kevin Ohmer	Utility Refunds: 0088077600-22
Check	18114	4/17/2024	50.27	Timothy or Theresa McGuigan	Utility Refunds: 0000004919-02
Check	18115	4/17/2024	54.08	Vivian Fox or Paula Smith	Utility Refunds: 0131027070-01
Check	18116	4/17/2024	297.00	Walz Family Limited Partnership	Utility Refunds: 0002000111-02
Check	18117	4/17/2024	23,355.00	Action Onsite Inc	
Check	18118	4/17/2024	652.20	Action Technology Systems	
Check	18119	4/17/2024	1,617.00	Allegis Group Holdings Inc - Remit-To: TekSystems Inc - Atlanta	
Check	18120	4/17/2024	136.00	American Sani-Can	
Check	18121	4/17/2024	932.65	Anderson Glass Co	
Check	18122	4/17/2024	4,180.88	Annas Consultants Inc	
Check	18123	4/17/2024	21,791.42	Arborscape Ltd Inc	
Check	18124	4/17/2024	900.00	Battle Ground School District 119	
Check	18125	4/17/2024	40,144.26	Berry Dunn McNeil & Parker LLC	
Check	18126	4/17/2024	400.00	Bradford Davis	
Check	18127	4/17/2024	1,020.95	Carahsoft Technology	
Check	18128	4/17/2024	9,914.68	CECO Inc	
Check	18129	4/17/2024	640.16	Cellco Partnership - Remit- To: Cellco - Dallas	
Check	18130	4/17/2024	3,116.09	Century West Engineering Corp	
Check	18131	4/17/2024	21,484.12	CFM Strategic Communications, Inc.	
Check	18132	4/17/2024	217.20	Chicago Title Company of WA	
Check	18133	4/17/2024	825.00	Clark County Fire District 5	
Check	18134	4/17/2024	1,268,846.70	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Check	18135	4/17/2024	10.00	Clark County - Remit-To: Reeta Fees	
Check	18136	4/17/2024	10.00	Clark County - Remit-To: Reeta Fees	
Check	18137	4/17/2024	1,020.76	Clark Public Utility District No. 1	
Check	18138	4/17/2024	1,159.76	Clark Public Utility District No. 1	
Check	18139	4/17/2024	1,699.91	Clark Public Utility District No. 1	

\*Please contact Procurement Services if you would like to review the justification for EMERGENCY procurement.

## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18140	4/17/2024	1,025.43	Clark Public Utility District No. 1	
Check	18141	4/17/2024	423,949.11	Clark Public Utility District No. 1	
Check	18142	4/17/2024	353.49	Clark Public Utility District No. 1	
Check	18143	4/17/2024	374.30	Clark Public Utility District No. 1	
Check	18144	4/17/2024	376.65	Clark Regional Wastewater District	
Check	18145	4/17/2024	38,216.42	Clary Longview LLC	
Check	18146	4/17/2024	15,000.00	Columbia Springs	
Check	18147	4/17/2024	104.96	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18148	4/17/2024	64.95	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18149	4/17/2024	32.54	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18150	4/17/2024	193.33	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18151	4/17/2024	151.15	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18152	4/17/2024	153.15	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18153	4/17/2024	101.85	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18154	4/17/2024	118.59	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18155	4/17/2024	121.84	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18156	4/17/2024	108.33	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18157	4/17/2024	118.59	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18158	4/17/2024	32.94	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18159	4/17/2024	113.59	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18160	4/17/2024	16,616.06	Confluence Engineering Group LLC	
Check	18161	4/17/2024	6,615.00	Davidson Benefits Planning	
Check	18162	4/17/2024	600.00	Diana J. Lorigan	
Check	18163	4/17/2024	7,774.98	Echo Electric LLC	
Check	18164	4/17/2024	815.25	EMS Technology Solutions LLC	
Check	18165	4/17/2024	7,322.32	Epic Land Solutions, Inc.	
Check	18166	4/17/2024	300.00	ERF Company Inc	
Check	18167	4/17/2024	225.17	Esix Sportswear	
Check	18168	4/17/2024	963.05	Examworks Inc	
Check	18169	4/17/2024	7,087.59	FFA Architecture and Interiors, Inc	
Check	18170	4/17/2024	51,726.77	Fourth Plain Forward	
Check	18171	4/17/2024	554.54	Galls LLC	
Check	18172	4/17/2024	309.00	H&H Wood Recyclers	
Check	18173	4/17/2024	14,033.83	HDJ Design Group - Remit-To: HDJ - Portland	
Check	18174	4/17/2024	12,252.39	Herrera Environmental Consultants Inc	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18175	4/17/2024	1,305.88	HMI Oregon - Remit-To: Pacific WRO	
Check	18176	4/17/2024	10.00	HM Pacific Northwest, Inc - Remit-To: Cadman - Chicago	
Check	18177	4/17/2024	9,995.00	HSRE Oakmont TRS LLC	
Check	18178	4/17/2024	4,524.68	J.S. Held LLC	
Check	18179	4/17/2024	3,450.00	James Rickerd Day	
Check	18180	4/17/2024	1,850.00	Jason C. Bailes PLLC	
Check	18181	4/17/2024	5,218.75	Karapace Consulting , LLC	
Check	18182	4/17/2024	135,511.08	Kar-Gor Inc	
Check	18183	4/17/2024	79,208.45	KBT Distributing LLC	
Check	18184	4/17/2024	3,328.65	Keller Associates Inc	
Check	18185	4/17/2024	8,507.42	Kittelson & Associates Inc	
Check	18186	4/17/2024	244.58	Kurita America Inc - Remit-To: US Water - Minneapolis	
Check	18187	4/17/2024	3,074.83	L.N. Curtis & Sons - Remit-To: Supplier L.N. Curtis & Sons	
Check	18188	4/17/2024	2,431.68	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Check	18189	4/17/2024	1,892.14	Lakeyland Inc	
Check	18190	4/17/2024	1,981.37	Langley's Ace Inc	
Check	18191	4/17/2024	203.00	Law, Lyman, Daniel, Kamerrer & Bogdanovich	
Check	18192	4/17/2024	16,931.00	LeadsOnline LLC	
Check	18193	4/17/2024	8,178.59	Lexipol LLC	
Check	18194	4/17/2024	5,820.61	Lisa Rawlins	
Check	18195	4/17/2024	6,100.00	LK Weiss	
Check	18196	4/17/2024	2,611.19	Loomis Armored US LLC - Remit-To: Loomis - Palatine	
Check	18197	4/17/2024	24,091.75	LSW Architects PC	
Check	18198	4/17/2024	9,127.17	Mallory Safety & Supply LLC	
Check	18199	4/17/2024	22,095.47	Maul Foster & Alongi Inc	
Check	18200	4/17/2024	20,239.16	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Check	18201	4/17/2024	13,596.25	Nelson Nygaard Consulting Associates Inc - Remit-To: Nelson Nygaard Consulting Associates Inc	
Check	18202	4/17/2024	25.00	North Clark Historical Museum	
Check	18203	4/17/2024	15,101.59	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Check	18205	4/17/2024	8,118.16	Passport Labs Inc. - Remit-To: Passport Labs Inc	
Check	18206	4/17/2024	2,780.00	Performance Occupational Health Services, LLC	
Check	18207	4/17/2024	8,517.90	Peterson Machinery Co	
Check	18208	4/17/2024	1,080.00	Phillip Poehlein	
Check	18209	4/17/2024	35.00	Porter W Yett Company	
Check	18210	4/17/2024	2,500.00	Public Safety Testing Inc	
Check	18211	4/17/2024	2,877.61	Qwest Corporation - Remit-To: Qwest Corp- Seattle	
Check	18212	4/17/2024	319.00	Rapid Response Bio Clean Inc.	
Check	18213	4/17/2024	8,682.91	Ready Rebound, Inc.	
Check	18214	4/17/2024	4,386.05	Rigert Landscaping Co	
Check	18215	4/17/2024	8,354.50	SafeFire LLC	
Check	18216	4/17/2024	99,425.07	Safeware Inc.	
Check	18217	4/17/2024	179.94	San Diego Police Equipment Co Inc	
Check	18218	4/17/2024	9,119.93	SeaWestern Inc	
Check	18219	4/17/2024	43.08	Software House International SHI - Remit-To: SHI - Dallas	
Check	18220	4/17/2024	1,160.00	Southwest Washington Humane Society	
Check	18221	4/17/2024	17,402.11	State of Washington Department of Ecology - Remit-To: State of Washington Department of Ecology	
Check	18222	4/17/2024	337.44	State of Washington Department of Retirement Systems (DRS)	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18223	4/17/2024	9,696.45	State of Washington Office of Minority & Women's Business Enterprises	
Check	18224	4/17/2024	1,332.75	State of Washington State Patrol	
Check	18225	4/17/2024	7.04	Stericycle Inc - Remit-To: Shred-It	
Check	18226	4/17/2024	366.00	Sun Badge Company	
Check	18227	4/17/2024	1,834.86	SuperTrees Inc	
Check	18228	4/17/2024	100.00	Tapani Materials Inc	
Check	18229	4/17/2024	1,485.00	Touma Inc	
Check	18230	4/17/2024	293.50	Towing & Recovering Services Inc	
Check	18231	4/17/2024	840.00	Triangle Resources Inc	
Check	18232	4/17/2024	4,297.99	Triple J Enterprises	
Check	18233	4/17/2024	1,027.65	TV Etc ESD 112	
Check	18234	4/17/2024	2,393.23	United States Department of Agriculture - Remit-To: USDA APHIS - St Louis	
Check	18235	4/17/2024	91.00	Vancouver Aire LLC	
Check	18236	4/17/2024	495.00	Vancouver Granite Works Inc	
Check	18237	4/17/2024	2,426.25	Veritext LLC - Remit-To: Veritext LLC	
Check	18238	4/17/2024	107.12	Vestis Group, Inc - Remit-To: Vestis - Pasadena	
Check	18239	4/17/2024	2,054.77	Walter E Nelson Company	
Check	18240	4/17/2024	300.00	Washington State Criminal Justice Training Commission	
Check	18241	4/17/2024	2,200.00	WA State LEOFF 1 Education Association	
Check	18242	4/17/2024	7,257.93	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Check	18243	4/17/2024	99,882.42	WSP USA Inc. - Remit-To: WSP USA Inc. Dallas	
Check	18244	4/17/2024	67.73	XPO Logistics Enterprise Services, Inc - Remit-To: XPO - Portland	
Check	18245	4/17/2024	3,750.00	AE&I Construction LLC	Refund business license fee - Customer paid for 33 employees but only has 3.
Check	18246	4/17/2024	65.99	Amber Schiefelbein	Reissue payroll payment
Check	18247	4/17/2024	120.00	Countryside Woods Neighborhood Association	2024 RecycleU
Check	18248	4/17/2024	577.41	D & F Plumbing Co	MPE-345037 (jobsite: 12601 S 2nd Circle)
Check	18249	4/17/2024	11,500.00	Driggs, Bills, and Day in trust for Kira Kersenbrock	Claim Payment - DOI: 11/05/2022 - Risk
Check	18250	4/17/2024	9,222.50	Earthworks Excavating Services, Inc	Wagner (16502 NE 11th St) Invoice # WA18-24
Check	18251	4/17/2024	1,545.91	Haseeb Yusef	RES-337607 (jobsite: 14308 SE 34th Circle)
Check	18252	4/17/2024	1,648.00	Haseeb Yusef	LUP-83549 (jobsite: 14308 SE 34th Circle)
Check	18253	4/17/2024	276.10	Lindsay Smith	Claim Payment - DOI: 05/10/2023 - Risk
Check	18254	4/17/2024	235.98	Melissa Vonk	Court ordered payment of travel expenses to civilian witness Melissa Vonk to attend trial re: Stefanie Hargis 23918V
Check	18255	4/17/2024	392.10	PLS Engineering	Refund parking permit no longer needed.
Check	18256	4/17/2024	126.00	SavATree	LUP-83756 (jobsite: 1305 SE 132nd Ave)
Check	18257	4/17/2024	4,114.80	Washington Trust Bank	CMI-351188 (jobsite: 1400 Washington Street 200)
Check	18258	4/18/2024	20,538.51	Parker Pacific Development LLC - Remit-To: Washington Department of Revenue (Inactive)	
Check	18259	4/24/2024	87.40	Community Foundation for SW Washington, Charitable LLC #3	Utility Refunds: 0048080000-17 Consolidated refund created from multiple refunds
Check	18260	4/24/2024	1,719.85	Eoff, Kelly	Utility Refunds: 0087070704-01 Consolidated refund created from multiple refunds

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18261	4/24/2024	361.90	Johnson, Gregory	Utility Refunds: 0061093990-02 Consolidated refund created from multiple refunds
Check	18262	4/24/2024	85.92	Johnson, Marlene	Utility Refunds: 0061093990-02
Check	18263	4/24/2024	240.22	Judith Hanks Estate	Utility Refunds: 0095024970-02 Consolidated refund created from multiple refunds
Check	18264	4/24/2024	442.39	M and P Property II LLC	Utility Refunds: 0092026700-17
Check	18265	4/24/2024	61.69	Mary K Flanagan or Megan B Foster as Admin of the, Estate of John Veri Tunison	Utility Refunds: 0058025124-14
Check	18266	4/24/2024	130.15	Nancy Hall Power of Attorney	Utility Refunds: 0101000102-03
Check	18267	4/24/2024	153.36	NW Management Exclusive Inc	Utility Refunds: 0000006968-02
Check	18268	4/24/2024	126.79	Seth J Fero or Loa J Fero	Utility Refunds: 0056013500-09
Check	18269	4/24/2024	40.00	The Estate of Patty A Federlin	Utility Refunds: 0065000520-02
Check	18270	4/24/2024	486.33	Utmost Property Management	Utility Refunds: 0036043600-06
Check	18271	4/24/2024	124.00	Valentine, Mark or Jenny	Utility Refunds: 0500001753-02
Check	18272	4/24/2024	178.94	Velez, Jeanette	Utility Refunds: 0045001170-04
Check	18273	4/24/2024	201.44	William S Jameson III or Candace Jane Jameson as, Trustees of the Destiny Family	Utility Refunds: 0006030500-16
Check	18274	4/24/2024	125.00	Wright, Albert E or Diane E	Utility Refunds: 0128140480-06 Consolidated refund created from multiple refunds
Check	18275	4/24/2024	435.44	Cindy Mann	RES-352860 (jobsite: 12612 SE 8TH ST)
Check	18276	4/24/2024	353.00	D R Horton Inc	LUP-84248 (jobsite: 10400 NE 46th St)
Check	18277	4/24/2024	50.00	Edgar Hernandez	Damage deposit refund
Check	18278	4/24/2024	1,440.00	Ginn Group	multiple permits (jobsite: Fir Grove Buildings B, D, F )
Check	18279	4/24/2024	112.63	JAE INVESTMENTS, LTD.	Refund of overpayment of loan 6000071. Extra payment received 4-16-24
Check	18280	4/24/2024	57.00	McMenamin's Pub	Refund duplicate payment to INV #77059437
Check	18281	4/24/2024	100.00	Netrush LLC	Return - Alarm Fee inv# 99488346
Check	18282	4/24/2024	389.00	NW Lake Properties LLC	Refunding overpayment of Business License Fees
Check	18283	4/24/2024	13.16	Professional Credit Service	Refund for Invoice#37306 - Citation 7202503068 Levi Sobczuk NSF
Check	18284	4/24/2024	465.26	Sanderson Fire Protection	FRI-350231 (jobsite: 19610 SE 1st Street)
Check	18285	4/24/2024	5,417.50	State of Washington State Treasurer	1st Qtr 2024 A8 Form
Check	18286	4/24/2024	34.00	The Hampton and Ashley Inn	Refund duplicate payment to INV#77060024
Check	18287	4/24/2024	120.00	Woodland Meadows Neighborhood Association	2024 RecycleU
Check	18288	4/24/2024	5,994.40	Accurate Corporate Services Inc	
Check	18289	4/24/2024	13,580.00	Alabama Canine Law Enforcement Officer's Training Center Inc	
Check	18290	4/24/2024	254.00	Allegiance Benefit Plan Management Inc	
Check	18291	4/24/2024	1,217.45	Anderson Glass Co	
Check	18292	4/24/2024	8,690.57	Bloomberg Finance LP - Remit-To: Bloomberg - Boston	
Check	18293	4/24/2024	10,464.13	Brown & Wilson Partnership LLC	
Check	18294	4/24/2024	47,183.50	BSK Associates - Remit- To: Supplier BSK Associates	
Check	18295	4/24/2024	13,800.00	Cascade Inn	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18296	4/24/2024	11,527.89	CECO Inc	
Check	18297	4/24/2024	15,816.75	Clark County - Remit-To: Clark County - Treasurer Vancouver	
Check	18298	4/24/2024	66.24	Clark Public Utility District No. 1	
Check	18299	4/24/2024	107.67	Clark Public Utility District No. 1	
Check	18300	4/24/2024	167,382.60	Clary Longview LLC	
Check	18301	4/24/2024	104.96	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18302	4/24/2024	95.90	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18303	4/24/2024	188.33	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18304	4/24/2024	121.84	Comcast Holdings Corporation - Remit-To: Comcast Business - City of Industry	
Check	18305	4/24/2024	4,373.24	Echo Electric LLC	
Check	18306	4/24/2024	9,433.47	Esther Short Commons LLP	
Check	18307	4/24/2024	4,880.69	Genuine Parts Company - Remit-To: NAPA - Vancouver	
Check	18308	4/24/2024	2,968.44	Gray & Osborne Inc	
Check	18309	4/24/2024	12,158.75	Groundwater Solutions, Inc.	
Check	18310	4/24/2024	3,805.00	GVP Ventures Inc	
Check	18311	4/24/2024	10,510.69	H D Fowler Company Inc	
Check	18312	4/24/2024	27,361.42	Herrera Environmental Consultants Inc	
Check	18313	4/24/2024	3,874.26	HMI Oregon - Remit-To: Pacific WRO	
Check	18314	4/24/2024	1,416.85	Industrial Scientific Corporation - Remit-To: Industrial Scientific Corp - Pittsburgh	
Check	18315	4/24/2024	495.00	Institute of Transportation Engineers	
Check	18316	4/24/2024	298.12	J-2 Blueprint Supply Co.	
Check	18317	4/24/2024	22,207.11	Kar-Gor Inc	
Check	18318	4/24/2024	48,450.99	KBT Distributing LLC	
Check	18319	4/24/2024	4,995.00	Kramer Gehlen & Associates	
Check	18320	4/24/2024	978.94	Lakeside Industries Inc - Remit-To: Lakeside - LB Seattle	
Check	18321	4/24/2024	44,714.78	Life Insurance Company of North America	
Check	18322	4/24/2024	7,071.25	Maul Foster & Alongi Inc	
Check	18323	4/24/2024	1,183.20	McFarlanes Bark Inc	
Check	18324	4/24/2024	3,078.38	Mobes Business Forms	
Check	18325	4/24/2024	1,351.59	Municipal Emergency Services Inc - Remit-To: Municipal Emergency Services - Chicago	
Check	18326	4/24/2024	600.00	Nagra & Atwal Corporation	
Check	18327	4/24/2024	5,204.38	National Park Service - Remit-To: National Park Service - Pearson Lease	
Check	18328	4/24/2024	48,355.76	North Sound Auto Group LLC	
Check	18329	4/24/2024	6,535.07	Northwest Natural Gas Company - Remit-To: NW Natural - Portland	
Check	18330	4/24/2024	71,323.38	Open Text Inc - Remit-To: Open Text Inc	
Check	18331	4/24/2024	48,099.75	Parkeon	
Check	18332	4/24/2024	371.41	Parking Enforcement Services LLC	
Check	18333	4/24/2024	1,513.00	Portland Adventist Medical Center	
Check	18334	4/24/2024	1,644.00	Public Safety Testing Inc	
Check	18335	4/24/2024	7,879.23	Qwest Corporation - Remit- To: Qwest Corp- Seattle	
Check	18336	4/24/2024	8,785.63	Raimi & Associates, Inc.	
Check	18337	4/24/2024	444.00	Rapid Response Bio Clean Inc.	
Check	18338	4/24/2024	9,427.50	SeaWestern Inc	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Check	18339	4/24/2024	10,770.00	Senior Haven LLC	
Check	18340	4/24/2024	3,278.32	Shrums Pest Control	
Check	18341	4/24/2024	6,500.34	Site Workshop Landscape Architecture, LLC	
Check	18342	4/24/2024	95,370.32	Software House International SHI - Remit-To: SHI - Dallas	
Check	18343	4/24/2024	1,810.44	Solid Waste Systems, Inc.	
Check	18344	4/24/2024	57,442.50	Southwest Washington Humane Society	
Check	18345	4/24/2024	5,383.73	Stantec Consulting Services Inc - Remit-To: Stantec - Chicago	
Check	18346	4/24/2024	800.00	State of Washington Department of Ecology - Remit-To: State of Washington Department of Ecology	
Check	18347	4/24/2024	800.00	State of Washington Department of Ecology - Remit-To: State of Washington Department of Ecology	
Check	18348	4/24/2024	50.00	State of Washington Department of Labor and Industries - Remit-To: State of WA LNI - Explosives Licensing	
Check	18349	4/24/2024	150.00	State of Washington Department of Transportation	
Check	18350	4/24/2024	121.34	Stericycle Inc - Remit-To: Shred-It	
Check	18351	4/24/2024	20.72	Stericycle Inc - Remit-To: Shred-It	
Check	18352	4/24/2024	1,686.75	Sun Badge Company	
Check	18353	4/24/2024	200.00	Triangle Resources Inc	
Check	18354	4/24/2024	14.79	UKG Kronos Systems LLC - Remit-To: Atlanta	
Check	18355	4/24/2024	320.00	United States Postal Service - Remit-To: United States Postal Service Caples	
Check	18356	4/24/2024	45,013.15	Vancouver Watersheds Council	
Check	18357	4/24/2024	11,065.05	Vanquish Investment Group	
Check	18358	4/24/2024	994.27	Waste Connections of Washington - Remit-To: Waste Connections - Vancouver	
Check	18359	4/24/2024	75.90	XPO Logistics Enterprise Services, Inc - Remit-To: XPO - Portland	
Check	18360	4/24/2024	128.25	Kelli Jarrett	
Check	18361	4/25/2024	6,261.77	Aflac	
Check	18362	4/25/2024	5,956.17	AFSCME Local #307	
Check	18363	4/25/2024	334.00	California State Disbursement Unit	
Check	18364	4/25/2024	1,033.50	Chapter 13 - Trustee	
Check	18365	4/25/2024	491.00	Hawaii SDU	
Check	18366	4/25/2024	774.90	IAM Local #1374	
Check	18367	4/25/2024	8,737.53	Life Insurance Company of North America	
Check	18368	4/25/2024	1,000.00	MFS Service Center Inc	
Check	18369	4/25/2024	4,321.46	OPEIU Local #11	
Check	18370	4/25/2024	777.00	Teamsters Local #58	
Check	18371	4/25/2024	262.50	UA Local #290	
Check	18372	4/25/2024	3,733.80	Western Conference of Teamsters	
Check	18373	4/25/2024	1,505.58	Western Metal Industry Pension Plan	
		<b>Check</b>	<b>3,802,922.13</b>		
Direct Deposit	EFT-00241833	4/18/2024	395.50	Deborah Hartsoch	Travel Advance
Direct Deposit	EFT-00241834	4/18/2024	440.50	Chelsea Rodriguez Garcia	Travel Advance
Direct Deposit	EFT-00241835	4/18/2024	89.25	Sergio Borquez-Ortega	Travel Advance
Direct Deposit	EFT-00241836	4/18/2024	350.50	Colton Price	Travel Advance
Direct Deposit	EFT-00241837	4/18/2024	268.00	Katri Witzel	Travel Advance
Direct Deposit	EFT-00241838	4/18/2024	89.25	Kory Sorenson	Travel Advance
Direct Deposit	EFT-00241839	4/18/2024	89.25	Norman Ballhorn	Travel Advance
Direct Deposit	EFT-00241840	4/18/2024	172.50	Margaret Groom	Travel Advance
Direct Deposit	EFT-00241841	4/18/2024	350.50	James Porter	Travel Advance
Direct Deposit	EFT-00241842	4/18/2024	34.00	Michael Fisher	Employee Reimbursement
Direct Deposit	EFT-00241843	4/18/2024	34.00	Casey Palmer	Employee Reimbursement
Direct Deposit	EFT-00241844	4/18/2024	98.16	Branden Werry	Employee Reimbursement
Direct Deposit	EFT-00241845	4/18/2024	75.00	Austin Craig	Employee Reimbursement

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## INVOICE PAYMENTS REPORT

Payment Type	Transaction Reference	Payment Date	Payment Amount	Payment Payee	Memo
Direct Deposit	EFT-00241846	4/18/2024	746.00	Mark Person	Employee Reimbursement
Direct Deposit	EFT-00241847	4/18/2024	30.00	Erica Nilsen	Employee Reimbursement
Direct Deposit	EFT-00241848	4/18/2024	125.25	Catherine Morey	Employee Reimbursement
Direct Deposit	EFT-00241849	4/18/2024	16.97	Judson McCauley	Employee Reimbursement
Direct Deposit	EFT-00241850	4/18/2024	50.20	Drew Klaetsch	Employee Reimbursement
Direct Deposit	EFT-00241851	4/18/2024	111.00	Jeremy Vanroyce	Employee Reimbursement
Direct Deposit	EFT-00241852	4/18/2024	39.01	Daphine Harris	Employee Reimbursement
Direct Deposit	EFT-00241853	4/18/2024	259.58	Ian Poulos	Employee Reimbursement
Direct Deposit	EFT-00241854	4/18/2024	13.50	Erik Jennings	Employee Reimbursement
Direct Deposit	EFT-00241855	4/18/2024	7.62	Franklin Gomez	Employee Reimbursement
Direct Deposit	EFT-00241856	4/18/2024	75.00	Casey Holmes	Employee Reimbursement
Direct Deposit	EFT-00241857	4/18/2024	21.36	Janet Rutledge	Employee Reimbursement
Direct Deposit	EFT-00241858	4/18/2024	75.00	Cody Beebe	Employee Reimbursement
Direct Deposit	EFT-00241859	4/18/2024	10.00	Kira Guerrero	Employee Reimbursement
Direct Deposit	EFT-00241860	4/18/2024	180.00	Zachary Prine	Employee Reimbursement
Direct Deposit	EFT-00241861	4/18/2024	51.00	Korbin Chambers	Employee Reimbursement
Direct Deposit	EFT-00241862	4/18/2024	886.73	Weston Dorszynski	Employee Reimbursement
Direct Deposit	EFT-00241863	4/18/2024	75.00	Jaron Yankovich	Employee Reimbursement
Direct Deposit	EFT-00241864	4/18/2024	25.00	Jessica Hild	Employee Reimbursement
Direct Deposit	EFT-00241865	4/18/2024	307.11	Brian Viles	Employee Reimbursement
Direct Deposit	EFT-00241866	4/18/2024	5,565.36	Katherine Kelly	Employee Reimbursement
Direct Deposit	EFT-00241867	4/18/2024	111.00	Jamie Haske	Employee Reimbursement
Direct Deposit	EFT-00241868	4/18/2024	111.00	Justin Thomas	Employee Reimbursement
Direct Deposit	EFT-00241869	4/18/2024	172.50	Tori Stockdale	Travel Advance
Direct Deposit	EFT-00241870	4/18/2024	89.25	Phillip Medina	Travel Advance
Direct Deposit	EFT-00241871	4/18/2024	350.50	Daphine Harris	Travel Advance
Direct Deposit	EFT-00241872	4/18/2024	167.25	Chadd Nolan	Travel Advance
Direct Deposit	EFT-00241873	4/18/2024	350.50	Chris Douville	Travel Advance
Direct Deposit	EFT-00241874	4/18/2024	350.50	Erica Nilsen	Travel Advance
Direct Deposit	EFT-00241875	4/18/2024	442.00	Amanda Trygg	Travel Advance
Direct Deposit	EFT-00241876	4/18/2024	147.50	Bridgid Mullane	Travel Advance
Direct Deposit	EFT-00243722	4/25/2024	154.03	Eric Schadler	Employee Reimbursement
Direct Deposit	EFT-00243723	4/25/2024	70.00	Julie Ballou	Employee Reimbursement
Direct Deposit	EFT-00243724	4/25/2024	111.00	Sean Suarez	Employee Reimbursement
Direct Deposit	EFT-00243725	4/25/2024	64.00	Kimberly Kapp	Employee Reimbursement
Direct Deposit	EFT-00243726	4/25/2024	70.00	Joseph Desormeau	Employee Reimbursement
Direct Deposit	EFT-00243727	4/25/2024	28.94	Philip Lavine	Employee Reimbursement
Direct Deposit	EFT-00243728	4/25/2024	412.72	Anthony Glenn	Employee Reimbursement
Direct Deposit	EFT-00243729	4/25/2024	420.44	Sheryl Hale	Employee Reimbursement
Direct Deposit	EFT-00243730	4/25/2024	118.50	James Dewey	Employee Reimbursement
Direct Deposit	EFT-00243731	4/25/2024	739.50	Sky Greig	Employee Reimbursement
Direct Deposit	EFT-00243732	4/25/2024	319.50	Tige Harmon	Travel Advance
Direct Deposit	EFT-00243733	4/25/2024	298.00	Lee Gelsing	Travel Advance
Direct Deposit	EFT-00243734	4/25/2024	319.50	Nathan Leek	Travel Advance
Direct Deposit	EFT-00243735	4/25/2024	298.00	Patrick Kennedy	Travel Advance
Direct Deposit	EFT-00243736	4/25/2024	207.38	Erik Paulsen	Travel Advance
Direct Deposit	EFT-00243737	4/25/2024	319.50	Brennan Blue	Travel Advance
Direct Deposit	EFT-00243738	4/25/2024	253.00	Casey Heinzman	Travel Advance
Direct Deposit	EFT-00243739	4/25/2024	128.25	Timothy Kays	Travel Advance
Direct Deposit	EFT-00243740	4/25/2024	206.50	Sean Suarez	Travel Advance
Direct Deposit	EFT-00243741	4/25/2024	413.25	Brent Waddle	Travel Advance
Direct Deposit	EFT-00243742	4/25/2024	142.25	Brian Wilson	Travel Advance
Direct Deposit	EFT-00243743	4/25/2024	151.00	Lance Leedom	Travel Advance
Direct Deposit	EFT-00243744	4/25/2024	151.00	Tobiah Scott	Travel Advance
Direct Deposit	EFT-00243745	4/25/2024	340.50	Jake Carlow	Travel Advance
Direct Deposit	EFT-00243746	4/25/2024	151.00	Nathan Copewin	Travel Advance
Direct Deposit	EFT-00243747	4/25/2024	151.00	Jonas Van Skike	Travel Advance
Direct Deposit	EFT-00243748	4/25/2024	151.00	Nicholas Kujava	Travel Advance
Direct Deposit	EFT-00243749	4/25/2024	151.00	Trevor Graff	Travel Advance
Direct Deposit	EFT-00243750	4/25/2024	128.25	David Sturbelle	Travel Advance
		<b>Direct Deposit</b>	<b>19,918.11</b>		
EFT	EFT-00241877	4/18/2024	385.18	Hermanson Company, LLC - Remit-To: Hermanson Company, LLC	
EFT	EFT-00241878	4/18/2024	49,689.75	AgreeYa Solutions, Inc. - Remit-To: AgreeYa Solutions, Inc	
EFT	EFT-00241879	4/18/2024	5,206.77	Lasko Printing Specialties Inc	
EFT	EFT-00241880	4/18/2024	2,510.76	State of Washington Auditor's Office	
EFT	EFT-00241881	4/18/2024	13,116.25	First Forty Feet LLC	
EFT	EFT-00241882	4/18/2024	6,075.00	Economic Consultants Oregon Ltd	
EFT	EFT-00241883	4/18/2024	14,718.82	Copiers Northwest Inc.	
EFT	EFT-00241884	4/18/2024	10,391.99	PC Specialists Inc	
EFT	EFT-00241885	4/18/2024	22,312.11	Walker Consultants, Inc	
EFT	EFT-00241886	4/18/2024	4,404.83	Pitney Bowes Inc	
EFT	EFT-00241887	4/18/2024	9,008.21	TMC Contractors LLC	
EFT	EFT-00241888	4/18/2024	2,695.25	Otak Inc	
EFT	EFT-00241889	4/18/2024	3,295.77	Boys and Girls Clubs of Southwest Washington	
EFT	EFT-00241890	4/18/2024	22,461.10	Jacobs Engineering Group Inc	
EFT	EFT-00241891	4/18/2024	2,109.67	Power Systems West	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
EFT	EFT-00241892	4/18/2024	134,510.39	Brown and Caldwell - Remit To: Brown & Caldwell - San Francisco	
EFT	EFT-00241893	4/18/2024	2,775.00	HDR Engineering Inc - Remit-To: HDR Engineering - Chicago	
EFT	EFT-00241894	4/18/2024	7,032.00	Picard Corp	
EFT	EFT-00241895	4/18/2024	160,066.10	Halme Excavating Inc	
EFT	EFT-00241896	4/18/2024	815.25	George Elevator Service LLC	
EFT	EFT-00241897	4/18/2024	7,343.78	Distinctive Landscape LLC	
EFT	EFT-00241898	4/18/2024	19,867.19	Second Step Housing	
EFT	EFT-00241899	4/18/2024	1,483.24	State of Washington Consolidated Technology Services	
EFT	EFT-00241900	4/18/2024	13,780.14	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
EFT	EFT-00241901	4/18/2024	4,570.25	Waxie's Enterprises Inc	
EFT	EFT-00241902	4/18/2024	4,724.07	Del Sol Inc	
EFT	EFT-00241903	4/18/2024	620,220.10	Rotschy Inc	
EFT	EFT-00241904	4/18/2024	50,337.76	United Site Services of Nevada, Inc.	
EFT	EFT-00241905	4/18/2024	95.00	T2 Systems Inc - Remit-To: T2- Atlanta	
EFT	EFT-00243751	4/25/2024	6,691.02	Northwest Staffing Resources Inc - Remit-To: Northwest Staffing Resources	
EFT	EFT-00243752	4/25/2024	4,642.85	The Amy VanCamp Experience LLC	
EFT	EFT-00243753	4/25/2024	2,130.00	QuickCaption	
EFT	EFT-00243754	4/25/2024	111,655.97	Outsiderinn.org	
EFT	EFT-00243755	4/25/2024	4,777.72	Power Systems West	
EFT	EFT-00243756	4/25/2024	120,637.06	Do Good Multnomah	
EFT	EFT-00243757	4/25/2024	4,020.66	Western Water Works Supply Co Inc	
EFT	EFT-00243758	4/25/2024	6,911.50	Kearns & West Inc	
EFT	EFT-00243759	4/25/2024	1,594.95	Junk It JunkRemoval LLC	
EFT	EFT-00243760	4/25/2024	24,963.08	Live Love Outreach	
EFT	EFT-00243761	4/25/2024	58,010.15	Jacobs Engineering Group Inc	
EFT	EFT-00243762	4/25/2024	10,193.01	Wapiti NW LLC	
EFT	EFT-00243763	4/25/2024	7,500.00	Arbutus Consulting LLC	
EFT	EFT-00243764	4/25/2024	4,221.00	Otak Inc	
EFT	EFT-00243765	4/25/2024	551.62	Praxair Distribution Inc	
EFT	EFT-00243766	4/25/2024	1,554.42	Fire Systems West	
EFT	EFT-00243767	4/25/2024	4,603.45	Copiers Northwest Inc.	
EFT	EFT-00243768	4/25/2024	5,371.47	Consolidated Supply Co	
EFT	EFT-00243769	4/25/2024	9,585.38	Tapani Inc	
EFT	EFT-00243770	4/25/2024	3,515.00	Brad Piesch Aggressive Enterprises, Inc	
EFT	EFT-00243771	4/25/2024	7,826.40	Workday Inc	
EFT	EFT-00243772	4/25/2024	27,326.91	Pacific Landscape Services Inc	
EFT	EFT-00243773	4/25/2024	760.00	Rotschy Inc	
EFT	EFT-00243774	4/25/2024	2,746.03	Hero Fence LLP	
EFT	EFT-00243775	4/25/2024	165.00	Purple Communications Inc	
EFT	EFT-00243776	4/25/2024	11,442.50	First Forty Feet LLC	
EFT	EFT-00243777	4/25/2024	4,378.75	Atlas Technical Consultants LLC	
EFT	EFT-00243778	4/25/2024	54,254.97	HDR Engineering Inc - Remit-To: HDR Engineering - Chicago	
EFT	EFT-00243779	4/25/2024	6,341.50	Mead and Hunt Inc	
EFT	EFT-00243780	4/25/2024	4,881.59	Waxie's Enterprises Inc	
EFT	EFT-00243781	4/25/2024	2,093.75	PBS Engineering and Environmental Inc	
EFT	EFT-00243782	4/25/2024	45,218.64	Share	
EFT	EFT-00243783	4/25/2024	1,822.90	Consolidated Electrical Distribution	
EFT	EFT-00243784	4/25/2024	153.91	Legal Shield	
EFT	EFT-00243785	4/25/2024	12,158.77	Vancouver Police Officer Guild	
EFT	EFT-00243786	4/25/2024	1,259.64	Vancouver Command Guild	
EFT	EFT-00243787	4/25/2024	17,095.43	Allegiance Benefit Plan Management Inc	
EFT	EFT-00243788	4/25/2024	30,543.89	IAFF Local #452	
		<b>EFT</b>	<b>1,819,602.62</b>		
Manual Wire		4/15/2024	19,462.85	Washington Dental Service	
Manual Wire		4/15/2024	244,652.95	Blue Cross Blue Shield of Oregon	

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## INVOICE PAYMENTS REPORT

<u>Payment Type</u>	<u>Transaction Reference</u>	<u>Payment Date</u>	<u>Payment Amount</u>	<u>Payment Payee</u>	<u>Memo</u>
Manual Wire		4/15/2024	6,301.65	Superior, LLC	
Manual Wire		4/16/2024	391,258.67	State of Washington Department of Employment Security - Remit-To: State of Washington Department of Employment Security / Seattle	
Manual Wire		4/16/2024	152.95	Bank Of America N.A. - Remit-To: Account Analysis	
Manual Wire		4/18/2024	92,017.30	Blue Cross Blue Shield of Oregon	
Manual Wire		4/18/2024	1,650.48	VSP Vision Care Inc	
Manual Wire		4/18/2024	137,144.45	Reliastar Life Insurance Co	
Manual Wire		4/18/2024	6,946.32	Washington Dental Service	
Manual Wire		4/18/2024	72,723.07	Liberty Mutual Group Inc.	
Manual Wire		4/22/2024	272,366.34	Blue Cross Blue Shield of Oregon	
Manual Wire		4/22/2024	21,626.57	Washington Dental Service	
Manual Wire		4/23/2024	61,443.91	Paymentus Corporation	
Manual Wire		4/24/2024	300,000.00	Clark County Title Company	
Manual Wire		4/25/2024	21,100.00	Washington State Firefighters	
Manual Wire		4/25/2024	31,400.00	Vancouver Firefighters Union Health & Welfare Trust	
Manual Wire		4/25/2024	310,320.53	International City Management Association Retirement Corporation	
Manual Wire		4/25/2024	22,378.14	Western States Health & Welfare Trust	
Manual Wire		4/25/2024	604.00	Oregon SDU	
Manual Wire		4/25/2024	6,488.33	Washington SDU	
Manual Wire		4/25/2024	60,642.40	State of Washington Department of Retirement Systems (DRS)	
Manual Wire		4/25/2024	82,508.60	Liberty Mutual Group Inc.	
Manual Wire		4/26/2024	942,118.76	State of Washington Department of Retirement Systems (DRS)	
Manual Wire		4/26/2024	404,597.92	Kaiser Permanente - Remit- To: Kaiser Permanente	
Manual Wire		4/26/2024	374,625.58	State of Washington Department of Revenue	
		<b>Manual Wire</b>	<b>3,884,531.77</b>		
		<b>Checks</b>	<b>3,802,922.13</b>		
		<b>Direct Deposit</b>	<b>19,918.11</b>		
		<b>EFT</b>	<b>1,819,602.62</b>		
		4/22/2024	22,233.92	City Payments	Posted 04-15-24 to 04-21- 24
		4/29/2024	6,848.18	City Payments	Posted 04-21-24 to 04-28- 24
		<b>Hansen Total</b>	<b>29,082.10</b>		
		4/22/2024	1,073.85	Miscellaneous	Parks Class Refunds FCC 04-15-24 to 04-21-24
		4/22/2024	1,332.36	Miscellaneous	Parks Class Refunds MCC 04-15-24 to 04-21-24
		4/29/2024	1,641.82	Miscellaneous	Parks Class Refunds FCC 04-21-24 to 04-28-24
		4/29/2024	2,683.00	Miscellaneous	Parks Class Refunds MCC 04-21-24 to 04-28-24
		<b>VISA Total</b>	<b>6,731.03</b>		
		<b>Payroll Total</b>	<b>4,285,086.06</b>		
		<b>GRAND TOTAL</b>	<b>13,847,873.82</b>		

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City of Vancouver  
 Payroll Council Report  
 April 15, 2024 - April 28, 2024

Check No.	Date	Explanation	Amount
2048 -2070	04/25/24	April 25th Payroll	\$ 9,273.35
241906 - 243721	04/25/24	April 25th Direct Deposits	\$ 4,225,806.79
2071 - 2076	04/30/24	4 2024 Pension Payroll	\$ 6,489.33
243789 - 243832	04/30/24	4 2024 Pension Payroll Direct Deposits	\$ 43,516.59
n/a	04/25/24	4/25/2024 NACHA Return	\$ (1,391.57)
243833 - 243833	04/29/24	Replacement for NACHA Return	\$ 1,391.57

\$ 4,285,086.06

**Staff Report: 089-24**

**TO:** Mayor and City Council

**FROM:** Eric Holmes, City Manager

**DATE:** 5/6/2024

**SUBJECT** 2024-28 HUD Consolidated Plan, Community Participation Plan and 2024 Action Plan

**Key Points**

- The City has prepared the 2024-2028 Consolidated Plan to guide the use of CDBG and HOME funding for projects and programs that benefit Vancouver residents with low to moderate income.
- The City's available federal funding for 2024 will be approximately \$1,392,000 in CDBG, \$657,000 in HOME funds, and \$300,000 in HOME-ARP funds.
- A committee of community members and City staff reviewed and prioritized the funding applications. The 2024 Action Plan includes recommended funding for community projects and City set-asides.
- Adoption of the 2024-2028 Consolidated Plan, which includes the 2024 Action Plan, is required to receive HUD funding.
- The City has also prepared an update to the Community Participation Plan that outlines the way in which the City will encourage participation of community members in the planning, implementation, and assessment of the CDBG and HOME programs and projects.

**Strategic Plan Alignment**

**Housing and Human Needs** – meeting basic needs and partnering with organizations to support the community.

**Present Situation**

Every five years, the U.S. Department of Housing and Urban Development (HUD) requires the City to develop a Consolidated Plan. The plan identifies community needs, resources, priorities, and proposed activities to be undertaken with respect to the Community Development Block Grant (CDBG) and the HOME Investment Partnerships (HOME) Programs. Included in the 2024-2028 Consolidated Plan document is the 2024 Annual Action Plan which outlines how the City intends to allocate its 2024 CDBG, HOME and HOME-ARP entitlement funds for the program year beginning July 1, 2024, and ending June 30, 2025.

## **Consolidated Plan:**

The City developed the Consolidated Plan goals based on community needs data, discussions with area service providers, consultation with community members, consideration of other City initiatives and priorities, and a review of accomplishments and service gaps under the 2019-2023 Consolidated Plan.

For the 2024-2028 program years, the City proposes to use CDBG and HOME funds to carry out community development projects in four priority goal areas:

- *Affordable Housing:* Increase and preserve affordable housing opportunity for those most vulnerable and increase homeownership opportunities.
- *Housing Stability, Poverty Reduction:* Reduce poverty and homelessness by increasing household stability, and increasing the capacity of community-based providers.
- *Economic Opportunity:* Provide training and opportunities to entrepreneurs and small businesses.
- *Neighborhood Equity and Livability:* Create inclusive and thriving community spaces that ensure access to resources and opportunities.

The City anticipates serving approximately 26,615 people and households in Vancouver over the five-year Consolidated Plan period. The number of beneficiaries is subject to change based on actual entitlement figures and Annual Action Plan projects.

**2024 Action Plan:** As part of the 2024-2028 Consolidated Plan, the Annual Action Plan describes the specific actions and projects that will be undertaken in the next year to make progress on the goals outlined in the Consolidated Plan. These projects were proposed through applications from community organizations working in Vancouver. A review committee composed of community members and City staff participated in the review and scoring of the applications.

**2024 Funding:** For the 2024 program year starting July 1, 2024, and ending June 30, 2025, the City will have approximately \$1,392,000 in CDBG, \$657,000 in HOME funds, and \$300,000 in HOME – ARP funds available, including entitlement and prior year resources. When HUD announces final funding amounts for each jurisdiction, projects and programs proposed for funding may need to be adjusted slightly based on the actual allocation available.

**2024 Project Prioritization:** The application process for 2024 began in October 2023, with the review committee meeting in February and March. The committee reviewed the proposals online, attended agency presentations, asked questions, and discussed the applications. The committee then prioritized the projects for recommendation to City Council. A list of recommended projects is attached to this staff report.

## **Advantage(s)**

1. Provides the framework to prioritize 2024-2028 CDBG and HOME funding for activities that meet identified community needs.
2. Allows the City to use 2024-2028 CDBG and HOME funding to serve an estimated 26,615 people and households in Vancouver.
3. Complies with the federal requirements to receive annual CDBG and HOME program entitlements from HUD for the period of 2024-2028.
4. Provides 2024 program year funding to 16 community-supported projects and programs that address affordable housing, economic opportunity, housing stability, poverty reduction,

neighborhood equity and livability.

**Disadvantage(s)**

Not applicable

**Budget Impact**

The proposed funding recommendations are supported by the City's federal CDBG, HOME, and HOME-ARP entitlements, reprogrammed funding, and program income. There will be minimal impact on the City's budget.

**Prior Council Review**

- September 11, 2023: Workshop – Review of proposed 2024-2028 Consolidated Plan priorities and Community Participation Plan.
- April 22, 2024: CDBG and HOME recommendations memo.

**Action Requested**

Approve a resolution approving and adopting the 2024-2028 Consolidated Plan, the 2024 Community Development Block Grant and HOME Investment Partnerships Action Plan, the 2024 Community Participation Plan, and the authorization of the City Manager, or designee, to execute agreements on behalf of the City of Vancouver.

*Samantha Whitley, Housing Programs Manager, 360-487-7952*

**ATTACHMENTS:**

- ▢ Presentation
- ▢ Resolution - HUD plans and 2024 awards
- ▢ 2024 Funding Recommendations
- ▢ 2024-28 Consolidated Plan and 2024 Action Plan
- ▢ Community Participation Plan



# HUD Consolidated Plan, Participation Plan, & 2024 Action Plan

**Samantha Whitley**, Housing Programs Manager  
**Tasha Slater**, Associate Housing Program Coordinator  
**Ann Hawkins**, Associate Housing Program Coordinator  
May 6, 2024



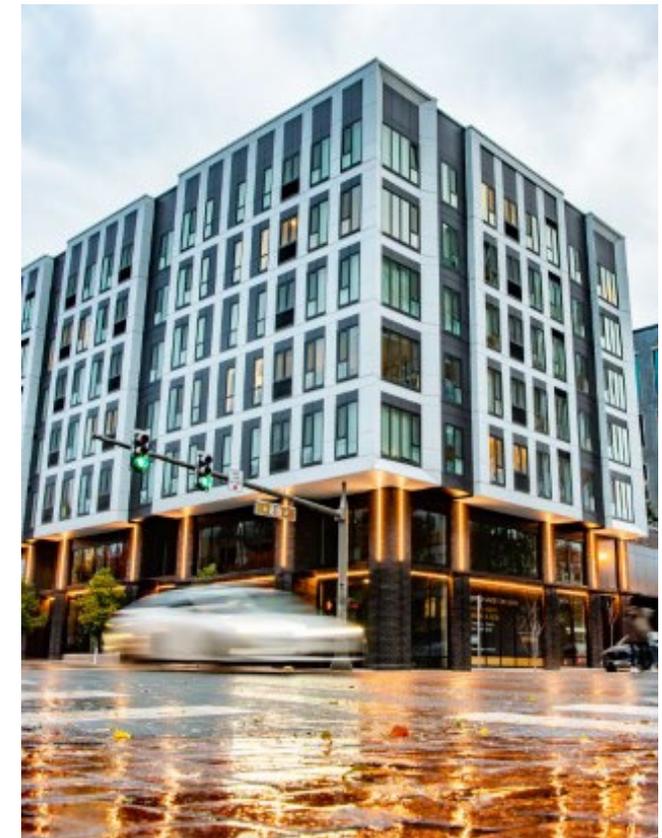
# U.S. Department of Housing and Urban Development

- 2024–2028 Consolidated Plan
- Updated Community Participation Plan
- 2024 Annual Action Plan
- Public Comment



# Consolidated Plan Development

- Research and Data Analysis
- Public Outreach
- Partner Conversations
- Coordination
  - Comprehensive Plan
  - City Strategic Plan
  - Housing Action Plan



# Consolidated Plan – Priority Needs

Needs informed the development of the goals

Affordable  
Housing

Housing  
Stability,  
Poverty  
Reduction

Neighborhood  
Equity and  
Livability

Economic  
Opportunity



# Consolidated Plan Proposed Outcomes

## Five Year Goals for CDBG and HOME Funding



**20,000**  
people will be assisted  
with safety net services

**600**  
businesses  
will receive  
technical  
assistance



**5,000**  
people will benefit  
from improvements  
to community and  
recreational spaces

**210**  
rental units to  
be constructed  
or rehabilitated



**55**  
single family  
homes purchased  
or rehabilitated

**250**



households  
experiencing  
homelessness  
will access  
ongoing  
rental assistance  
and housing case  
management





# Community Participation Plan

**Community opportunity to participate in planning, implementation and assessment of programs**



# 2024 Community Participation Plan



## Current Citizen Participation Plan

- Established in 2018
- Public Comment prior to date of hearing
- Limited publication to newspaper and libraries
- Restrictive Substantial Amendment definitions

## 2024 Community Participation Plan

- Reflects inclusive Vancouver community
- Public Comment prior to date of HUD submittal
- Publication includes social media and electronic communications
- Streamlines Substantial Amendment definitions



# 2024 Annual Action Plan





# Expected Resources

**CDBG — \$1,592,000**

Community development, economic opportunities and services

**HOME — \$1,191,672**

Affordable housing and rental assistance

**HOME-ARP — \$300,000**

Supportive services for people experiencing homelessness





# Agencies Awarded

## Homeownership **\$400,000**

- Evergreen Habitat for Humanity
- Proud Ground

## Homeless Supportive Services **\$300,000**

- Council for the Homeless
- Housing Connector

## Rental Assistance **\$452,500**

- Janus Youth Programs
- Share





# Agencies Awarded

## **Business Assistance \$400,000**

- Hispanic Chamber
- MESO
- Fourth Plain Forward
- NW Native Chamber

## **Public Service \$200,000**

- YWCA Clark County
- Thrive 2 Survive
- Fosterful
- Council for the Homeless

## **Capacity Building \$250,000**

**HOME CHDO Reserve \$98,000**

**Fourth Plain Commons \$340,000**

**CDBG/HOME Admin \$357,593**





## Proposed outcomes from these awards include:

**2,305**

people will receive services to assist with homelessness, foster care and/or domestic violence

**2,500**

people experiencing homelessness will benefit from a new Housing Solution Center

**55**

households experiencing homelessness will access housing with rental assistance and case management

**205**

people will be assisted with outreach and housing services

**5**

Community Based Organizations will be supported to grow service capacity

**208**

low-moderate income Microenterprise Business owners will receive technical assistance





# Next Steps

- Approve Consolidated Plan
  - includes 2024 Action Plan
- Approve Community Participation Plan
- May 9: Public Comment ends
- May 15: Plan submitted to HUD
- July 1: Funding available



# Thank You

## Questions and Discussion



# Public Comment



05/06/2024

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION relating to the adoption of the City's Community Development Block Grant (CDBG) and HOME Investment Partnerships Consolidated Plan for the 2024-2028 program years, the Annual Action Plan for the 2024 program year and the 2024 Community Participation Plan; authorizing the City Manager to execute agreements on behalf of the City of Vancouver consistent with the CDBG and HOME Investment Partnerships Annual Action Plan; providing for severability and an effective date.

WHEREAS, the City Council recognizes the importance of providing community development funds for housing and programs that improve the lives of the low-income citizens of the city of Vancouver; and

WHEREAS, the City of Vancouver will receive its 2024 program year (07-01-24 to 06-30-25) allocation for Community Development Block Grant (CDBG) and HOME Investment Partnership funds through the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the City anticipates having approximately \$1,392,000 in CDBG funds, \$657,000 in HOME funds, and \$300,000 in HOME-ARP funds for the 2024 program awards; and

WHEREAS, the dollar amounts are subject to change based on final entitlement amount, project timing and final contracting requirements; and

WHEREAS, the CDBG, HOME, and HOME-ARP funds will be used to provide housing services, public services, economic development, public facilities, and housing projects; and

WHEREAS, a grant review committee composed of community members and City staff participated in the initial review process and prioritization of applications; and

**RESOLUTION - 1**

WHEREAS, the committee's prioritization have determined the projects that make up the 2024 Action Plan; and

WHEREAS, the City Council reviewed the initial Action Plan funding awards via a memo on April 15, 2024; and

WHEREAS, adoption of the Action Plan is required to receive and award HUD funding for the 2024 program year.

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY OF VANCOUVER:

Section 1. The recitals set forth above are adopted as findings supporting the action of the City Council in adopting this resolution.

Section 2. The 2024-2028 Consolidated Plan, 2024 Community Participation Plan, and the 2024 Community Development Block Grant and HOME Investment Partnerships Annual Action Plan, attached as Exhibit A and incorporated by reference, is hereby approved and adopted.

Section 3. The City Manager is hereby authorized to execute agreements on behalf of the City of Vancouver, consistent with the CDBG and HOME Investment Partnerships Annual Action Plans.

Section 4. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

**RESOLUTION - 2**

Section 6. Effective Date. This resolution shall be effective immediately upon adoption.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Anne McEnery Ogle, Mayor

Attest:

\_\_\_\_\_  
Natasha Ramras, City Clerk

Approved as to form:

\_\_\_\_\_  
Jonathan Young, City Attorney

**RESOLUTION - 3**

**2024 CDBG/HOME/HOME-ARP Funding Recommendation**

<b>Agency</b>	<b>Project Name</b>	<b>Recommended funding</b>	<b>Outcomes</b>	<b>Funding Source</b>	<b>Project Description</b>
<b>Public Services</b>					
YWCA Clark County	DV Emergency Shelter Operations	\$50,000	125 survivors of domestic violence	CDBG	Staffing and operating costs for domestic violence emergency shelter.
Thrive2Survive	Thrive2Survive Outreach Events	\$50,000	2,000 people experiencing homelessness	CDBG	Staffing for four homeless resource outreach events for people experiencing homelessness.
Fosterful	In Home Case Aides	\$30,000	100 youth within the foster care system	CDBG	Staffing for Case Aides to ensure stability of home placements for youth within the foster care system.
Council for the Homeless	Dynamic Diversion	\$70,000	70 people experiencing homeless	CDBG	Staffing for housing search, barrier reduction coaching and case management for people experiencing homelessness.
<b>Totals</b>		<b>\$200,000</b>	<b>2,295 people</b>		

<b>Business Assistance</b>					
Hispanic Metropolitan Chamber	Hispanic Small Business TA	\$135,000	52 businesses	CDBG	Bilingual business development and technical assistance for microenterprises.
Micro Enterprise Services of Oregon	Microenterprise Assistance	\$90,000	36 businesses	CDBG	Technical assistance to empower low to moderate entrepreneurs to start and grow microenterprises.
Fourth Plain Forward	Business Development Program	\$100,000	35 businesses	CDBG	Business incubator, asset building, and microenterprise assistance for businesses.
NW Native Chamber	TA Native Small Business & Entrepreneurs	\$75,000	5 businesses	CDBG	Culturally specific in-depth training for Native-owned business.
<b>Totals</b>		<b>\$400,000</b>	<b>128 businesses</b>		

**2024 CDBG/HOME/HOME-ARP Funding Recommendation**

Agency	Project Name	Recommended funding	Outcomes	Funding Source	Project Description
<b>Housing Projects</b>					
Evergreen Habitat for Humanity	Clark County Affordable Housing Program	\$200,000	8 households	HOME	Assist new homebuyers with affordable homeownership through subsidies.
Proud Ground	Permanently Affordable Housing	\$200,000	3 household	HOME	Creating homeownership affordability using a Community Land Trust model to administer assistance to first-time homebuyers.
<b>Totals</b>		<b>\$400,000</b>	<b>11 households</b>		

<b>Housing Services (CDBG) &amp; Rental Assistance (HOME)</b>					
Janus Youth	The Nest TBRA and Housing Services	\$202,500	30 youth households	CDBG & HOME	Tenant based rental assistance and housing case management for youth household experiencing homelessness.
Share	Affordable Housing and Stability Program	\$250,000	30 households	CDBG & HOME	Tenant based rental assistance and housing case management for households experiencing homelessness
<b>Totals</b>		<b>\$452,500</b>	<b>60 households</b>		

<b>HOME ARP Supportive Services</b>					
Council for the Homeless	Coordinated Outreach	\$200,000	70 households	HOME-ARP	Provide outreach services for people experiencing homelessness in the City of Vancouver.
Housing Connector	Housing Equity and Access	\$100,000	70 households	HOME-ARP	Connect people who are experiencing homelessness to permanent housing.
<b>Totals</b>		<b>\$300,000</b>	<b>140 households</b>		

# *Draft* 2024 - 2028 Consolidated Plan



**City of Vancouver**  
**Economic Prosperity and Housing**  
April 2024



The 2024-2028 Consolidated Plan and the 2024 Action Plan is presented to you in a format that is prescribed by HUD. Data and narrative are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the Action Plan report is then downloaded into a Word format. The templates in IDIS have a series of prescribed questions that align with the CDBG, HOME, and Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD. If you have any questions about this format, please don't hesitate to contact Economic Prosperity and Housing. Thank you for your interest and time spent reviewing this report.

*Copies of this document may be accessed online at:*  
<https://www.cityofvancouver.us/cdbg>

To be approved by the City of Vancouver –  
City Council on May 6, 2024.

## **City of Vancouver**

Anne McEnery-Ogle, Mayor

Eric Holmes, City Manager

Erik Paulsen, Councilmember, Mayor Pro Tem

Kim D. Harless Councilmember

Diana H. Perez, Councilmember

Bart Hansen, Councilmember

Ty Stober, Councilmember

Sarah J. Fox, Councilmember

## **Economic Prosperity and Housing**

Patrick Quinton, Director

Chris Harder, Deputy Director

## **Community Development Block Grant & HOME Program**

Samantha Whitley, Program Manager

Bryan Monroe, Associate Housing Coordinator

Hayley Woodbridge, Associate Housing Coordinator

Tasha Slater, Associate Housing Coordinator

Ann Hawkins, Associate Housing Coordinator

Andrew Westlund, Finance

Justin Ventura, Housing Rehabilitation Specialist



# EXECUTIVE SUMMARY

## ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

This document is the Five-year Consolidated Plan for the City of Vancouver, which provides a vision, goals, and intentions for allocating federal housing and community development block grants provided by the U.S. Department of Housing and Urban Development (HUD).

**Purpose of Consolidated Plan:** A Consolidated Plan is required of any city, county or state that receives federal block grant dollars for housing and community development from HUD. The City of Vancouver receives two types of HUD funding as an annual entitlement: Community Development Block Grant and HOME Investment Partnerships Program.

**Community Development Block Grant (CDBG):** The primary objective of this program is to develop viable urban communities by providing decent and affordable housing, a suitable living environment, and economic opportunities, principally for people with low to moderate income. Potential programs include housing rehabilitation, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers and public services.

**HOME Investment Partnerships Program (HOME):** The HOME program provides funding for the development and rehabilitation of affordable rental and ownership housing for households with low to moderate income. HOME funds can be used for activities that promote a suitable living environment, decent and affordable rental housing, and homeownership, including reconstruction, moderate or substantial rehabilitation, removal of architectural barriers and tenant-based rental assistance.

The purpose of the Consolidated Plan is:

- to identify the city's housing and community development needs, priorities, goals, and strategies; and
- to identify how funds will be allocated to housing and community development activities during the five-year period.

Annually, recipients of HUD block grant funds must prepare an Action Plan that details how funds will be spent in the current program year. This document combines the Five-year Strategic Plan with the 2024 Action Plan for the City of Vancouver.

## 2. Summary of Objectives and Outcomes

The Consolidated Plan consists of the following sections:

- **Process** - Describes the responsible agencies, consultation and citizen participation process undertaken to inform the development of the plan.
- **Needs Assessment** - Analyzes community needs related to affordable housing, special needs housing, community development and homelessness.
- **Market Analysis** - Examines the supply of affordable housing, the regional housing market and conditions that impact community needs.
- **Strategic Plan** - Identifies specific goals based on the highest priority needs informed by the Needs Assessment, Market Analysis, and consultation with the community.
- **Action Plan** – provides a concise summary of the actions, activities and programs that will take place during the program year.

**Other local plans.** The revision and development of local plans and policies has greatly impacted the structure of this Consolidated Plan. While the City of Vancouver will be submitting its final Comprehensive Plan to the State of Washington in the summer of 2025, the framework and preliminary findings have influenced the creation of the 2024-2028 goals.

In addition to the Comprehensive Plan, and the data and community feedback acquired during its process, several other plans have contributed to the establishment of the goals. These include the Clark County Homeless Action Plan, the 2023 Point in Time Count, the Vancouver Housing Authority Moving to Work Annual Plan, the Washington State Housing Action Plan, and the City of Vancouver Housing Action Plan.

**Equity lens.** Analyses persistently demonstrate that some populations, including communities of color and people with disabilities, experience disproportionately high housing cost burdens, are less likely to be homeowners, are disproportionately represented in the criminal justice system, have a school achievement gap and experience other disparities relative to health, wellbeing, wealth, income, and life outcomes. In deciding priorities, the City sought opportunities to address persistent historic imbalances, consider systemic causes and advance a more equitable and fair housing system.

**Guiding principles.** The development of priority needs was guided by:

- The urgency of the need. The City of Vancouver has assigned a high priority to projects that help address the needs of people experiencing homelessness.
- The size of the need. By the numbers, in Vancouver, 53% of renters are cost burdened, meaning they spend more than 30% of their income on housing. For households earning less than 80% AMI there is a shortage of over 5,000 units.
- The likelihood of the marketplace to address needs. The private market does not generally serve special needs households who require deeply affordable, often accessible units, coupled with supportive services. The private market also fails to accommodate households with less-than-perfect backgrounds, such as criminal histories, or poor or limited credit history. However, the private market can be a very effective partner in producing moderately priced housing through incentives.

- The ability to leverage resources to address needs. Leveraging other funds available with the funds in this Plan maximizes critical and scarce resources.
- The capacity of housing providers. Affordable housing is produced in Vancouver primarily through the entrepreneurial efforts of the area's non-profit housing developers. In deciding priorities, the City considered the types of housing that fall within the collective capacity of local housing providers to produce.
- The availability of resources to support the development of affordable housing in Vancouver. During this five-year Consolidated Plan, at least one major local resource to support affordable housing development will be available: the proceeds from the Affordable Housing Fund, which was approved by voters in 2023 for \$10 million per year over the next 10 years. Federal funds should be used strategically to support projects receiving local funds or to complement local resources by funding essential small projects that local funds cannot support. In choosing the best way to deploy HOME funds in this context, consideration will be given to the added complexity that federal funding brings to projects.

Following this framework and using equity as a guiding principle, during the Five-year Plan period, annual HUD funding will support four priorities most needed in the community: affordable housing, neighborhood equity and livability, household stability, and economic opportunity. It is important to acknowledge that the funding used to support these priorities may differ from year to year.

# GOALS AND ACTION PLAN

The City of Vancouver has established the following 2024-2028 Goals, with a focus on equity and inclusion:

**AFFORDABLE HOUSING:** Creating affordable housing opportunities for those most vulnerable within the City of Vancouver.

## **Rental Housing**

- Construction or preservation of affordable rental housing serving a range of households with extremely low and very low incomes.
- Expanding affordable rental housing options for special needs populations.

## **Homeownership**

- Expanding homeownership opportunities, including community land trusts, downpayment assistance, cooperative housing models, and sweat equity programs.
- Preservation of affordable housing serving households with low to moderate income.

**HOUSEHOLD STABILITY:** Reducing poverty and homelessness by increasing household stability through assistance, education, and support.

## **Public Services**

- Providing supportive services designed to assist vulnerable households to overcome barriers to achieving self-sufficiency.

## **Tenant Based Rental Assistance (TBRA)**

- Providing households with very low-income and those exiting homelessness with security deposits and rental assistance.

## **Capacity Building**

- Increasing the ability of local community-based organizations to provide needed services.

**NEIGHBORHOOD EQUITY AND LIVABILITY:** Creating inclusive and thriving community spaces that ensure access to resources and opportunities.

## **Public Facilities and Infrastructure Improvements**

- Acquisition, construction, or rehabilitation of community facilities and infrastructure improvements that benefit eligible populations.
- Acquisition and/or rehabilitation of existing facilities to house people with special needs.

## **Equitable Development Strategies**

- Supporting household stabilization and displacement mitigation strategies for households at-risk of displacement to support existing communities.

**ECONOMIC OPPORTUNITY:** Promoting access to employment, entrepreneurship and small business resources, particularly to underserved communities.

**Economic Development**

- Providing economic opportunities to households with low to moderate income to create new jobs and increase income via tools such as business incubators, microenterprise assistance, and wrap-around business development services.

**3. Evaluation of past performance**

At the end of each program year, the City provides a report to HUD and the community that summarizes its performance for the program year. This report is called the Consolidated Annual Performance Evaluation Report (CAPER).

The CAPER includes a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic demographics of the people assisted), the actions taken to affirmatively further fair housing, and other actions indicated in the Strategic Plan and Action Plan.

Performance reporting meets three basic purposes:

1. Provides HUD with the necessary information to meet its requirement to assess each grantee's ability to carry out programs in compliance with rules and regulations,
2. Provides information necessary for HUD's Annual Report to Congress, and
3. Provides grantees an opportunity to describe their successes in revitalizing neighborhoods and meeting objectives established in their Consolidated Plan.

In the 2022 CAPER, the summary of results from the 2019 – 2023 Five-Year Consolidated Plan included the following four-year outcomes: 108 rental units constructed, 32 single-family homes rehabilitated, 207 households assisted with rent, 724 small businesses assisted, 7,096 people benefited from new or improved public facilities, and 10,029 people received assistance from a public service program.

**4. Summary of citizen participation process and consultation process**

The City seeks to include public input in all stages of the development of the Consolidated Plan and Year One Action Plan. The effectiveness of this process is essential in delivering the proper services and programs to residents while ensuring that the overall direction of the work is consistent with the expectations of residents and is responsive to neighborhood concerns. The City works with nonprofit organizations to encourage participation of the people they work with, including people with low and moderate income, who are the beneficiaries of HUD-funded programs. Interpretive services are available at all meetings for those who request them.

**5. Summary of public comments**

The City will accept all comments and views on the Consolidated Plan and Annual Action Plan. In the final plan submitted to HUD, this section will summarize the public comments received during the comment period.

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

Not applicable during this first DRAFT period as it has not been previously viewed.

**7. Summary**

The City remains focused on listening to residents in order to ensure that the HUD HOME and CDBG funds are allocated in a way that benefits and impacts the lives of those with lower and moderate incomes.

# THE PROCESS

## PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

### 1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

City of Vancouver has sole responsibility for preparing the Consolidated Plan and administering each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	VANCOUVER	Economic Prosperity and Housing
HOME Administrator	VANCOUVER	Economic Prosperity and Housing

**Table 1 – Responsible Agencies**

### Narrative

Economic Prosperity and Housing (EPH) is responsible for the development of the City of Vancouver’s 2024-2028 Consolidated Plan. The City of Vancouver administers CDBG and HOME funding to meet all federal requirements and HUD policy. These allocation-based grants support people with extremely low to moderate income within the City of Vancouver. EPH has carried out the primary functions related to the data collection, analysis and preparation of this Plan.

### Consolidated Plan Public Contact Information

Samantha Whitley, Housing Programs Manager  
City of Vancouver  
Economic Prosperity and Housing  
415 W 6th Street  
Vancouver, WA 98660  
[Samantha.Whitley@cityofvancouver.us](mailto:Samantha.Whitley@cityofvancouver.us)



# CONSULTATION

## PR-10 Consultation - 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

### 1. Introduction

This section details the consultations and outreach that informed the recommendations and priorities of the Consolidated 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)).**

The City works as a partner alongside Clark County, local service providers, neighborhoods and community leaders to continue to address the crisis of homelessness in our community. The Homeless Assistance and Resource Team (HART) serves as a resource to the community by addressing the impacts of unsheltered homelessness, both for those experiencing homelessness and for the entire community. By providing compassionate outreach and assistance, HART also serves as a point of contact for community members seeking a response related to issues/concerns about homelessness. The continued partnership with community organizations, public service agencies and government agencies assures successful investment of federal support within the City.

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

City of Vancouver staff serves on the local Continuum of Care's decision-making body (CoC Steering Committee). The CoC Steering Committee has primary responsibility for ensuring that Homeless Management Information System (HMIS) is fully funded and encompasses appropriate policies and procedures. The CoC Steering Committee also works closely with Clark County (ESG recipient) to allocate funds and monitor outcomes.

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

The City of Vancouver does not receive nor allocate ESG funding. However, City staff consulted with CoC members to inform the Consolidated Plan on homeless needs during the January 2024 CoC Steering Committee meeting.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities**

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Organization</b>	<b>Clark County Community Services</b>
	<b>Organization Type</b>	Other government - County
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings. Anticipated outcomes are identifying areas of needed improvement or areas of increased focus of funding.
2	<b>Organization</b>	<b>Vancouver Housing Authority</b>
	<b>Organization Type</b>	PHA
	<b>Section of Plan addressed by Consultation</b>	Public Housing Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for public housing partnerships and increased services for public housing residents.
3	<b>Organization</b>	<b>Janus Youth</b>
	<b>Organization Type</b>	Services - Housing Services-Children Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Homelessness Needs - Unaccompanied youth
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying and increasing focus on housing and services for homeless youth.

4	<b>Organization</b>	<b>Columbia Non-Profit Housing</b>
	<b>Organization Type</b>	Services - Housing Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on new housing construction.
5	<b>Organization</b>	<b>Second Step Housing</b>
	<b>Organization Type</b>	Services - Housing
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on housing services.
6	<b>Organization</b>	<b>The Salvation Army</b>
	<b>Organization Type</b>	Housing Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on streamlining rental assistance programs.
7	<b>Organization</b>	<b>Share</b>
	<b>Organization Type</b>	Services - Housing Services-Children Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for developing service programs for homeless and at-risk persons.

8	<b>Organization</b>	<b>National Development Council</b>
	<b>Organization Type</b>	Services - Housing
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings. Anticipated outcomes are providing guidance on loan programs.
9	<b>Organization</b>	<b>Columbia River Mental Health</b>
	<b>Organization Type</b>	Services-Persons with Disabilities
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for mental health programs and services.
10	<b>Organization</b>	<b>Community Services Northwest</b>
	<b>Organization Type</b>	Services-Persons with Disabilities Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Involvement in Community Services Open House. This is anticipated to produce a better understanding the work of Community Services NW in the wider community.
11	<b>Organization</b>	<b>Lifeline Connections</b>
	<b>Organization Type</b>	Housing Services-Persons with Disabilities
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homeless Needs - Chronically homeless Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Involvement in Community Services Open House. This is anticipated to produce a better understanding of the work of Lifeline in the wider community.

12	<b>Organization</b>	<b>Evergreen Habitat for Humanity</b>
	<b>Organization Type</b>	Housing Services - Housing
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are developing and maintaining home ownership programs.
13	<b>Organization</b>	<b>Council For The Homeless</b>
	<b>Organization Type</b>	Services-homeless
	<b>Section of Plan addressed by Consultation</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for housing and development of programs for homeless persons.
14	<b>Organization</b>	<b>Hispanic Metropolitan Chamber</b>
	<b>Organization Type</b>	Services-Education Services-Employment
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Anticipated outcomes include better coordination between the various efforts for economic development in low-income areas of the city.
15	<b>Organization</b>	<b>Greater Vancouver Chamber of Commerce</b>
	<b>Organization Type</b>	Services-Education Services-Employment
	<b>Section of Plan addressed by Consultation</b>	Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Anticipated outcomes include better coordination between the various efforts for economic development in low-income areas of the city.
16	<b>Organization</b>	<b>Boys and Girls Clubs of Southwest Washington</b>
	<b>Organization Type</b>	Housing
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Public Housing Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on community and youth involvement programs.
17	<b>Organization</b>	<b>Washington State Housing Finance Commission</b>

	<b>Organization Type</b>	Housing Other government - State
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through meetings and solicited comments regarding tax credit procedures and applications. Anticipated outcomes are identifying areas of opportunity for new tax credit financed housing for low-income persons.
18	<b>Organization</b>	<b>Clark County Coalition of Service Providers</b>
	<b>Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Employment Regional organization
	<b>Section of Plan addressed by Consultation</b>	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income, homeless, and special needs persons.
19	<b>Organization</b>	<b>Washington State Department of Commerce</b>
	<b>Organization Type</b>	Other government - State
	<b>Section of Plan addressed by Consultation</b>	Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.

20	<b>Organization</b>	<b>Latino Community Resource Group</b>
	<b>Organization Type</b>	Services-Children Services-Education Services-Employment
	<b>Section of Plan addressed by Consultation</b>	Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
21	<b>Organization</b>	<b>League of United Latin American Citizens</b>
	<b>Organization Type</b>	Services-Children Services-Education Services-Employment
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
22	<b>Organization</b>	<b>Clark County Commission on Aging</b>
	<b>Organization Type</b>	Services-Elderly Persons Other government - County
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
23	<b>Organization</b>	<b>Filipino American Association of Vancouver</b>
	<b>Organization Type</b>	Services-Employment
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs Economic Development
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.

24	<b>Organization</b>	<b>Washington State University - Vancouver</b>
	<b>Organization Type</b>	Services-Education
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through email exchanges. The specific goal of this outreach was to better understand broadband access issues for low-moderate income households and learn about other agencies that are working on those issues.
25	<b>Organization</b>	<b>211info</b>
	<b>Organization Type</b>	Regional organization Foundation
	<b>Section of Plan addressed by Consultation</b>	Market Analysis
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Staff Consultation was completed with 211Info. The consultation consisted primarily of statistics based upon number of calls/contacts received and the topics there to which their questions pertained.
26	<b>Organization</b>	<b>Proud Ground</b>
	<b>Organization Type</b>	Housing Services - Housing Regional organization
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are developing and maintaining home ownership programs.
27	<b>Organization</b>	<b>Impact NW</b>
	<b>Organization Type</b>	Services - Housing Services-Children Services-Elderly Persons Regional organization
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for developing service programs for homeless and at-risk persons.

28	<b>Organization</b>	<b>Evergreen Public Schools</b>
	<b>Organization Type</b>	Services-Children Services-Education
	<b>Section of Plan addressed by Consultation</b>	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
29	<b>Organization</b>	<b>YWCA Clark County</b>
	<b>Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-Education
	<b>Section of Plan addressed by Consultation</b>	Homeless Needs - Families with children Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
30	<b>Organization</b>	<b>SeaMar Community Health Center</b>
	<b>Organization Type</b>	Services-Health
	<b>Section of Plan addressed by Consultation</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.

31	<b>Organization</b>	<b>Thrive 2 Survive</b>
	<b>Organization Type</b>	Services-homeless Regional organization
	<b>Section of Plan addressed by Consultation</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
32	<b>Organization</b>	<b>Fourth Plain Forward</b>
	<b>Organization Type</b>	Housing Services - Housing Regional organization
	<b>Section of Plan addressed by Consultation</b>	Housing Need Assessment Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.
33	<b>Organization</b>	<b>Clark County Volunteer Lawyers Program</b>
	<b>Organization Type</b>	Regional organization
	<b>Section of Plan addressed by Consultation</b>	Non-Homeless Special Needs
	<b>How Organization was consulted, anticipated outcomes or areas for improved coordination</b>	Consultation occurred through reoccurring meetings and solicited comments. Anticipated outcomes are identifying areas of opportunity for collaboration on programming and housing for low income and special needs persons.

**Identify any Agency Types not consulted and provide rationale for not consulting**

No agencies were intentionally excluded from the consultation for the development of this Consolidated Plan.

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

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care	Council for the Homeless	The majority of efforts to improve public health and address homelessness are organized through the County, so close collaboration between the City and the County are essential.
Consolidated Plan	Clark County	The majority of efforts to improve public health and address homelessness are organized through the County, so close collaboration between the City and the County are essential.
Comprehensive Plan	City of Vancouver - Community Development	As the City develops its twenty-year vision and policy for the management of the growth and development of the community, the Consolidated Plan will provide a guide for the investment of HOME and CDBG funds to effectively support that vision.
2024 Housing Action Plan	City of Vancouver - Economic Prosperity and Housing	Support for affordable rental and homeownership projects.
2023 Point in Time Homeless Count	Council for the Homeless	The City prioritizes CDBG public service projects that implement local strategies.
Homeless Action Plan	Council for the Homeless	The City prioritizes CDBG public service projects that implement local strategies.
2024 Moving to Work Plan	Vancouver Housing Authority	The City's HOME Program prioritizes projects that serve households with income at or below 60% AMI.
Climate Action Framework	City of Vancouver - City Manager's Office	The City has adopted the Climate Action Framework to support an equitable transition to carbon neutrality by 2040 and to build the City's resilience to the impacts of climate change.
Developmental Disabilities Comprehensive Plan	Clark County	The majority of efforts to improve services for people with developmental disabilities are organized through the County, so close collaboration between the City and the County are essential.

**Table 3 – Other local / regional / federal planning efforts**

**Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))**

The metropolitan area has very strong individual forms of government and quasi-government agencies. Continued cooperation, coordination and communication is essential to the positive and effective delivery of services to the community. The City has strong and lasting ties to each of these agencies and strives to align and coordinate services throughout the region. The implementation of the Consolidated Plan has taken the State, County and City plans into account in all areas possible.

# COMMUNITY PARTICIPATION

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

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

Community participation involves actively encouraging people in the City of Vancouver, particularly those with low to moderate income, to participate in the planning process for the five-year Consolidated Plan, the Annual Action Plan, the submission of Substantial Amendments and the development of the Consolidated Annual Performance Report (CAPER). All notices of public meetings relating to this process are published in the local newspaper prior to the public meeting. The Consolidated Plan and First-Year Action Plan draft will be posted on the city's website, announced to community partners and other stakeholders, made available at the front desk at City Hall, and noticed in the local newspaper according to HUD guidelines.

All public meetings are held in an accessible location convenient to residents, particularly those who are potential or actual beneficiaries. Meetings are held at times to provide maximum flexibility for an array of schedules.

Additionally, the Consolidated Plan and Action Plan can be made available, upon request, in other languages. All Public Hearings and Comment Periods are advertised in the local newspaper of general circulation.

### Community Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
Online meeting	Community Action Advisory Board members	22 attendees	No comments received or provided	All comments were accepted	N/A
Online meeting	Continuum of Care providers	26 attendees represented the Steering Committee	No comments received or provided	All comments were accepted	N/A
City Council Workshop	Elected officials and Community members	<ul style="list-style-type: none"> <li>• Support home ownership and wealth generation</li> <li>• Build new affordable housing for residents with low income</li> <li>• Create opportunities for new small businesses</li> <li>• Help keep current residents in their homes</li> <li>• Support existing small businesses</li> <li>• Support multi-generational single-family housing</li> <li>• Encourage housing production</li> <li>• Invest in community facilities</li> <li>• Invest in neighborhood improvements</li> <li>• Provide community services</li> </ul> Support children and families	No comments received or provided	All comments were accepted	N/A

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
National Night Out community event	General public	<ul style="list-style-type: none"> <li>• Support home ownership and wealth generation</li> <li>• Build new affordable housing for residents with low income</li> <li>• Create opportunities for new small businesses</li> <li>• Help keep current residents in their homes</li> <li>• Support existing small businesses</li> <li>• Support multi-generational single-family housing</li> <li>• Encourage housing production</li> <li>• Invest in community facilities</li> <li>• Invest in neighborhood improvements</li> <li>• Provide community services</li> <li>• Support children and families</li> </ul>	<ul style="list-style-type: none"> <li>• Invest in green energy</li> <li>• Make the programs available to all groups regardless of SSN or TIN numbers</li> </ul>	All comments were accepted	N/A
Native American Youth and Family Center Homeownership event	Potential homebuyers	<ul style="list-style-type: none"> <li>• Support home ownership and wealth generation</li> <li>• Build new affordable housing for residents with low income</li> <li>• Help keep current residents in their homes</li> <li>• Support multi-generational single-family housing</li> <li>• Encourage housing production</li> <li>• Invest in neighborhood improvements</li> </ul>		All comments were accepted	N/A

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
City Council Housing Forum	General public	<ul style="list-style-type: none"> <li>• Support home ownership and wealth generation</li> <li>• Build new affordable housing for residents with low income</li> <li>• Create opportunities for new small businesses</li> <li>• Help keep current residents in their homes</li> <li>• Support existing small businesses</li> <li>• Support multi-generational single-family housing</li> <li>• Encourage housing production</li> <li>• Invest in community facilities</li> <li>• Invest in neighborhood improvements</li> <li>• Provide community services</li> <li>• Support children and families</li> </ul>	More interaction with community service groups	All comments were accepted	N/A

Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
Comprehensive Plan Housing Forum	General public	<ul style="list-style-type: none"> <li>• Support home ownership and wealth generation</li> <li>• Build new affordable housing for residents with low income</li> <li>• Create opportunities for new small businesses</li> <li>• Help keep current residents in their homes</li> <li>• Support existing small businesses</li> <li>• Support multi-generational single-family housing</li> <li>• Encourage housing production</li> <li>• Invest in community facilities</li> <li>• Invest in neighborhood improvements</li> <li>• Provide community services</li> <li>• Support children and families</li> </ul>	Help existing small businesses mentor new businesses	All comments were accepted	N/A

**Table 2 – Citizen Participation Outreach**



# NEEDS ASSESSMENT OVERVIEW

## NA-05 Overview

### Needs Assessment Overview

The Needs Assessment (NA) of the Consolidated Plan provides a profile of the City's population, median income, household demographics, housing problems, cost burden, and crowding. HUD Comprehensive Housing Affordability Strategy (CHAS) data, American Community Survey (ACS), and Census data were used to help assess the City's priority needs, which will form the basis for the Strategic Plan and the activities that will be supported with CDBG and HOME funding. A key goal of the Needs Assessment is to identify the unique needs of the City of Vancouver.

### Needs Assessment Components

- NA-10 Housing Needs Assessment
- NA-15 Disproportionately Greater Need: Housing Needs
- NA-20 Disproportionately Greater Need: Severe Housing Problems
- NA-25 Disproportionately Greater Need: Housing Cost Burden
- NA-30 Disproportionately Greater Need: Discussion
- NA-35 Public Housing
- NA-40 Homeless Needs Assessment
- NA-45 Non-Homeless Needs Assessment
- NA-50 Non-Housing Community Development Needs

The Needs Assessment addresses "disproportionately greater need" for housing, severe housing problems, and housing cost burden. A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole.

**About CHAS data.** In 1990, Congress passed the National Affordable Housing Act, which required state and local governments participating in HUD grant programs to prepare a Comprehensive Housing Affordability Strategy (CHAS). The CHAS served as the strategic guide for housing and community development activities. To support this analysis, HUD and the Census Bureau produced custom tabulations of 1990 Census data to provide grantees with information about housing needs and income levels. The CHAS was superseded in 1995 by the Consolidated Plan, but the custom census tabulations continue to be known as "CHAS" data. The CHAS data combine ACS microdata with HUD-adjusted median family incomes (HAMFI) to estimate the number of households that would qualify for HUD assistance. The CHAS data also incorporate household characteristics (such as race/ethnicity, age, family size, disability status) and unit characteristics (such as number of bedrooms and costs).

**HUD-Adjusted Median Family Incomes (HAMFI).** This is the median family income calculated by HUD for each jurisdiction to determine Fair Market Rents (FMRs) and HUD programs' income limits. HAMFI will not necessarily be the same as other calculations of median incomes (such as a simple Census number) due to a series of adjustments that are made. If the terms "area median income" (AMI) or "median family income" (MFI) used in the CHAS, assume it refers to HAMFI.

The Community Housing Affordability Strategy (CHAS) evaluates the conditions of families in the lower 50% of the Median Income for the area.



# HOUSING NEEDS ASSESSMENT

## NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

### Summary of Housing Needs

**Income Definitions.** HUD annually calculates estimates of median family income for every area of the country. These estimates are used to calculate various income limits, which are defined as percentages of median family income, and vary by the number of persons in a household. HUD calculations are based on census data and generally have a 3-year lag time from the census estimates.

Income level	Income percentage of median
Extremely low-income	30% HAMFI
Very low-income	>30% - 50% HAMFI
Low income	>50% - 80% HAMFI
Low- and middle-income	<100% HAMFI
Upper income	>100% HAMFI

The most relevant thresholds are 50% and 80% of HAMFI because most HUD programs base eligibility on these thresholds (which are referred to as "extremely low-income" and "low-income," respectively).

Demographics	Base Year: 2009	Most Recent Year: 2022	% Change
Population	160,826	190,700	18.57%
Households	63,785	80,754	21.01%
Median Income	\$47,950	\$73,626	34.87%

**Table 3 - Housing Needs Assessment Demographics**

**Data Source:** 2000 Census (Base Year), 2018-2022 ACS (Most Recent Year)

### Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	8,390	9,295	13,699	7,895	28,885
Small Family Households	2,265	3,070	5,444	3,340	13,975
Large Family Households	625	720	915	640	1,790
Household contains at least one person 62-74 years of age	1,870	1,695	2,645	1,690	6,400
Household contains at least one-person age 75 or older	1,400	1,870	1,905	675	1,920
Households with one or more children 6 years old or younger	1,375	1,839	2,515	1,370	2,830

**Table 4 - Total Households Table**

**Data Source:** 2013-2017 CHAS

## Housing Needs Summary Tables

### 1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	245	180	280	35	740	15	4	4	10	33
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	65	145	230	110	550	15	4	25	0	44
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	225	320	390	215	1,150	30	80	110	60	280
Housing cost burden greater than 50% of income (and none of the above problems)	3,945	2,035	240	4	6,224	1,160	790	464	95	2,509
Housing cost burden greater than 30% of income (and none of the above problems)	545	2,975	3,365	585	7,470	290	780	1,580	1,245	3,895
Zero/negative Income (and none of the above problems)	255	0	0	0	255	235	0	0	0	235

**Table 5 – Housing Problems Table**

**Data Source:** 2013-2017 CHAS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	4,485	2,675	1,140	365	8,665	1,220	875	604	160	2,859
Having none of four housing problems	1,575	3,665	7,215	3,410	15,865	625	2,075	4,740	3,960	11,400
Household has negative income, but none of the other housing problems	255	0	0	0	255	235	0	0	0	235

**Table 6 – Housing Problems 2**

Data Source: 2013-2017 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,745	2,050	1,805	5,600	330	545	804	1,679
Large Related	405	480	180	1,065	105	95	54	254
Elderly	1,309	1,390	869	3,568	790	795	804	2,389
Other	1,525	1,605	1,130	4,260	280	210	405	895
Total need by income	4,984	5,525	3,984	14,493	1,505	1,645	2,067	5,217

**Table 7 – Cost Burden > 30%**

Data Source: 2013-2017 CHAS

#### 4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,615	690	80	2,385	300	285	109	694
Large Related	340	115	30	485	105	25	14	144
Elderly	1,000	740	175	1,915	580	380	259	1,219
Other	1,385	655	60	2,100	225	120	85	430
Total need by income	4,340	2,200	345	6,885	1,210	810	467	2,487

**Table 8 – Cost Burden > 50%**

Data Source: 2013-2017 CHAS

#### 5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	255	445	500	270	1,470	45	84	123	20	272
Multiple, unrelated family households	29	35	110	50	224	0	0	4	40	44
Other, non-family households	0	4	10	4	18	0	0	10	0	10
Total need by income	284	484	620	324	1,712	45	84	137	60	326

**Table 9 – Crowding Information – 1/2**

Data Source: 2013-2017 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	NA	NA	NA	NA	NA	NA	NA	NA

**Table 10 – Crowding Information – 2/2**

Table 12 does not contain any tracked information from the 2013-2017 CHAS data and remains present as the Consolidated Plan is submitted in a format prescribed by HUD

## **Describe the number and type of single person households in need of housing assistance.**

- Based on 2013-2017 ACS report C17017 estimate 4,656 (7% of all households) single person households had incomes below poverty level in Vancouver in 2017 (less than \$1,005 per month).
- Single women represent 17.9% of total households in the City of Vancouver, while 13.1% of the total households are single male.
- The presence of housing cost burden in the City of Vancouver is high even among households above the poverty line.

## **Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.**

Disability: Current ACS data indicates that 14.5% of the population has a disability in the City of Vancouver. Those individuals 18-64 years of age with a disability is approximately 12.6%, however 36.4% of the residents over the age of 65 have a disability. For persons with disabilities who are employed, 4,326 (62%) earn below 50% of AMI, indicating that households with disabilities are likely in need of housing assistance. As such, around 20,965 people with disabilities are likely to be in need of housing assistance due to low income.

Domestic Violence, Dating Violence, Sexual Assault and Stalking: The SafeChoice Shelter, run by Vancouver Housing Authority and the YWCA, is Vancouver's only shelter specifically designed for victims of domestic violence and sexual assault. In 2023, SafeChoice provided a total of 6,926 bed nights. According to the Vancouver Police department the Domestic Violence unit receives 6 requests a week roughly which equates to about 300-312 requests a year for housing assistance from victims of domestic violence and sexual assault.

## **What are the most common housing problems?**

By far, the most common housing problem is a cost burdened household. HUD guidelines indicate that households paying more than 30% of their income on housing experience "cost burden" and households paying more than 50% experience "severe cost burden." In Vancouver, roughly 57% of all households are cost burdened with 27% of these households experiencing severe cost burdening.

## **Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance**

Risk of Homelessness: The Council for the Homeless is an organization in Clark County that screens people for shelters and housing services. They actively record the common factors that put families and individuals at risk of living in emergency shelter or in an un-housed situation such as, job loss, sudden injury or illness, childcare requirements, family instability (divorce, domestic violence), and mental/physical health challenges. Additionally, relatively low wages coupled with raising high housing costs contribute to increased risk of homelessness.

**Rapid Re-Housing:** Council for the Homeless has provided a list of the needs for families and individuals who are receiving Rapid Re-Housing (RRH) assistance. Rapid Re-Housing is an intervention designed to help individuals and families that don't need intensive and ongoing supports to quickly exit homelessness and return to permanent housing.

- Affordable housing – The issue of rising rents and its impact on housing stability is a significant concern. Affordable housing is a critical component in preventing homelessness and ensuring the well-being of individuals and families. From January to December 2022 alone, rents had increased 4.8%
- Above minimum wage job growth tracks- The need for living wage jobs is a critical aspect of addressing homelessness and ensuring the financial stability of households. To tackle this issue, it's important to consider strategies that promote job growth, wage increases, and career progression, especially for service-oriented and entry-level positions.
- The shortage of affordable and accessible childcare options, particularly for parents with children under the age of one, poses a significant challenge for families, especially single parents. Addressing this issue requires a multifaceted approach to ensure that parents have reliable and affordable childcare solutions that accommodate nontraditional work hours.
- Greater access to behavioral health medication prescribers- The shortage of behavioral health medication prescribers who accept Medicaid and/or Medicare is a significant barrier to mental health care accessibility. Delays in appointment times can result in the lack of needed medication which can quickly destabilize a household.

**If a jurisdiction provides estimates of the at-risk population(s), it should also include a definition of the at-risk group and the methodology used to generate the estimates:**

The City of Vancouver does not provide estimates of at-risk populations.

**Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness**

There are several factors that link people with an increased risk of homelessness. These include:

- Income of less than 30% of AMI
- Moving due to economic reasons more than twice in a 60-day period
- Living in another person's house
- Overcrowding: Living in a small unit with more than 1.5 persons per room
- Exiting a publicly funded institution or system of care

### **Discussion**

Housing supply and affordability remain the primary needs in Vancouver. According to the ACS, rents have risen by 60% since 2012, while median income has only risen 28% in the same period.

Additionally, in Vancouver, the median year that structures were built is 1992, indicated a young housing stock that follows modern codes and does not have significant facility issues.

# HOUSING PROBLEMS

## NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

**Introduction.** This section assesses households with disproportionately greater housing need compared to the population in that income level as a whole. CHAS data shows Vancouver households by race, ethnicity and income level and their level of housing problems. The four housing problems, as defined by HUD, are: 1) lacks complete kitchen facilities, 2) lacks complete plumbing facilities, 3) more than one person per room, and 4) Cost Burden greater than 30%.

### 0%-30% of Area Median Income

Housing Problems	Has one or more housing problems	Has none of the four housing problems	Has no income, but no other housing problem
Jurisdiction as a whole	6,540	1,360	490
White	4,805	1,095	445
Black / African American	380	10	0
Asian	275	75	14
American Indian, Alaska Native	35	4	4
Pacific Islander	25	0	0
Hispanic	779	135	20

**Table 11 - Disproportionally Greater Need 0 - 30% AMI**

Data Source: 2013-2017 CHAS

### 30%-50% of Area Median Income

Housing Problems	Has one or more housing problems	Has none of the four housing problems
Jurisdiction as a whole	7,310	1,990
White	5,400	1,685
Black / African American	190	80
Asian	185	70
American Indian, Alaska Native	0	0
Pacific Islander	135	39
Hispanic	1,125	99

**Table 12 - Disproportionally Greater Need 30 - 50% AMI**

Data Source: 2013-2017 CHAS

### 50%-80% of Area Median Income

Housing Problems	Has one or more housing problems	Has none of the four housing problems
Jurisdiction as a whole	6,694	7,005
White	5,175	5,750
Black / African American	124	115
Asian	219	245
American Indian, Alaska Native	40	75
Pacific Islander	45	65
Hispanic	860	600

**Table 13 - Disproportionally Greater Need 50 - 80% AMI**

Data Source: 2013-2017 CHAS

### 80%-100% of Area Median Income

<b>Housing Problems</b>	<b>Has one or more housing problems</b>	<b>Has none of the four housing problems</b>
Jurisdiction as a whole	2,360	5,535
White	1,725	4,390
Black / African American	75	145
Asian	74	285
American Indian, Alaska Native	0	0
Pacific Islander	95	25
Hispanic	259	410

**Table 14 - Disproportionally Greater Need 80 - 100% AMI**

Data Source: 2013-2017 CHAS

## Discussion

This section discusses the income categories in which a racial or ethnic group has a disproportionately greater need.

**0-30% AMI.** At this income level, no racial or ethnic subpopulation was disproportionately affected by housing problems (including at least one of the four housing problems). However, each group had a very high proportion of their population with need.

**30-50% AMI.** At this income level, disproportionate housing problems affect the City's Hispanic population, with needs of 12 percentage points higher than the jurisdiction as a whole.

**50-80% AMI.** At this income level, disproportionate housing problems affect the City's Hispanic population, with needs of 9 percentage points higher than the jurisdiction as a whole.

**80-100 % AMI.** Disproportionate housing needs exist for Pacific Islanders (49 percentage points higher than the city overall) and, much less severely, for Asian (9 percentage points) households.

# SEVERE HOUSING PROBLEMS

## NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

**Introduction.** This section assesses the severe housing need of households that have disproportionately greater need in comparison to the needs of that category of need as a whole. CHAS data shows Vancouver households by race, ethnicity and income level and the severe housing problems they are experiencing. The four severe housing problems, as defined by HUD, are: 1) lacks complete kitchen facilities, 2) lacks complete plumbing facilities, 3) more than 1.5 people per room, and 4) Cost Burden greater than 50%.

### 0%-30% of Area Median Income

Severe Housing Problems	Has one or more severe housing problems	Has no severe housing problems	No income, but no other housing problems
Jurisdiction as a whole	5,705	2,200	490
White	4,105	1,800	445
Black / African American	315	75	0
Asian	260	85	14
American Indian, Alaska Native	24	15	4
Pacific Islander	25	0	0
Hispanic	739	170	20

**Table 15 – Severe Housing Problems 0 - 30% AMI**

Data Source: 2013-2017 CHAS

### 30%-50% of Area Median Income

Severe Housing Problems	Has one or more severe housing problems	Has no severe housing problems
Jurisdiction as a whole	3,550	5,740
White	2,680	4,415
Black / African American	55	220
Asian	90	165
American Indian, Alaska Native	0	0
Pacific Islander	45	134
Hispanic	525	699

**Table 16 – Severe Housing Problems 30 - 50% AMI**

Data Source: 2013-2017 CHAS

### 50%-80% of Area Median Income

Severe Housing Problems*	Has one or more severe housing problems	Has no severe housing problems
Jurisdiction as a whole	1,744	11,955
White	1,350	9,575
Black / African American	14	225
Asian	44	420
American Indian, Alaska Native	4	110
Pacific Islander	45	65
Hispanic	239	1,225

**Table 17 – Severe Housing Problems 50 - 80% AMI**

Data Source: 2013-2017 CHAS

### 80%-100% of Area Median Income

<b>Severe Housing Problems*</b>	<b>Has one or more severe housing problems</b>	<b>Has no severe housing problems</b>
Jurisdiction as a whole	525	7,370
White	320	5,800
Black / African American	0	220
Asian	10	355
American Indian, Alaska Native	0	0
Pacific Islander	0	115
Hispanic	169	495

**Table 18 – Severe Housing Problems 80 - 100% AMI**

**Data Source:** 2013-2017 CHAS

## Discussion

In Vancouver, 39,279 households earn below the area median income. Of those households, 22,904 (58%) have at least one of the four housing problems. The presence of severe housing problems affects different racial and ethnic groups at different rates.

- 43% of African American and White households (769 and 17,105 respectively) experience one or more severe problems.
- In contrast, 77% of Hispanic and Pacific Islander households (3,323 and 300 respectively) experience at least one housing problem. At 19 percentage points higher than the city average, this indicates a disproportionate level of housing problems.
- At the lowest income levels, 0-30% AMI, Hispanic (85%) and Pacific Islander (100%) households both have disproportionately high rates of housing problems than the general population (82%).
- At 30-50% AMI, Hispanic households (92%) has a disproportionately high rate of housing problems compared to an average of 73.4% of the remaining population.
- At 50-80% AMI, Hispanic (59%) households all have disproportionately high rates of housing problems compared to the citywide rate of 48%.
- At the highest income level studied, 80-100% AMI, Pacific Islander (79%), households all have disproportionately high rates of housing problems compared to the city rate of 30%.

## NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

**Introduction.** This section assesses the cost burden of households that have disproportionately greater burden in comparison to the needs of that category of need as a whole. CHAS data is presented below, showing households by race, ethnicity and income level and the housing cost burden they are experiencing in Vancouver. HUD defines housing cost burden as paying more than 30% of a household’s income toward housing. Severe housing cost burden is when a household pays more than 50% of its income toward housing costs.

### Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	44,760	13,220	9,674	515
White	36,795	10,080	7,445	470
Black / African American	675	395	365	0
Asian	2,119	504	379	14
American Indian, Alaska Native	200	55	24	4
Pacific Islander	400	185	80	0
Hispanic	3,155	1,560	1,024	20

**Table 19 – Greater Need: Housing Cost Burdens AMI**

Data Source: 2013-2017 CHAS

### Discussion:

Efforts to provide affordable housing options, increase access to homeownership opportunities, and implement measures to prevent severe cost burdens are crucial for promoting equitable housing outcomes in Vancouver.

1. Renters vs. Homeowners: Renters are nearly three times more likely to be cost burdened than homeowners. This suggests that the cost burden issue is more prevalent among renters in Vancouver.
2. Overall Cost Burden: Approximately fifty-three percent (53%) of households in Vancouver are cost burdened, meaning they spend more than 30% of their income on housing costs. This indicates a widespread problem with housing affordability in the city.
3. Ethnic Disparities:
  - Black households: They are twenty percent (20%) more likely to be cost burdened compared to the average household in Vancouver.
  - Native American households: They are twelve percent (12%) more likely to be cost burdened compared to the average household.
4. Severity of Cost Burden:
  - Black households: They are thirty percent (30%) more likely to be severely cost burdened, meaning they spend more than fifty percent (50%) of their income on housing costs. This indicates an even greater level of financial strain on Black households in Vancouver.

## NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

Based on HUD definitions of housing problems and disproportionate impacts indicated in sections NA-15 and NA-20, the associated data tables indicate Vancouver racial and ethnic minority households reported higher rates of housing problems, although specifics vary at different income levels.

At the same income levels, the Hispanic and Pacific Island communities are disproportionately impacted by housing problems.

### **If they have needs not identified above, what are those needs?**

Levels of education, one of the major contributors to long-term financial stability, are an area of significant disparity among different races/ethnicities in Vancouver.

- According to ACS data, across the city, 91.3% of the adult population has graduated high school or higher.
- 31.2% of the population has a bachelor's degree or higher.

### **Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?**

Vancouver's increasingly diverse population is relatively broadly distributed. Overall, 26.5% of the city's population is some race/ethnicity other than non-Hispanic White, and three Block Groups, Block 427.001 in Harney Heights, 411.111 in Bagley Downs, and 410.052 in Fruit Valley, have a non-White population of more than 50%. Those areas also have the highest Hispanic populations in the city, each over 40%.

## NA-35 Public Housing – 91.205(b)

### Introduction Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
			VASH				Family Unification Program	Disabled*	
# of units vouchers in use	0	0	177	2,863	141	2,015	258	100	349

**Table 20 - Public Housing by Program Type**

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

### Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
			VASH				Family Unification Program		
Average Annual Income	0	0	\$9,029	\$12,363	\$12,657	\$11,977	\$14,711	\$10,960	
Average length of stay <i>(not tracked by VHA)</i>									
Average Household size	0	0	2	2	2	2	1	3	
# Homeless at admission	0	0	89	62	40	4	17	1	
# of Elderly Program Participants (>62)	0	0	45	842	54	651	135	2	
# of Disabled Families	0	0	129	1557	75	1,310	148	24	
# of Families requesting accessibility features <i>(not tracked by VHA)</i>									
# of HIV/AIDS program participants <i>(not tracked by VHA)</i>									
# of DV victims <i>(not tracked by VHA)</i>									

**Table 21 - Characteristics of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

### Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
VASH	Family Unification Program	Disabled*							
White	0	0	156	2,189	110	1,476	217	85	301
Black/African American	0	0	13	353	13	274	30	8	28
Asian	0	0	0	73	6	58	1	1	7
American Indian/Alaska Native	0	0	6	58	3	37	4	5	9
Pacific Islander	0	0	2	100	9	78	7	1	5

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 22 – Race of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

### Ethnicity of Residents

Ethnicity	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
VASH	Family Unification Program	Disabled*							
Hispanic	0	0	21	186	10	135	13	15	13
Not Hispanic	0	0	156	2,581	131	1,784	245	85	336

\*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

**Table 23 – Ethnicity of Public Housing Residents by Program Type**

Data Source: PIC (PIH Information Center)

## Section 504 Needs Assessment:

**Describe the needs of public housing tenants and applicants on the waiting list for accessible units:** Tenants are seeking more units with accessible features and at the same time, there is a shortage of ADA units - particularly affordable ones. On the voucher side, even when an affordable unit becomes available it is costly, and tenants often become delinquent on payments or face eviction within the first year of occupying them. After the first year, rent may increase by \$120-390 per month, thus even with subsidy, people are unable to pay increasing rental rates.

### **Most immediate needs of residents of Public Housing and Housing Choice voucher holders:**

- Services – such as addiction services, mental health services, job assistance, and childcare for those who have children.
- Access to medical care in order to stay in their homes as they age.
- A cap on rent increases – those on fixed incomes are choosing between food/medical care and rent/utilities. Often, they fall behind and then are not able to locate housing because of resulting poor rental history. Subsidies make a difference but, in many cases, do not make living affordable under these circumstances.

### **How do these needs compare to the housing needs of the population at large?**

- VHA states those needs are largely the same except that the population at large is also needing housing or housing assistance, since the community is seeing the unhoused rates increase alongside rents.
  - Further, even if a household can afford rent, housing barriers are steep. Deposits can be as high as \$5,000 and requirements to rent (e.g. clean rental history for five years, strong credit scores, income three times unit rent) are unattainable for many households.

## **NA-40 Homeless Needs Assessment – 91.205(c)**

### **Introduction:**

According to the Clark County Homeless Action Plan, which includes the City of Vancouver, homelessness has increased significantly in the recent years. Annually, the Council for the Homeless organizes a Point In Time (PIT) Count, as required by HUD to attempt to locate and record every person experiencing homelessness on a certain day. The PIT count is understood to be an underestimate of the homeless population since it does not account for the transitory nature of homelessness. Annual data, which better account for the movement of people in and out of homelessness, are significantly larger; between 2 and 10 times more than a point in time.

The total homeless population counted by the Point in Time count has increased by 9% from 2022 to 2023, while the unsheltered homeless population has increased 8% in the same time period. The Council for the Homeless uses Homeless Management Information System (HMIS) data to improve measurements.

**If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):**

**Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.**

Included in the 1,300 people experiencing homelessness in Clark County on January 26, 2023, were 134 families with children (an increase of 10% from 2022) and 52 Veterans (an increase of 21% from the previous year). Of those families with children, 43 were unsheltered and 91 were in emergency or transitional shelter.

**Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.**

Thirty one percent (31%) of the individuals experiencing homelessness were people of color:

- 11% Hispanic/Latinx
- 9% Native Hawaiian/Pacific Islander
- 5% Multiple races
- 7% Black/African American
- 3% American Indian/Alaska Native
- 1% Asian

## **Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.**

The 2023 PIT Results:

- 1300 people were experiencing homelessness;
- 672 people were unsheltered;
  - 8% increase from previous year;
- 428 people were in an emergency shelter;
  - 10% increase from previous year;
- 200 people were in transitional housing;
  - 9% increase from previous year ;
- 31% of those experiencing homelessness were people of color;
- 40% of those experiencing homelessness were women and 59% men;
- The totals include 134 families with children, 82 young adults (ages 18-24), 7 unaccompanied minors (under 18), 110 seniors over age 62, and 52 veterans.

### **Discussion:**

The 2022 Homeless Crisis Response System Report ([www.councilforthehomeless.org/annual-system-data-2022/](http://www.councilforthehomeless.org/annual-system-data-2022/)) provided by Council for the Homeless, well stated the issue and the local impact:

“A careful review of the performance measure of our local homeless response efforts tells us the HCRS (Homeless Crisis Response System) is having success identifying people who need help; and for those fortunate enough to enter programs and receive services, helping them achieve long-term stability and not return to homelessness.

The inflow of newly homeless people appears to be heavily driven by the lack of affordable housing; increasingly higher costs of rent and move-in expenses; stagnant wages; and higher costs of living. This is exacerbated by challenges including accessing mental, physical and behavioral healthcare. Lack of access to streamlined systems of care perpetuates cycles that ultimately lengthen and complicate efforts to assist people.”

## **NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)**

### **Introduction:**

According to the 2018-2022 ACS, 12.7% of Vancouver households live below the poverty line. While all these households are not in emergency need for housing, it is possible that they still have needs that put them at risk for displacements. For example, housing and living expenses, including assistance with paying rent, and other support services such as, transportation, medical care, day care and living assistance. There are certain populations that are considered susceptible to additional challenges, such as persons over 62, persons with mental, physical, or development disabilities, and people with substance abuse problems, people with HIV/AIDs and other groups often have specific needs because of their circumstances. Many individuals and households facing these issues also have low- or very low-incomes.

### **Describe the characteristics of special needs populations in your community:**

According to national prevalence formulas, in 2020, 3% of the populations have a disability.

Under Washington state law, health services, particularly those relating to mental health and development disabilities belong to the jurisdiction of county and state, rather than city governments. The Clark County Developmental Disabilities Comprehensive Plan (2021-2025) estimates that there are approximately 9,060 children and adults countywide with developmental disabilities (1.8% of county population).

### **What are the housing and supportive service needs of these populations and how are these needs determined?**

Housing needs for persons with disabilities vary depending on the disability. However, common needs include adult family homes and other supervised or group living for persons unable to live independently. People with disabilities are much less likely to be in the labor force than the able-bodied population.

Affordable housing options are crucial in supporting the population with disabilities. Support service needs for persons with disabilities include medical assistance, living assistances, employment training and referral, along with other services.

Housing needs for persons with alcohol or substance abuse problems are primarily for recovery or transitional facilities. Service needs include medical, counseling, and employment assistance.

### **Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:**

According to the Washington State HIV Surveillance Report dated December 2023 there were 895 persons in Clark County living with HIV. New cases of HIV/AIDS in Clark County continue to be diagnosed, with 123 HIV cases diagnosed between 2018 and 2022.

The Washington State Department of Health notes that the City of Portland has been receiving the regional allocation of Housing Opportunities for Persons With AIDS (HOPWA) funds for distribution within the 7-county metropolitan area which has included Clark County since 1994. The Clark County Health Department receives resources to provide financial assistance to persons with AIDS and persons who are HIV-positive. They also provide case management,

support services, housing assistance to allow the person to transition in place (obtain rental assistance allowing them to stay in their existing housing unit).

The following general objectives are used to guide assistance provided under the HOPWA grants:

- Increase the availability of decent, safe and affordable housing for lower-income persons with HIV/AIDS.
- Create and support affordable housing units for persons with HIV/AIDS by matching HOPWA resources through community planning for comprehensive housing strategies.
- Create partnerships and innovative strategies among state and local governments and community based non-profit organizations to identify and serve the housing and supportive services needs of persons with HIV/AIDS.

**If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))**

The City of Vancouver has established a preference for homelessness as a prioritized population for TBRA activities.

### **Discussion:**

As nearly 15% of the city population has some disability, this creates a need for accessible housing to ensure that all residents are able to move around in their own homes. Reasonable accommodations for disability play a significant role in relations between tenants and landlords, and can represent any number of modifications to the property, including:

- Assigning an accessible parking space for a person with a mobility impairment
- Permitting a tenant to transfer to a ground-floor unit
- Adjusting a rent payment schedule to accommodate when an individual receives income assistance
- Adding a grab bar to a tenant's bathroom
- Permitting an applicant to submit a housing application via a different means
- Permitting an assistance animal in a "no pets" building for a person who is deaf, blind, has seizures, or has a mental disability

## **NA-50 Non-Housing Community Development Needs – 91.215 (f)**

### **Describe the jurisdiction’s need for Public Facilities and Public Improvements:**

One of the four priorities outlined in the 2024-2028 Consolidated Plan is: Neighborhood Equity and Livability which will help create inclusive and thriving community spaces that ensure access to resources and opportunities.

According to the Clark County Homeless Action Plan 2019-2022, needs specifically relating to homelessness were access to showers, laundry machines, and restroom facilities. The State has not yet issued guidance for the completion of a new plan, and this remains the most recent information available.

The existing Vancouver Comprehensive Plan lays out a wide range of public facility improvements for the next 20 years. Major non-housing priorities range for improved modes of transportation (cycling, Bus Rapid Transit), wastewater treatment improvements, and new fire stations. As previously indicated, the Comprehensive Plan is being revised and will be completed June 2025. Future Consolidated Plans will reflect these changes to the community plan.

### **How were these needs determined?**

The City of Vancouver continues to hold community events and workshops that request input from the Vancouver population to determine priorities for the future delivery of public services and infrastructure.

Clark County, as the leading provider of community services in the realms of health and homelessness, also conducts a Community Needs Assessment every three years. These results are used to assist with the analysis of needs in the City of Vancouver. Additionally, wider public facility needs are identified in the Vancouver Comprehensive Plan 2011-2030. The plan is continuously accepting amendments based on the performance and zoning.

The Homeless Action Plan informs the community of the homelessness programs available in the region. The information for this report came from surveys of community residents, service providers, and individuals experiencing homelessness. In total, there were 806 responses to the survey; 111 from service providers, 653 from community members, and 42 from individuals experiencing homelessness.

### **Describe the jurisdiction’s need for Public Services:**

In addition to public facilities, the 2022 City of Vancouver Community Priorities Survey also asked citizens to rate the need for public improvements. The City’s consultant received 400 survey responses, According to the Community Priorities Survey:

- 266(66%) thought it was a high or very high priority to maintain the streets in the city.
- 231(58%) thought it was important or extremely important to have services that will plan for transportation options (bike, pedestrian, auto) and would support public investment in this priority.

Many of these projects are funded and provided by the City’s Public Works department or county-wide agencies like C-Tran.

### **How were these needs determined?**

According to the 2020 Clark County Community Needs Assessment Report, the most prioritized overall needs were:

- Housing assistance
- Food assistance
- Asset building
- Mental health support
- Employment services

### **Additional Community Needs:**

As the economy continues to recover from the impacts of the pandemic, marginalized communities have been left behind due to systemic barriers and lack of access. While Vancouver has a range of local Community Based Organizations (CBOs) offering services to historically disadvantaged communities, many of these agencies have only one or two staff, who are often volunteers, and have limited capacity to expand programs and services to increase their impact.

Because these CBOs provide vital and trusted resources to people who won't reach out to larger organizations, enhancing the long-term stability and capacity of these organizations is critical to closing the gap in quality of life and access to opportunity to these communities. These organizations need stable and predictable support over a number of years to build the required organizational infrastructure to pursue and manage public funding from a variety of sources required to expand programs and services to meet community needs.

The City plans to allocate 5 years of dedicated CDBG funding during the 2024-2029 Consolidated Plan, to support the creation and implementation of a collaborative capacity building program for a cohort of promising CBOs serving Vancouver communities. Using the CDBG activity, "Technical Assistance to Build Nonprofit Capacity," Vancouver proposes to allocate up to \$250,000 per year over the 5-year plan period to assist 3 to 5 CBOs to increase their capacity to carry out neighborhood revitalization or economic development activities. Only agencies that are expected to carry out a CDBG-eligible activity will be assisted with capacity building. The agencies that would benefit from this funding would all meet a national objective by serving people with low to moderate income.

To allow sufficient time for organizations to make the operational improvements necessary for long-term stability, the program will provide at least five years of financial support. Funding amounts may vary by year according to assistance and support provided to each organization and may taper over the five-year period as organizations develop increased financial independence.

Outcomes anticipated include:

- enhanced support and service delivery to underserved communities
- empowerment of disadvantaged communities
- improved organizational management resulting in the ability to compete for, and administer, public funding
- organizational sustainability
- increased networking and collaboration
- increased quality of service delivery and reporting

# HOUSING MARKET ANALYSIS

## MA-05 Overview

### Housing Market Analysis Overview:

The evolution of the City of Vancouver, much like other communities in the region, reflects broader trends in urban development, demographic shifts, and socioeconomic changes. Over the years, various factors have contributed to the dynamic nature of housing in Vancouver, with challenges such as diverse housing needs, affordability issues, and unequal access to housing persisting.

Vancouver has seen shifts in the types of housing demanded by its residents. The city has experienced population growth, changes in family structures, and an influx of newcomers, all of which contribute to diverse housing needs. Meeting the demand for affordable and suitable housing for different demographics, including families, young professionals, and seniors, has been an ongoing challenge.

Vancouver has faced well-documented challenges related to housing affordability. The City's housing supply has not kept up with its growth, leading to significant price increases, making it difficult for many residents, particularly households with lower income, to access housing. This issue has led to discussions and initiatives aimed at addressing affordability, including the implementation of the Housing Action Plan, with policies and measures to increase the supply of affordable housing.

Access to housing has not been equal, and disparities are particularly evident among low-income families and communities of color. Historical and systemic factors, including discriminatory housing practices and income inequality, have contributed to these disparities. Efforts to address these issues involve a combination of policy interventions, community engagement, and affordable housing initiatives to create more inclusive and equitable access to housing.

Over the years, community organizations and advocacy groups in Vancouver have played a crucial role in highlighting housing issues and pushing for policy changes. These efforts aim to ensure that the voices of marginalized communities are heard, and that policies are developed with a focus on inclusivity and social justice.

The City of Vancouver has implemented various policies and initiatives to address housing challenges. This includes zoning changes, density bonuses, and affordable housing flexibilities to encourage the development of diverse housing options. Additionally, the city has engaged in long-term planning strategies to accommodate population growth while striving to maintain a balance between economic development and social equity.

The challenges related to housing in Vancouver and similar urban areas are complex and multifaceted. Ongoing collaboration among government entities, community organizations, and residents remains crucial to addressing these persistent issues.

Housing is not just about providing shelter; it encompasses a bundle of services and amenities that individuals and families value. This includes factors such as proximity to job opportunities, shopping centers, recreational facilities, quality schools, and public services. Analyzing housing needs requires an understanding of the diverse range of services that people seek in their living environment.

Due to the complexity of housing needs and the diverse range of services desired, households often face trade-offs and sacrifices. For instance, a family may need to compromise on the size

of their home to afford proximity to a good school or may choose a location with less green space for better job opportunities. Balancing these trade-offs requires careful consideration of priorities and financial constraints.

Residents consider a multitude of factors when choosing where to live. Proximity to jobs, childcare, good schools, transportation options, safety, community amenities, and the overall neighborhood atmosphere all play a role in decision-making. Understanding the interplay of these factors is crucial for policymakers and urban planners in developing housing strategies that align with the preferences and needs of the community.

Affordability is a central consideration for households when making housing decisions. The cost of housing, including mortgage or rent payments, utilities, and property taxes, must align with the financial capacity of residents. Achieving affordability while meeting other desired criteria can be a significant challenge, especially in areas with high housing costs.

The specific characteristics of the housing itself, such as size, conditions, and accessibility features, also influence housing choices. Different households have varying needs, such as ADA accessibility for individuals with disabilities, preferences for low-maintenance options, or considerations related to the long-term sustainability of the home.

The sense of community and the overall neighborhood environment are critical factors influencing housing decisions. Residents often seek a sense of belonging, community amenities, and a safe and vibrant neighborhood. Understanding and addressing these intangible aspects are essential for creating thriving communities.

Housing needs are dynamic and can change over time. Life events, economic conditions, and evolving family structures can all impact the requirements individuals have for their housing. Policies and strategies must be flexible enough to adapt to these changing needs.

In summary, the complexity of analyzing housing needs stems from the multifaceted nature of the services people seek in their living environment, the necessity for trade-offs, and the dynamic factors influencing decision-making. Addressing these challenges requires a holistic approach that considers not only the physical aspects of housing but also the broader community and neighborhood context. Policymakers, planners, and stakeholders must collaborate to develop solutions that are responsive to the diverse and evolving needs of residents.

Housing markets function at a regional scale, which makes it challenging for individual jurisdictions to adequately address issues without regional partnerships. Vancouver is part of the rapidly growing Clark County region, within the broader Portland metropolitan area. Vancouver is highly accessible to communities to the south, including the City of Portland, and to the other fast-growing Clark County cities, such as the Ridgefield, La Center, Battle Ground and Camas.

## MA-10 Number of Housing Units – 91.210(a)&(b)(2)

### Introduction

This section examines the conditions of the housing market in the City of Vancouver. According to the 2017 ACS, there are 71,670 housing units in the city. Single-family detached housing makes up the largest segment of housing, with 38,060 units or 53% of the market. This rate is much lower than the wider metro area (61.8%) and the United States as a whole (61.6%). The majority (81%) of owned units are 3 or more bedrooms, while the highest numbers of rented units (47%) are two bedrooms.

### All residential properties by number of units

Property Type	Number	%
1-unit detached structure	38,060	53%
1-unit, attached structure	4,490	6%
2-4 units	8,835	12%
5-19 units	9,890	14%
20 or more units	8,589	12%
Mobile Home, boat, RV, van, etc.	1,803	3%
<b>Total</b>	<b>71,667</b>	<b>100%</b>

**Table 24 – Residential Properties by Unit Number**

Data Source: 2013-2017 ACS

### Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	75	0%	1,500	4%
1 bedroom	648	2%	6,950	21%
2 bedrooms	5,629	16%	15,985	47%
3 or more bedrooms	27,940	81%	9,425	28%
<b>Total</b>	<b>34,292</b>	<b>99%</b>	<b>33,860</b>	<b>100%</b>

**Table 25 – Unit Size by Tenure**

Data Source: 2013-2017 ACS

### Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

During the current Consolidated Plan cycle, the City of Vancouver has assisted 377 units with CDBG and HOME funding. Of those assisted, 207 were recipients of Tenant Based Rental Assistance (TBRA) and 37 households were low- and moderate-income homeowners. The City assumes that all TBRA beneficiaries would be homeless without access to TBRA assistance.

According to Clark County’s draft 2022 CAPER, 210 households were assisted by CDBG and HOME funding designed for affordable housing.

Since 1986, the Washington State Housing Trust Fund has distributed nearly \$2 billion in housing funding throughout the state. This funding has helped build or preserve more than 58,600 affordable housing units statewide. Of that funding, 33% went to King County, 37% to other urban counties, and 30% to rural counties.

In 2016, voters in Vancouver passed a property tax increase to form the Affordable Housing Fund and this initiative was renewed by the voters in 2023. This fund is to be used for housing construction and preservation, shelter improvements, and rental assistance. Since its creation,

the Affordable Housing Fund has contributed to the production of 934 units and assisted 1873 households with immediate housing needs.

**Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.**

At this time, the VHA anticipates that all of their Project-Based Section 8 units will remain as such for the foreseeable future.

## MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

### Introduction

This section examines the cost of housing in Vancouver. Housing costs in the City have been a significant concern for many years and will continue to be one of the major issues in this Consolidated Plan cycle. Overall Vancouver's housing stock is in sound condition and priced below housing in other jurisdictions in the Portland-SW Washington region but remains unaffordable to increasing number of local residents.

### Cost of Housing

	Base Year: 2012	Most Recent Year: 2023	% Change
Median Home Value	174,000	477,000	174%
Median Contract Rent	1,070	1,711	60%

**Table 26 – Cost of Housing**

Data Source: Redfin and CoStar

Rent Paid	Number	%
Less than \$500	7056	8%
\$500-999	12,454	16%
\$1,000-1,499	18,946	24%
\$1,500-1,999	21,403	27%
\$2,000 or more	19,895	25%
<b>Total</b>	<b>79,724</b>	<b>100.0%</b>

**Table 27 - Rent Paid**

Data Source: 2022 ACS 1-Year Estimates

### Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
0-30% HAMFI	7,375	2,925
30-50% HAMFI	6,245	3,625
50-80% HAMFI	9,850	7,530
80-100% HAMFI	4,115	5,215
<b>Total</b>	<b>27,585</b>	<b>19,295</b>

**Table 28 – Housing Affordability**

Data Source: 2016-2020 CHAS

### Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	1,650	1,776	2,204	2,809	3,254
High HOME Rent	1264	1,231	1,456	1,699	1,876
Low HOME Rent	987	1,058	1,270	1,466	1,636

**Table 29 – Monthly Rent**

Data Source: HUD FMR and HOME Rents

## Is there sufficient housing for households at all income levels?

Overall, within the City of Vancouver, the number of households with lower income levels is much higher than the number of units available for people of those incomes.

## How is affordability of housing likely to change considering changes to home values and/or rents?

The affordability in Vancouver is likely to decrease slightly or remain constant. As of August 2023, the median rent in the Portland-Vancouver-Hillsboro Metropolitan area is up about 4% from the same point the previous year. Unless employment and earnings start growing more rapidly, it is likely that affordability will remain low and the number of rent burdened households will remain high.

## How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

While rents within Vancouver have continued to grow over the past 10 years and in 2020, exceeded the rents in Portland. Recently a rent survey was completed to increase the HUD Fair Market Rent calculation as the posted standard calculation was too low for the area.

### Average market rent for 1 bedroom units higher in Vancouver than Portland



Source: CoStar, HUD

## MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

### Introduction

This section looks at the condition of housing in the City. The majority (93%) of housing was built after 1950 and is generally in good condition. The median date of house construction in Vancouver is 1992, indicating a relatively new housing stock.

### Definitions

Vancouver’s Municipal Code defines standards for building condition in Title 17.

**Substandard condition:** A building that violates any provision of this chapter or other chapters in VMC title 17 to the extent that the building constitutes an imminent threat to the health, safety or welfare of the building's occupants or neighboring community. A substandard building is unfit for human habitation.

**Substandard condition but suitable for rehabilitation:** A building with a sound basic structure for which the cost of rehabilitation, plus any outstanding mortgage, does not exceed 100 percent of the market value after rehabilitation and the cost is reasonable as determined by rehabilitation specialists. There may be an exception in the case of a homeowner who has urgent needs or is working with another public funder (i.e. weatherization).

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	7,675	22%	15,345	45%
With two selected Conditions	165	0%	1,405	4%
With three selected Conditions	0	0%	75	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	26,455	77%	17,035	50%
<b>Total</b>	<b>34,295</b>	<b>99%</b>	<b>33,860</b>	<b>99%</b>

**Table 30 - Condition of Units**

Data Source: 2013-2017 ACS

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	5,059	15%	6,540	19%
1980-1999	12,124	35%	13,570	40%
1950-1979	12,788	37%	11,270	33%
Before 1950	4,325	13%	2,485	7%
<b>Total</b>	<b>34,296</b>	<b>100%</b>	<b>33,865</b>	<b>99%</b>

**Table 31 – Year Unit Built**

Data Source: 2013-2017 CHAS

### Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	17,113	50%	13,755	41%
Housing Units build before 1980 with children present	6,275	18%	2,150	6%

**Table 32 – Risk of Lead-Based Paint**

**Data** 2013-2017 ACS (Total Units) 2013-2017 CHAS (Units with Children present)  
**Source:**

### Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	3,310	0	3,310
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

**Table 33 - Vacant Units**

**Alternate Data Source Name:**  
 2018-2022 ACS Estimates

## MA-25 Public and Assisted Housing – 91.210(b)

### Introduction

The City of Vancouver partners with the Vancouver Housing Authority (Public Housing Authority) to help meet the housing needs of low- and moderate-income individuals and families. The following information has been provided by the Vancouver Housing Authority. Currently the Vancouver Housing Authority owns and manages 937 housing units throughout Clark County. These units include 189 low-rent public housing units, 212 Section-8 Rental Assistance Demonstration (RAD) units, 207 Section 8 New Construction units, and 306 nonprofit units. The Vancouver Housing Authority continually strives to maintain, upgrade, and improve the physical condition of Vancouver and Clark County’s publicly supported units.

**Totals Number of Units**

Program Type									
	Certifica te	Mod- Rehab	Public Housing	Vouchers					
				Total	Proje ct - based	Tenant -based	Special Purpose Voucher		
							VASH	Family Unification	Disabled *
# of units vouchers available	0	0	0	4,243	855	2,503	309	126	450
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

**Table 41 – Total Number of Units by Program Type**

Data Source: PIC (PIH Information Center)

### Describe the supply of public housing developments:

VHA currently has five Public Housing properties totaling 189 units.

### Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The five properties that have Public Housing funds are in good overall condition.

**Public Housing Condition**

Public Housing Development	Average Inspection Score
Caples Terrace	99
Englund Manor	95
The Meridian	99
The Elwood	92
Tenny Creek Assisted Living	99

**Table 42 - Public Housing Condition**

**Describe the restoration and revitalization needs of public housing units in the jurisdiction:**

None at this time.

**Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:**

VHA's Public Housing units are relatively new or have been through recent renovations providing modern amenities and aesthetics. VHA continues improving living environments with site-specific projects and programs tailored to unique populations. Our senior properties provide programs to engage residents socially and provide daily living services while our permanent supportive housing properties offer programs to engage residents with services to help maintain their housing and promote their ability to move beyond the property if they desire.

## MA-30 Homeless Facilities and Services – 91.210(c)

### Introduction

The City of Vancouver utilizes HOME and CDBG funds, while Clark County contributes ESG funds, to provide housing and services to people who are experiencing homelessness in addition to homelessness prevention. These funds are allocated to projects, such as including emergency shelters, case management and supportive services for women with children and street outreach.

The City partners with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care system to end homelessness. This partnership includes collaborative efforts of a variety of community groups, government agencies and a coalition of more than 40 homeless service providers. The information below is provided from the community HMIS system administered by the Council for the Homeless.

Vancouver enhances coordination of public, private, and non-profit housing providers, human service agencies, and social service providers through the following actions:

- Appointing commissioners to the Vancouver Housing Authority Board
- Working with other jurisdictions including Clark County and the Vancouver Housing Authority to prioritize housing needs, provide services, and maximize the use of federal, state, and local funds for affordable housing, community development, and related services
- Continued participation in coordinated efforts for shelter and services assisting homeless individuals and families

The following listed beds do not include 461 beds of Rapid Re-Housing program availability for people exiting homelessness with medium to high levels of vulnerability. Please reference the attachment for the Council for the Homeless inventory report.

**Facilities and Housing Targeted to Homeless Households**

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year-Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	118	0	102	151	0
Households with Only Adults	253	0	72	349	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	224	0
Unaccompanied Youth	3	4	39	6	0
DV Survivors	19	6	0	0	0
All Populations	0	97	0	0	0

**Table 43 - Facilities and Housing Targeted to Homeless Households**

**Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons.**

The City of Vancouver has a variety of providers that work to support homelessness services, some of which are delivered by other local governments and some by regional non-profits.

**Health Services:** Clark County operates the Public Health District in the region. They provide a list of free and low-cost health resources available in the county, as well as a harm reduction program for drug users.

Additional health services are provided by PeaceHealth, Sea Mar and the Vancouver Free Clinic.

**Mental Health Services:** Community Services Northwest and Columbia River Mental Health Services provide services to people who are experiencing homeless and have mental health staff available at the shelters.

**Employment Services:** There are several programs targeted to low-income people of which, people who are experiencing homelessness have access to participate in. For example, Clark College's WorkFirst programs offer the Job Skills Training program for low-income parents through computer-based workshops delivered in the Pathways Center to increase employment readiness. The Pathways Center at Clark College provides support services that aid in the retention, completion and transition of Transitional Studies students. By providing computer access, technology assistance, and connections to college and community partners, students can achieve their personal, academic, and professional goals.

Clark College WorkFirst Free Tuition Program helps Temporary Assistance to Needy Families (TANF) participants pay for classes that will increase their wage potential. Integrated Basic Education and Skills Training (I-BEST) programs provide 10 or 20 week-long training which blends job specific training in demand fields with basic education support classes. Partners in Careers (PIC) is a non-profit that offers job training, support services and job placement to people experiencing homelessness as well as other challenges. PIC has specific programs for homeless veterans, refugees, and at-risk youth. Additionally, Next provides similar services for youth.

WorkSource is a statewide partnership of state, local and nonprofit agencies that provides an array of employment and training services to job seekers and employers in Washington.

**List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.**

Please see the Inventory Report attached to this document for a complete list of facilities that meet the needs of people who are homeless.

## MA-45 Non-Housing Community Development Assets – 91.215 (f)

### Introduction

This section examines the economic and development context of the City of Vancouver. The issues addressed in this section serve to frame the wider context of housing and community development in the city. Compared to the more recent Consolidated Plan, unemployment in Vancouver has continued to decrease, from 5.1% to 4.3% as of November 30, 2023. Additionally, the median household income has increased between the 2013-2017 ACS and the 2018-2022 ACS data from \$55,593 to \$73,626 (US \$75,149).

According to the Washington Employment Security Department, “Clark County has had a strong recovery from the COVID-19 recession, stronger than the nation, Washington state, Oregon, Portland metro and Seattle metro. While it will always ride the waves of national business cycles, its long-term prospects look very good. While maintaining a diversified manufacturing base, it has diversified in professional services, and its relatively small software industry has started to expand. Its transportation connections, effective port districts, low-cost power and educated workforce bode well for the future.”

### Economic Development Market Analysis

#### Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	701	141	1	0	-1
Arts, Entertainment, Accommodations	8,944	9,211	12	12	0
Construction	5,484	5,360	7	7	0
Education and Health Care Services	12,846	15,825	17	20	3
Finance, Insurance, and Real Estate	4,546	4,697	6	6	0
Information	1,787	2,363	2	3	1
Manufacturing	8,189	7,516	11	10	-1
Other Services	3,050	3,192	4	4	0
Professional, Scientific, Management Services	6,969	8,892	9	11	2
Public Administration	0	0	0	0	0
Retail Trade	10,028	10,982	13	14	1
Transportation and Warehousing	3,595	1,714	5	2	-3
Wholesale Trade	4,828	4,223	6	5	-1
Total	70,967	74,116	--	--	--

**Table 45 - Business Activity**

**Data Source:** 2013-2017 ACS (Workers), 2017 Longitudinal Employer-Household Dynamics (Jobs)

### Labor Force

Total Population in the Civilian Labor Force	87,541
Civilian Employed Population 16 years and over	81,285
Unemployment Rate	7.13
Unemployment Rate for Ages 16-24	20.27
Unemployment Rate for Ages 25-65	4.77

**Table 46 - Labor Force**

Data Source: 2013-2017 ACS

Occupations by Sector	Number of People Median Income
Management, business and financial	18,600
Farming, fisheries and forestry occupations	3,755
Service	9,390
Sales and office	19,520
Construction, extraction, maintenance and repair	7,104
Production, transportation and material moving	4,740

**Table 47 - Occupations by Sector**

Data Source: 2013-2017 ACS

### Travel Time

Travel Time	Number	Percentage
Work at home	10,632	12%
< 30 Minutes	53,324	60%
30-59 Minutes	20,318	23%
60 or More Minutes	5,291	5%
Total	89,565	100%

**Table 48 - Travel Time**

Data Source: ESRI 20023-10-17

## Education

### Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	5,255	520	3,105
High school graduate (includes equivalency)	15,290	1,415	5,820
Some college or Associate's degree	26,275	1,800	7,570
Bachelor's degree or higher	20,020	640	3,825

**Table 49 - Educational Attainment by Employment Status**

Data Source: 2013-2017 ACS

### Educational Attainment by Age

	Age				
	18–24 yrs.	25–34 yrs.	35–44 yrs.	45–65 yrs.	65+ yrs.
Less than 9th grade	222	683	827	1,399	971
9th to 12th grade, no diploma	2,385	2,091	1,898	1,979	1,470
High school graduate, GED, or alternative	5,240	6,883	5,251	10,389	6,705
Some college, no degree	4,954	7,870	6,397	11,236	6,662
Associate's degree	1,176	2,916	2,649	4,644	1,972
Bachelor's degree	1,047	4,932	4,243	7,595	4,243
Graduate or professional degree	42	1,617	2,022	4,096	3,148

**Table 50 - Educational Attainment by Age**

Data Source: 2013-2017 ACS

**Educational Attainment – Average\* Earnings in the Past 12 Months**

Educational Attainment	Average* Earnings in the Past 12 Months
Less than high school graduate	\$53,220
High school graduate (includes equivalency)	\$58,212
Some college or Associate's degree	\$63,888
Bachelor's degree or higher	\$86,580

**Table 51 – Average\* Earnings in the Past 12 Months**

\*IDIS table requests Median Earnings, however, that data was unavailable with most recent ACS

Data Source: Washington State Employment Security Department/ DATA Division

In 2020, 31.3 percent of Clark County residents aged 25 and older had a bachelor's degree or higher. That was lower than the nation (32.9 percent) and state (36.7 percent). As Clark County has continued to attract more managerial and professional jobs, the county's educational attainment has moved closer to the state and nation.

**Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?**

The largest employment sector in Vancouver is Education/Health Services, making up around 20% of employment in the city, with hospitals and school districts being the major employers. Additionally, retail and services make up other large sectors, ahead of manufacturing.

## **MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)**

### **Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.**

Broadband access in communities helps provide economic growth, improved educational opportunities, access to better healthcare, greater employment opportunities, improving public safety, and increased global competitiveness for businesses.

The term broadband commonly refers to high-speed Internet access that is always on and faster than the traditional dial-up access. Broadband includes several high-speed transmission technologies such as: digital subscriber line (DSL), cable modem, fiber, wireless, satellite, and broadband over powerlines (BPL).

Research among Organization for Economic Co-operation and Development (OECD) countries shows that a 4 Mbps increase in household broadband speed is associated with a roughly 4 percent increase in household income. Research shows that businesses who begin utilizing broadband increase their employees' labor productivity of an average 5 percent in the manufacturing sector and 10 percent in the services sector. The current standard for broadband in the U.S. is internet with a 25 Mbps (Megabits per second) download speed. Though Netflix says it needs only 5 Mbps to stream video, the 25 Mbps threshold is intended to satisfy the different needs, high-quality downloads, video communication, and multiple demands of a single household's network.

In December 2017, HUD published the final rule, "Narrowing the Digital Divide Through Installation of Broadband Infrastructure in HUD-Funded New Construction and Substantial Rehabilitation of Multifamily Rental Housing." HUD is actively working to bridge the digital divide in low-income communities served by HUD by providing helping with the expansion of broadband infrastructure to low- and moderate-income communities. The final ruling requires installation of broadband infrastructure at the time of new construction or substantial rehabilitation of multifamily rental housing that is funded or supported by HUD. Additionally, CDBG entitlement communities are required to provide an analysis of the needs of the broadband needs of housing occupied by low- and moderate-income households. The most recent FCC findings indicate that the City of Vancouver has a 91% accessibility rating, meaning that even if direct access isn't available in a housing unit, residents are able to access the internet outside in 91% of the city.

## MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

### Describe the jurisdiction's increased natural hazard risks associated with climate change.

The City of Vancouver is already experiencing increased natural hazard risks associated with climate change, and the severity and frequency of these changes is expected to increase in the future. The primary hazards are extreme heat, changing precipitation patterns, wildfires, and extreme weather events.

#### Warming Temperatures

Temperature records show that the Vancouver region is experiencing long-term warming, and models indicate that this trend is expected to continue in the future, and recent years have set records for extreme single-day temperatures as well. Extended, deadly heat waves are becoming more common with high nighttime temperatures exacerbating impacts to human health. Average annual temperatures are expected to rise another 4.7-10 degrees by the end of the century.

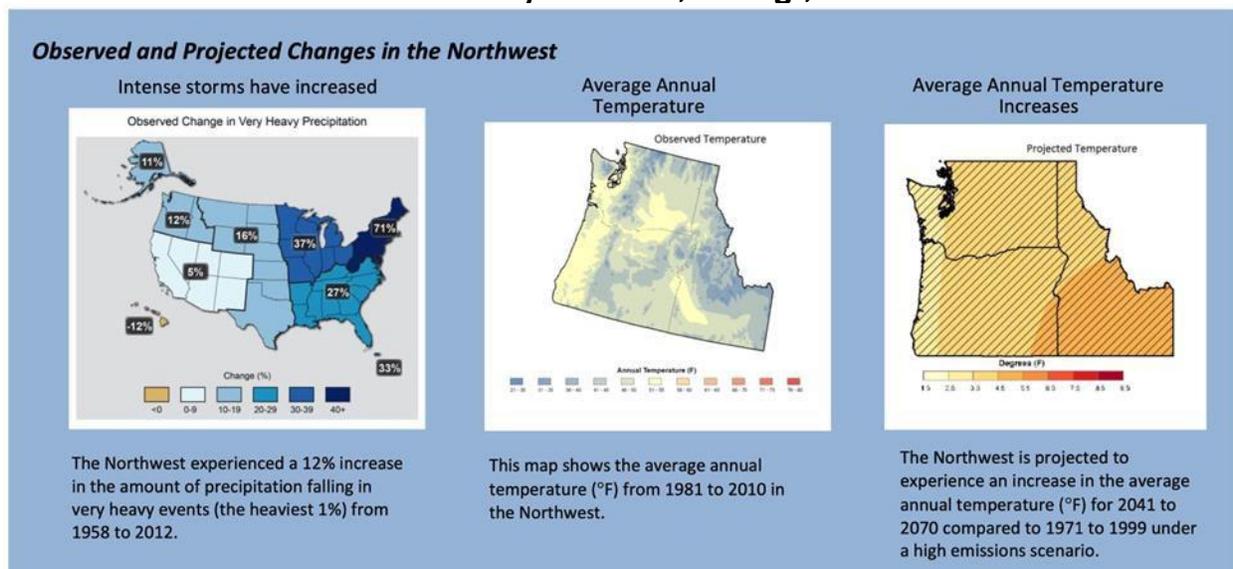
#### Wildfires and Smoke

Increasing temperatures, summer droughts, and reduced snowpack have heightened the risk of severe wildfires and extended the duration of the wildfire season. Large fires in the forestlands surrounding the Vancouver region have resulted in frequent heavy smoke events that exceed hazardous levels for all groups, but which present particular dangers for vulnerable residents.

#### Precipitation

Weather records and forecasting models indicate that Vancouver is experiencing a trend of drier summers and winters with more intense rain events. Larger "atmospheric rivers," for example, have caused increased flooding and heavy winds.

### Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.



Low- to moderate-income (LMI) residents are most at risk due to living in housing vulnerable to the conditions of natural hazard risk associated with climate change.

LMI residents are at particular risk to extreme heat. The majority of older residences in Vancouver were built without air conditioning, as the area had historically enjoyed mild summers. Residents who either do not have the financial resources to add air conditioning to their home or who reside in multifamily buildings where they are not able to make changes to their HVAC are thus often without respite now, as summer temperatures have increased, and extreme heat events have become more common.

The increasingly common wildfires in the region create additional risks for LMI residents, who are less likely to live in structures with tight building envelopes or high-efficiency air filtration systems (either as an integrated component of their HVAC system or as stand-alone appliances) to protect indoor air quality when wildfire smoke creates hazardous breathing conditions. Low- to moderate-income residents are more likely to have occupations that require them to be outdoors more frequently.

Housing for LMI residents is more likely to be in areas affected by flooding events, which as noted above have become increasingly common as the result of changing precipitation patterns. According to FEMA Flood Insurance Rate mapping, several of the city's lowest-income neighborhoods are located in areas identified as having elevated risks of riverine flooding.

Recent tree canopy mapping also identified a dearth of tree canopy and greenspace in several low-income neighborhoods, putting these areas more at risk for "urbanized" flooding that results from intense bouts of precipitation in over-paved areas with sparse natural surfaces for infiltration.

# STRATEGIC PLAN

## **SP-05 Overview**

### **Strategic Plan Overview**

The City of Vancouver's Five-Year Strategic Housing and Community Development Strategic Plan outlines the ways in which federal housing and community development funds will be used to respond to the needs of the community.

The plan is based on an assessment of the community needs as identified in this plan as well as related plan and policy documents. Targeted CDBG and HOME funds will be used to address needs and act as leverage for other funding. In the case of housing construction, the HOME funds are a very small percentage of the funding, with the majority of funding available on successful Washington Low Income Housing Tax Credits applications.

Additional money for housing construction is provided by Affordable Housing Fund, the voter-approved property tax increase that provides \$10 million per year for housing construction and rehabilitation, shelter improvements, and rental assistance.

The City has very limited resources available for direct services. The City will work with other funding agencies to target the CDBG funding where they can be used most effectively.

## **SP-10 Geographic Priorities – 91.215 (a)(1)**

### **Geographic Area**

There are no geographic priority areas within the City. All services are provided within the city limits.

### **General Allocation Priorities**

#### **Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)**

The current needs are spread throughout the community; however, the Fourth Plain Corridor is an area of focus for the City's Comprehensive Plan.

## SP-25 Priority Needs - 91.215(a)(2)

### Priority Needs

<b>1</b>	<b>Priority Need Name</b>	<b>Increase and preserve affordable housing</b>
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low, Moderate Large families, Families with Children, Elderly Chronic Homelessness, Individuals, Mentally Ill, Chronic Substance Abuse, Veterans, Victims of Domestic Violence, Unaccompanied Youth Frail Elderly, Persons with Mental Disabilities, Persons With Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Victims of Domestic Violence
	<b>Geographic Areas Affected</b>	City of Vancouver
	<b>Associated Goals</b>	Affordable Housing
	<b>Description</b>	Increase and preserve affordable housing opportunity for those most vulnerable. Increasing homeownership opportunities for low- and moderate-income families.
	<b>Basis for Relative Priority</b>	Affordability in Vancouver continues to be a major issue. Median rents have risen 20% since 2010 while median incomes have only risen 3%, leaving an increasing number of people facing unsustainable cost burdens.
<b>2</b>	<b>Priority Need Name</b>	<b>Reduce the effects of Poverty, increase stability</b>
	<b>Priority Level</b>	High
	<b>Population</b>	Extremely Low, Low, Moderate Large families, Families with Children, Elderly, Public Housing Residents Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Victims of Domestic Violence, Unaccompanied Youth
	<b>Geographic Areas Affected</b>	City of Vancouver
	<b>Associated Goals</b>	Household Stability
	<b>Description</b>	Reduce poverty and homelessness by increasing household stability as well as increasing the capacity of local community-based providers.
	<b>Basis for Relative Priority</b>	Based on the annual Point in Time counts, in the 5 years since 2013, the number of people who are unsheltered has doubled while the number of people with shelter has dropped as some shelters have reduced their capacity or closed. The needs of the un-housed population in Vancouver are greater than ever, and as the cost of living within the City of Vancouver has risen, more funding is required to simply maintain the same level of service.

<b>3</b>	<b>Priority Need Name</b>	<b>Increase Economic Opportunity</b>
	<b>Priority Level</b>	High
	<b>Population</b>	Low/Moderate/Middle Large Families, Families with Children, Public Housing Residents Non-Housing Community Development Underserved Communities
	<b>Geographic Areas Affected</b>	City of Vancouver
	<b>Associated Goals</b>	Economic Opportunity
	<b>Description</b>	Provide training and opportunities to entrepreneurs and small businesses.
	<b>Basis for Relative Priority</b>	Incomes in Vancouver have only risen at a rate of 3% since 2010. To insure that people are able to handle increased housing costs, incomes, particularly among the lowest earners, need to increase through better jobs.
<b>4</b>	<b>Priority Need Name</b>	<b>Create and Preserve Public Infrastructure and Facilities</b>
	<b>Priority Level</b>	Moderate
	<b>Population</b>	Extremely Low/Low/Moderate/Middle Large families, Families with Children, Elderly, Public Housing Residents Chronic Homelessness, Individuals, Families with Children, Mentally Ill, Chronic Substance Abuse, Veterans, Victims of Domestic Violence, Unaccompanied Youth Elderly, Frail Elderly, Persons with Mental Disabilities, Persons With Physical Disabilities, Persons with Developmental Disabilities, Persons with Alcohol or Other Addictions, Victims of Domestic Violence, Non-housing Community Development
	<b>Geographic Areas Affected</b>	City of Vancouver
	<b>Associated Goals</b>	Neighborhood Equity and Livability
	<b>Description</b>	Create inclusive and thriving community spaces that ensure access to resources and opportunities
	<b>Basis for Relative Priority</b>	Many public infrastructure services are already provided by the City of Vancouver's general fund, however, the investment in Public Facilities remains a priority.

**Table 34 – Priority Needs Summary**

**Narrative (Optional)**

## SP-30 Influence of Market Conditions – 91.215 (b)

<b>Influence of Market Conditions</b>	
<b>Affordable Housing Type</b>	<b>Market Characteristics that will influence the use of funds available for housing type</b>
Tenant Based Rental Assistance (TBRA)	There is a high need for decent, affordable housing within the city. TBRA is a temporary solution and does not address permanent affordability or increase inventory. Additionally, due to rising rents in the region, the number of households that can be assisted with a limited number of resources is decreasing annually. TBRA is currently administered by multiple non-profit partners
TBRA for Non-Homeless Special Needs	Due to the aging population, increasing rents and difficulty with self-care, the need of supportive services within the City has increased. TBRA is currently administered by multiple nonprofit partners to assist this population.
New Unit Production	The City continues to support the production of both single-family and multi-family affordable housing within Vancouver. The City's population continues to grow, and housing supply has not kept pace with the growth.
Rehabilitation	The City is committed to ensuring that the existing stock of housing is safe and livable for people with low to moderate income. The City continues to seek partnerships with developers, contractors, and non-profits to assist with needed housing repairs and updates.
Acquisition, including preservation	The City leverages Affordable Housing Funds, Washington State Housing Trust Fund and federal Low-Income Housing Tax Credit programs to help support, develop and preserve affordable housing projects in the City.

**Table 35 – Influence of Market Conditions**

**SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c) (1,2)**

**Introduction**

**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	Administration and planning, Public Services, Public Facilities and Infrastructure, Economic Development, Capacity Building	1,392,000	120,000	380,000	1,892,000	6,048,000	CDBG funds support priorities and goals established throughout this consolidated plan, 20% is used for administration and planning.
HOME	Public-federal	Administration and planning, acquisition, rehabilitation of existing single family and multi-family units, TBRA	657,000	20,000	521,672	1,198,672	2,708,000	HOME funds support housing priorities and goals established throughout this consolidated plan, 10% is used for administration and planning.

**Table 36 - Anticipated Resources**

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

Leveraging funds is both a federal and local requirement in the financing of projects. By local policy, in addition to the required federal match, all funds necessary for a project must be committed within 12 months of the award and documents will not be executed until all funding is confirmed. Matching contributions can include private, in-kind donations or state funds from sources such as the Washington State Housing Trust Fund or Low-Income Housing Tax Credits.

In 2016, voters approved a \$42 million property tax levy to support Affordable Housing through 2023. In 2023 voters renewed the levy for an additional 10 years, providing approximately \$10 million dollars per year. These funds will support construction and preservation of long-term multi-family housing, provide temporary shelter to persons experiencing homelessness and provide rental assistance to assist qualified households.

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

**Discussion**

The City is creating an inventory of land owned by the City that may be available for development. Currently, the downtown redevelopment plan, the Heights redevelopment and the Affordable Housing Fund assist with affordable housing development. Future projects may be supported by the use of this available land determinate on developer interest and activity.

## SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Vancouver	Government	Homelessness Non-homeless special needs Ownership Planning Neighborhood Improvements Public Facilities Public Services	City of Vancouver
Vancouver Housing Authority	PHA	Public Housing	Clark County
Council For the Homeless	Subrecipient	Homelessness	Clark County
Various Non-Profit Organizations	Subrecipients – determined by annual application and award	Public Services, Public Facilities, Capacity Building, Homelessness, Home Ownership, Economic Development	City of Vancouver and Clark County

**Table 37 - Institutional Delivery Structure**

### Assess of Strengths and Gaps in the Institutional Delivery System

As a result of the recent global pandemic, the influx of COVID related funds has created a unique situation with the allocation and spending of federal funds. The requirements and spending of the CV funds had previously resulted in many of the CDBG funds to remain unused or delayed in use. With the expiration of these funds, more public and private funds will be needed to fill these gaps.

The City is committed to ensuring that residents who are at the highest risk of becoming homeless are able to maintain their stable housing. By utilizing CDBG and HOME funds for resources, community members are able to avoid eviction and housing insecurity.

The City is working hard to increase services by supporting smaller agencies that are currently a part of the community and seeking to expand their services. Community outreach and communication has expanded the number and type of agencies that are seeking funds through CDBG during the recent application cycle. Reallocation of unused funds and increases to existing high-performing agencies assists with the timeliness requirements of the federal funds.

**Availability of services targeted to homeless persons and persons with HIV and mainstream services.**

<b>Homelessness Prevention Services</b>	<b>Available in the Community</b>	<b>Targeted to Homeless</b>	<b>Targeted to People with HIV</b>
<b>Homelessness Prevention Services</b>			
Counseling/Advocacy	X	X	-
Legal Assistance	X	X	-
Mortgage Assistance	-	-	-
Rental Assistance	X	X	X
Utilities Assistance	X	X	-
<b>Street Outreach Services</b>			
Law Enforcement	X	X	-
Mobile Clinics	-	X	-
Other Street Outreach Services	X	X	X
<b>Supportive Services</b>			
Alcohol & Drug Abuse	X	X	-
Child Care	X	-	-
Education	X	-	-
Employment and Employment Training	X	X	-
Healthcare	X	X	-
HIV/AIDS	-	-	X
Life Skills	X	X	-
Mental Health Counseling	X	X	-
Transportation	X	X	-
<b>Other</b>			
Housing Case Management	X	X	-

**Table 38 - Homeless Prevention Services Summary**

**Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)**

The City’s Homeless Assistance and Resources Team (HART) provides outreach and referrals to appropriate services for individuals experiencing homelessness, conducts assessments of encampments for cleanup and sanitation needs.

Since 2021, the City has opened four supportive Safe Stay Communities. These communities provide individuals living unsheltered within the city with climate controlled, dry and secure surroundings where they have access to high-quality, compassionate, life-saving supportive services while they work to transition out of homelessness. Additionally, the City established a safe location for people living in their vehicles to park. The site has parking spaces for 50 vehicles and serves more than 80 people.

The delivery of these services, and others, would not be possible without the support and participation of community members and non-profits. Volunteers, outreach personnel, and non-profit organizations work together to meet the needs of people who are homeless in the community.

**Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above.**

One of the greatest strengths of the service delivery system in the City of Vancouver is community commitment and lived experience. The services described above are provided by several agencies within the community. One of the greatest gaps is the availability of funding and the limits set on the amount of CDBG funds that can be committed to public services. An increase of the 15% cap on services would make it possible to make a larger impact on those in the community that need assistance.

**Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs.**

To overcome gaps in the system, the City will continue to provide opportunities for public, private, and governmental organizations to come together to share information, advocate for issues of concern, leverage resources to make projects happen, address barriers associated with implementing activities, and coordinate efforts. Funding gaps will exist. The City will continue to search for additional funding, leveraging resources and efficiently administering programs. Likewise, increased coordination between providers can lead to more efficient program delivery.

The City is actively exploring ways to provide more services (and grow capacity of providers) to support individuals and families who require assistance outlined in the priority needs.

**SP-45 Goals Summary – 91.215(a)(4)**  
**Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding (TBD)	Goal Outcome Indicator (TBD)
1	Affordable Housing	2024	2028	Affordable Housing	Citywide	Increase supply of affordable housing; expand affordable housing options for special needs populations; preserve multifamily units; expand homeownership opportunities; and preserve single-family units.		Rental units constructed: 160 Household Housing Unit  Rental units rehabilitated: 50 Household Housing Unit  Homeowner Housing Rehabilitated: 35 Household Housing Unit  Homeowner Housing Added: 10 Household Housing Unit  Direct Financial Assistance to Homebuyers: 10 Households Assisted  Tenant-based rental assistance / Rapid Rehousing: 250 Households Assisted
2	Household Stability	2024	2028	Public Services; Affordable Housing; Capacity Building	Citywide	Reducing poverty and homelessness by increasing household stability through assistance, education and support		Public service activities other than Low/Moderate Income Housing Benefit: 20,550 Persons Assisted

3	Neighborhood Equity and Livability	2024	2028	Public Facilities and Infrastructure Improvements	Citywide	Acquire, construct, or rehabilitate public facilities benefiting eligible populations. Acquire and/or rehabilitate existing facilities to house persons with special needs Improve existing facilities designed to provide services to seniors.		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5,000 Persons Assisted
4	Economic Opportunity	2024	2028	Economic Development; Support of Equitable Development Strategies	Citywide	Provide economic opportunities; create new jobs and increase income to stabilize communities; support household stabilization and mitigate displacement for households at-risk.		Businesses assisted: 600 Businesses Assisted

**Table 39 – Goals Summary**

## Goal Descriptions

<b>1</b>	Goal Name	<b>Affordable Housing</b>
	Goal Description	Increase supply of affordable housing; Expand affordable rental housing options for special needs populations; Preservation of existing multifamily units; Expand homeownership opportunities; Preservation of existing single-family units.
<b>2</b>	Goal Name	<b>Household Stability</b>
	Goal Description	Reducing poverty and homelessness by increasing household stability through assistance, education, and support
<b>3</b>	Goal Name	<b>Neighborhood Equity and Livability</b>
	Goal Description	Acquire, construct, or rehabilitate public facilities benefiting eligible populations. Acquire and/or rehabilitate existing facilities to house persons with special needs Improve existing facilities designed to provide services to seniors.
<b>4</b>	Goal Name	<b>Economic Opportunity</b>
	Goal Description	Provide economic opportunities to households with low and extremely low-income to create new jobs and increase income to stabilize communities via tools such as incubators, microenterprise assistance, and wrap-around business development; Support household stabilization and displacement mitigation strategies for households at- risk of displacement and to support existing communities.

### **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 91.315(b)(2)**

Throughout the 2024-2028 Consolidated Plan, it is estimated that the City of Vancouver will provide affordable housing to 355 extremely low-income, low-income, and moderate-income families through construction, acquisition, rehabilitation and tenant based rental assistance.

## **SP-50 Public Housing Accessibility and Involvement – 91.215(c)**

### **Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

This is not applicable to the Vancouver Housing Authority (VHA).

### **Activities to Increase Resident Involvement**

The VHA provides resident involvement opportunities through the Resident Advisory Board (RAB) and volunteer activities. The RAB is a group of residents that have Housing Choice Vouchers or live in Public Housing. These residents provide feedback the VHA's Moving to Work Annual Plan and any significant changes to the Plan. Currently, the RAB is meeting virtually.

### **Is the public housing agency designated as troubled under 24 CFR part 902?**

The VHA is not designated as a troubled agency.

### **Plan to remove the 'troubled' designation.**

Not applicable.

## **SP-55 Barriers to affordable housing – 91.215(h)**

### **Barriers to Affordable Housing**

Many areas of local government policy can have a negative impact on housing supply and affordability. These include zoning (lot coverage, density standards, set-backs, lot size, parking minimums), impact fees, and building codes and standards.

While the City of Vancouver is working on changing some aspects of zoning to encourage more housing supply, it remains behind cities like Portland and Minneapolis in this regard. Single-family zoning still makes up a majority of zoned residential land in the city. Additionally, set-backs, parking minimums and lot coverage restrictions continue to add artificial limitations to the amount of land available for development, particularly in central areas of town where it is less necessary to own a car.

While Vancouver does have impact fees for development, multi-family projects that provide at least 20% of units that are affordable to lower income households can apply for fee waivers to offset the administrative costs of development.

### **Strategy to Remove or Ameliorate the Barriers to Affordable Housing**

Vancouver has ordinances requiring a 45-day notice of rent increase, a 60-day notice to vacate and also protections on tenant sources of income such as Social Security, Veteran's benefits, Temporary Assistance to Needy Families (TANF) or Aged, Blind and Disabled (ABD) benefits.

In 2016, the City established a voter-approved tax to create an affordable housing fund to serve very low-income families and individuals (earning up to 50% AMI). The property tax was effective starting in 2017 and was renewed by voters in 2023. It is funded by property levy paid by both residential and commercial property owners and is capped at \$10 million per year for ten years. The fund is used to increase Vancouver's supply of affordable housing, preserve existing homes, and prevent homelessness through rental assistance, temporary shelter, and services.

The City of Vancouver recently expanded its housing tax exemption program along transit lines across the City. The Multi-Family Housing Tax Exemption (MFTE) Program allows for an 8 or 12-year tax exemption of the taxes against the value of newly constructed or rehabbed residential units.

## **SP-60 Homelessness Strategy – 91.215(d)**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City will continue to work with the Continuum of Care and local partners in reaching the homeless population and assessing their needs. The City will provide short-term emergency assistance to people with low income who are facing an immediate risk of becoming homeless. Additionally, the City will support projects and activities that will help transition persons experiencing homelessness to permanent housing.

Addressing the growing impacts of homelessness is a top priority at the City of Vancouver. While Clark County remains the lead agency in addressing the systemic issue of homelessness in the region, the City has implemented a homeless response plan to address its immediate impacts to community health, cleanliness, and safety, including:

- Garbage, trash and clutter in public spaces
- Residents living in tents/vehicles in public rights-of-way
- Livability concerns for the unhoused, including the removal of barriers to accessing services

In addition, the City's Homeless Assistance & Resource Team (HART) provides outreach and referrals to individuals experiencing homelessness, conducts assessments of encampments for clean-up.

Safe Stay communities within the City provide individuals living unsheltered within the city warm, dry and secure surroundings where they have access to supportive services while transitioning out of homelessness.

Additional services such as safe parking zones, camp cleanups, sanitation sites, trash pickup, mail service, and the Affordable Housing Fund (AHF) all are efforts the City is undertaking to mitigate the impacts of homelessness.

### **Addressing the emergency and transitional housing needs of homeless persons.**

On November 3, 2023, the City declared an emergency related to homeless and the Vancouver City Council ratified the emergency declaration on November 6, 2023. Additional information regarding this declaration can be found [on the City website](#). This declaration, along with the addition of a fourth Safe Stay location, are designed to assist with the housing needs of people who are homeless.

Clark County administers the state allocation of homeless funding that benefit area homeless individuals and providers. However, the reduction and prevention of homelessness is a stated goal in the Consolidated Plan.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.**

Vancouver partners with the Council for the Homeless and area service providers to enhance the community's comprehensive Continuum of Care (CoC) system to end homelessness. The CoC is currently focusing on incorporating a housing first philosophy into the homelessness system. This means a focus on helping people quickly gain stable housing then offering supportive services they need to thrive. For chronically homeless individuals, permanent supportive housing uses the housing first model and for families with children rapid re-housing uses a progressive engagement model. The CoC is also working on creating more transitional housing opportunities for unaccompanied youth.

Specific local projects to help avoid homelessness include TBRA and Housing services programs. The Janus Youth programs are specifically focused on youth by providing emergency shelter, case management and TBRA for youth "aging out" of the foster care system. The Nest program provides intensive case management for high-risk, higher-needs youth who have aged out of the foster care system but still need support to succeed.

**Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs.**

City staff participates in the Coalition of Service Providers, which is a consortium of nonprofit agencies, businesses, community groups, and government agencies, as well as homeless and formerly homeless individuals. The group identifies critical gaps in service, prioritizes needs and plans for solutions. Prevention, diversion and discharge planning are included in the Clark County Homeless Action Plan.

The Council for the Homeless Housing Solutions Center helps connect people with low-income to multiple agencies providing housing, health, social services, employment, education, and youth services. Specific local projects to help avoid homelessness include TBRA and housing services programs. The Janus Youth programs are specifically focused on youth by providing emergency shelter, case management and TBRA for youth, including those "aging out" of the foster care system.

## **SP-65 Lead Based Paint Hazards – 91.215(i)**

### **Actions to address LBP hazards and increase access to housing without LBP hazards.**

Lead poisoning is the most significant and prevalent disease of environmental origin among children living in the United States. Despite considerable knowledge and increased screening and intervention efforts, lead exposures remain prevalent. Environmental lead is a toxic substance that is affecting the growth and development of up to one million U.S. preschool children today, with effects ranging from learning disabilities to death. High levels of lead can cause many health problems by damaging the brain, nervous system, and kidneys. Lead poisoning can cause decreased intelligence, behavioral and speech problems, anemia, decreased muscle and bone growth, poor muscle coordination, and hearing damage.

Increased lead exposure and increased body burden of lead remains a significant problem for children in the United States. Lead is an environmental toxicant that may cause adverse health effects to the nervous, hematopoietic, endocrine, renal, and reproductive systems. Lead exposure in young children is particularly hazardous because children absorb lead more readily than adults and many children who are exposed to lead do not exhibit any signs that they have the disease. Any signs or symptoms the child may have could be mistaken for other illnesses and the child goes undiagnosed. The developing nervous system of children is particularly more susceptible to the effects of lead. The underdeveloped blood-brain barrier in young children increases the risk of lead entering the developing nervous system resulting in neurobehavioral disorders. Blood lead levels (BLLs) at any detectable level have been shown to cause behavioral and developmental disorders, therefore no safe blood lead level in children has been identified. It is increasingly important for continued childhood lead poisoning prevention education and awareness.

Lead-contaminated water, soil, and paint have been recognized as potential sources of children's lead exposure. Dust from deteriorating lead-based paint is considered to be the largest contributor to the lead problem. Until the 1950s, many homes were covered inside and out with leaded paints. Lead began to fall from favor in the 1950s but was still commonly used until it was banned from use in homes after 1977. Because of the long-term use of lead-based paints, many homes in the United States contain surfaces with paint, which is now peeling, chalking, flaking, or wearing away. The dust or paint chips contain high levels of lead that easily find ways into the mouths of young children. A particular problem has emerged due to the large number of homes with lead-based paints which are now undergoing renovations. Often the dust created by this work has high lead levels which are readily absorbed by the children's developing bodies.

### **How are the actions listed above related to the extent of lead poisoning and hazards?**

For this plan's purposes, the number of units built before 1980 occupied by households serves as the baseline of units that contain lead-based paint hazards. The current data listed in the table Risk of Lead-Based Paint Hazard list housing units built before 1980 with children present as 40% for rental housing and 31% for owner-occupied.

CDC's Childhood Lead Poisoning Prevention Program compiles blood lead surveillance data for children 16 years of age or under who were tested at least once since January 1, 1997. The national surveillance system is composed of de-identified data from state and local health departments. The State of Washington does not have any recent data listed in the CDC database for any years in the National Childhood Blood Lead Surveillance Data or the Childhood Lead State Surveillance Data. Children who receive Medicaid assistance are required to receive a blood lead test at 12- and 24-months age (or between 36 and 72 months if earlier tests are missed) as part of early periodic screening requirements; however, not all Medicaid-enrolled children receive the required blood lead test.

**How are the actions listed above integrated into housing policies and procedures?**

The City of Vancouver's CDBG projects, which require lead-based paint actions, are generally limited to housing rehabilitation and tenant based rental assistance (TBRA). The housing rehabilitation process involves the following areas: notification, lead hazard evaluation, lead hazard reduction, and clearance. CDBG housing rehabilitation projects do not require ongoing lead-based paint maintenance. Lead-based paint activities apply to all homes built before 1978.

The City has written policies and procedures for all programs required to comply with the HUD lead-safe housing rule (LSHR). Additionally, the City requires lead-based paint policies and procedures with any partners who may administer these programs on the City's behalf. Contractors in the housing rehabilitation program have lead-based paint requirements integrated into their contract for services with the homeowner.

## SP-70 Anti-Poverty Strategy – 91.215(j)

### Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

While Clark County is the lead agency on homeless response and poverty reduction, the City plays a supportive role by collaborating on projects and initiatives that address homelessness and its impacts. The City's Plan for Unsheltered Homelessness provides a framework of goals for improving economic development and reducing poverty.

The City's anti-poverty goals include:

- Reducing the number of Vancouver residents living in poverty during the Consolidated Plan period
- Ensuring all residents, including those in poverty, have a safe place to live, access to affordable housing options, and increased job opportunities.
- Providing supportive and stabilizing services to better equip individuals for housing and employment retention. Increasing the availability of living wage jobs is a large factor in reducing the poverty level.

The following strategies will support the expanded economic opportunities.

**Improve access to affordable housing.** The City will improve access to affordable housing options for low- and moderate-income persons. The City will help create more livable neighborhoods through street improvements and parks. Additionally, the City will work with area partners to create homeownership opportunities and improved access to affordable rentals for people with low to moderate income.

**Reduce and prevent homelessness.** The City is committed to providing support and services for the prevention and reduction of homelessness. The City will provide short-term emergency assistance to homeowners and renters that are at risk of homelessness. The City will also provide short-term assistance to homeless persons to transition to permanent housing.

The City will work with community service providers to identify gaps in services and coordinate programming to leverage funding.

### How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan?

The City's plan for utilizing HUD funds is focused on improving the lives of people with low to moderate income in the community. The focus is to help people have stable and safe housing, reduce the risk of homelessness, and provide assistance for those who are unhoused. The City also sets aside funding each year to ensure that economic development programs are funded to help people create and grow income through microenterprise assistance.



## SP-80 Monitoring – 91.230

**Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.**

The City of Vancouver will work closely with HUD to ensure that all statutory requirements are being met and that information being reported in the City's CAPER is accurate and complete. Additionally, the City will participate in online and onsite HUD training regularly.

The goal of monitoring is to encourage the completion of projects within the contract period while ensuring that project objectives are met. Monitoring is an ongoing, two-way communication process between the City and recipients. Successful monitoring involves frequent telephone contacts, written communications, analysis of reports and audits, and periodic meetings.

Monitoring is the principal means by which the City:

- Ensures that HUD-funded programs and technical areas are carried out efficiently, effectively, and in compliance with applicable laws and regulations.
- Assists subrecipients in improving their performance, developing or increasing capacity, and augmenting their management and technical skills.
- Stays abreast of the efficacy and technical areas of HUD HOME, CDBG and CDBG-CV programs.
- Documents the effectiveness of programs administered by the subrecipients.

The City performs a risk assessment of subrecipients to identify which agencies require comprehensive monitoring. High-risk subrecipients include those that are:

- New to the CDBG or HOME program;
- Experience turnover in key staff positions or change in goals or directions;
- Encountering complaints and/or bad press;
- Previous compliance or performance problems including failure to meet schedules, submit timely reports, or clear monitoring or audit findings;
- Carrying out high-risk activities (economic development, job creation, etc.);
- Undertaking multiple CDBG-funded activities for the first time

The City, HOME, and CDBG subrecipients are held accountable to program goals through a range of monitoring, pre-contract meetings, and timeliness activities.

**Monitoring Visits:** The City conducts an annual visit or desk monitoring of all subrecipients on a staggered, risk-based schedule. On-site visits may include an on-site interview, inspection of financial and client records relating to the funding provided, evaluation of the subrecipients performance, analysis of the strengths and weaknesses of the program, assurance that activities comply with the Action Plan, and a report by the subrecipients of any needs, such as technical assistance or areas for program enhancement.

**Evaluating Performance:** Performance is measured against the goals identified in the initial subrecipient agreement. During the annual monitoring visit, the subrecipient has an opportunity to explain how goals and objectives for the year were achieved or why their goals were not reached. A follow-up letter to each subrecipient concludes the annual monitoring visit process. The letter summarizes the findings of the visit, and a copy is kept on file for reference.

**Financial Management:** Financial management oversight activities are also conducted each time a subrecipient makes a reimbursement request. City staff verifies that the subrecipient has started their program and is progressing toward their goals before approving a reimbursement request. Subrecipients also must submit the appropriate documentation to be reimbursed.

**Data Management:** The City updates the program and financial information in the Integrated Disbursement and Information System (IDIS) every month to meet HUD's Timeliness requirements. The City obtains program information from the quarterly reports received from the subrecipients.

# ANNUAL GOALS AND OBJECTIVES

## Expected Resources

### **AP-15 Expected Resources – 91.220(c)(1,2)**

#### **Introduction**

Since 2003, Vancouver has received a direct allocation of Community Development Block Grant funds from HUD. In 2009, Vancouver began receiving an annual allocation of HOME Investment Partnership funding directly from HUD. The City is responsible for administration of these programs in compliance with the HUD regulations and requirements and has responsibility for the final

allocation of funds for program activities.

**Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,392,000	120,000	380,000	1,892,000	6,048,000	The City of Vancouver strongly encourages leveraging funds by awarding additional priority rating points based on the amount of committed matching funds. The amount of leveraged funds is expected to go up as projects move forward, especially for housing construction projects. Agencies leverage CDBG funds with other public social service dollars and private donations.

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: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	657,000	20,000	521,672	1,198,672	2,708,000	The City of Vancouver strongly encourage leveraging funds by awarding additional priority rating points based on the amount of committed matching funds. The amount of leveraged funds is expected to go up as projects move forward, especially for housing construction projects.

**Table 40 - 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**

Vancouver has taken action to assist other agencies and organizations in applying for available funds and leveraging other resources to implement housing strategies and programs. The City works with representatives from the private lending community, financial experts, and private and non-profit housing developers and consultants who can provide technical expertise in packaging development proposals. The City also works with the Department of Commerce and Housing Finance Commission for housing projects which they fund. Vancouver has submitted letters of support and verification of consistency for project applications, which support the goals and objectives that are found in the Housing and Community Development Plan.

The 2024 CDBG and HOME applications strongly encourage leveraging funds by awarding additional priority rating points based on

the amount of committed matching funds. Currently, applications for CDBG and HOME will leverage nearly \$35,000,000 in matching funds, through a combination of tax credits, private donations, state trust funds, and the Vancouver Affordable Housing Fund.

The City of Vancouver reported an excess of \$2,451,444 in HOME match in the 2022 CAPER.

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

In the coming years, the City of Vancouver will be overseeing the redevelopment of public land in multiple areas of the city. Recently, Fourth Plain Commons which combines a community resource hub, small business incubator, and affordable housing was made possible from the Affordable Housing Fund. The Heights, an area formerly recognized as the Tower Mall area, is currently under development and will be a vibrant, walkable, mixed-use neighborhood. Amenities such as stores, restaurants, parks, schools, and transit stations are all within a twenty-minute walk. The Waterfront and Gateway areas reconnect the Columbia River to the city's historic core and promise to provide a unique area to expand the community and support the plan.

**Discussion**

Vancouver has had significant success with securing matching funds for funded projects. The City does not distribute funding until all other funding is secure, this allows the ability to pivot and redistribute funding if an agency is not able to secure funding in time easily.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing	2024	2028	Affordable Housing Homeless	Citywide	Affordable Housing	CDBG: \$102,500 HOME: \$750,000 HOME-ARP: \$300,000	Direct Financial Assistance to Homebuyers: 13 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 260 Households Assisted
2	Housing Stability, Poverty Reduction	2024	2028	Affordable Housing Homeless	Citywide	Housing Stability, Poverty Reduction	CDBG: \$200,000	Public service activities other than Low/Moderate Income Housing Benefit: 2305 Persons Assisted
3	Economic Opportunity	2024	2028	Non-Housing Community Development	Citywide	Economic Opportunity	CDBG: \$650,000	Businesses assisted: 233
4	Neighborhood Equity and Livability	2024	2028	Non-Housing Community Development	Citywide	Neighborhood Equity and Livability	CDBG: \$300,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2500 Persons Assisted

**Table 41 – Goals Summary**

## Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing
	<b>Goal Description</b>	Increase and preserve affordable housing options for low and low-moderate income households and people who are experiencing homelessness. Typical uses: Direct Financial Assistance to Homebuyers, Tenant-based rental assistance / Rapid Rehousing
2	<b>Goal Name</b>	Housing Stability, Poverty Reduction
	<b>Goal Description</b>	Reduce poverty, increase stability, and prevent and address homelessness for individuals and families. Where possible, support existing community initiatives and target funding to align with City strategic planning efforts. Typical uses: Public service activities other than Low/Moderate Income Housing Benefit
3	<b>Goal Name</b>	Economic Opportunity
	<b>Goal Description</b>	Increase economic opportunities by supporting microenterprises and community-based organizations. Typical uses: Microenterprise and Capacity Building
4	<b>Goal Name</b>	Neighborhood Equity and Livability
	<b>Goal Description</b>	Create and preserve buildings and spaces that serve the public. Typical uses: Construction, maintenance and rehab costs for buildings that provide services to low-income residents.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

Vancouver organizes a volunteer committee comprised of community members and City staff to prioritize annual application funding. The committee's application scores guide the prioritization of projects. Prioritized applications are then presented to Vancouver City Council. The following section describes proposed projects for funding, subject City Council approval, and the resources available in the annual allocation. This Action Plan is consistent with the statutory goals outlined in the strategies and the priority needs listed in the 2024-2028 Consolidated Plan. A detailed list of activities included under each project type is attached to this Action Plan.

The City has established two set-asides utilizing CDBG funds. The first will provide installment payments to the Section 108 loan for the Fourth Plain Commons (FPC) project. FPC is a mixed-use project located on Fourth Plain Boulevard at 2200 Norris Road. FPC includes affordable housing on the upper floors and a flexible community-serving space on the ground floor. The ground floor community spaces are flexible areas where the Fourth Plain community can gather, hold events, and access services. The following elements are included in the community space:

- A commercial kitchen incubator to launch and support emerging food-based businesses
- A shared office space to co-locate services to make it easier for residents and businesses to access resources
- A community event space that can be rented for festivals, birthdays, trainings, and other events
- A public plaza with infrastructure to support a Vancouver Farmer's Market satellite market

This project is a collaboration between the Vancouver Housing Authority (VHA) and the City of Vancouver. The VHA owns and operates the housing on the upper floors, and the City owns the ground floor space and partners with community-based organizations to operate the community center.

The Section 108 loan was approved for \$4,199,000 under grant number B-20-MC-53-0013. The annual repayment, in the amount of \$340,000, will begin being drawn this year.

The second set-aside, Capacity Building, will allocate \$250,000 to assist Community Based Organizations (CBO's) with increasing their

capacity to carry out neighborhood revitalization or economic development activities.

As the economy continues to recover from the impacts of the pandemic, marginalized communities have been left behind due to systemic barriers and lack of access. While the City has a range of local CBO’s offering services to historically disadvantaged communities, many of these agencies have very limited staff or operate strictly with volunteers. These agencies have limited capacity to expand programs and services to increase their impact, due to this barrier.

Because these CBOs provide vital and trusted resources to the communities they serve, enhancing the long-term stability and capacity of these organizations is critical to closing the gap in quality of life and access to opportunity. These organizations need stable and predictable support over several years to build the required organizational infrastructure to pursue and manage public funding from a variety of sources required to expand programs and services to meet community needs.

**Projects**

Agency	Project Name	Funding Award	Number Served	Funding Source	Project Description
<b>Housing Stability, Poverty Reduction</b>					
YWCA Clark County	DV Emergency Shelter Operations	\$50,000	120 Persons	CDBG	Shelter Operating Expenses will serve survivors and families who are homeless due to domestic violence
Thrive2Survive	Thrive2Survive	\$50,000	2,000 Persons	CDBG	Health and Wellness Outreach Events for our low-income and homeless community
Fosterful	In-home Case Aids	\$30,000	100 Persons	CDBG	Case Aides to support under-resourced Foster and Kinship Caregivers
Council for the Homeless	Dynamic Diversion	\$75,000	85 Persons	CDBG	Housing search and barrier reduction coaching and case management for people experiencing homelessness
Council for the Homeless	Coordinated Outreach	\$200,000	80 Households	HOME ARP \$200,000	Provide outreach services to households in the City of Vancouver in partnership with Safe Stay and Safe Park sites.

Housing Connector	Housing Equity and Access	\$100,000	125 Households	HOME ARP \$100,000	Mitigation funding for stability support in partnership with Safe Stay and Safe Park sites
Agency	Project Name	Funding Award	Number Served	Funding Source	Project Description
<b>Neighborhood Equity and Livability</b>					
Council for the Homeless	CFTH Building Acquisition & Rehabilitation	\$300,000	2,500 Persons	CDBG	Acquiring and rehabilitating a building for Housing Solutions Center and Administration.
<b>Economic Opportunity</b>					
Hispanic Metropolitan Chamber	Hispanic Small Business TA	\$135,000	52 Households	CDBG	Small business development centers providing bilingual technical assistance and business services
Micro Enterprise Services of Oregon	Microenterprise Assistance	\$90,000	45 Households	CDBG	Business POD - Business Pathways to Opportunity and Development Program
Fourth Plain Forward	Business Development Program	\$100,000	86 Households	CDBG	Business incubator, asset building programs, microenterprise development and business technical assistance
NW Native Chamber	TA Native Small Business & Entrepreneurs	\$75,000	20 Households	CDBG	Clean Energy Construction program that trains Native contractors to provide no-cost home retrofits
TBD	Capacity Building	\$250,000	5 Agencies	CDBG	Enhancing the long-term stability and capacity of small local community-based organizations
<b>Affordable Housing</b>					
Janus Youth Programs, Inc.	The Nest Housing Services	\$202,500	25 Households	HOME \$150,000 CDBG \$52,500	Tenant based rental assistance and housing case management for youth
Share	Affordable Housing and Stability Program	\$350,000	30 Households	HOME \$200,000 CDBG \$50,000	Tenant based rental assistance and housing case management

Evergreen Habitat for Humanity	Clark County Affordable Housing Program	\$200,000	10 Households	HOME	Establish new permanently affordable homeownership units through affordability subsidies
Proud Ground	Permanently Affordable Housing	\$200,000	3 Households	HOME	Permanently affordable homeownership opportunities for first-time homebuyers
<b>Program Administration</b>					
City of Vancouver	Program administration	\$252,000 \$76,000		CDBG HOME	Funding for staff to plan, administer and report on the CDBG and HOME programs.

**Table 42 - Project Information**

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

The primary obstacle to addressing underserved needs is available financial resources. Allocation priorities were chosen based on:

- Consistency with HUD objectives for CDBG/HOME programs
- Alignment with the City of Vancouver Consolidated Plan goals
- Grant review committee weighted scoring analysis

## **AP-50 Geographic Distribution – 91.220(f)**

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

The City does not currently distribute assistance strictly by geographic area. In the past, the City has designated certain areas of focus through Neighborhood Revitalization Strategy Areas (NRSA). At present there are no designated NRSA's in Vancouver.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>

**Table 43 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Not applicable

### **Discussion**

No additional discussion.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

The City of Vancouver partners with the Vancouver Housing Authority (VHA) and several non-profit and for-profit agencies to assist in projects designed to provide affordable rental and homeowner housing opportunities. HOME funds will be utilized to support homeownership and TBRA, while CDBG funds will be utilized for TBRA housing services and diversion.

One Year Goals for the Number of Households to be Supported	
Homeless	55
Non-Homeless	13
Special-Needs	0
Total	68

**Table 44 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	55
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	13
Total	68

**Table 45 - One Year Goals for Affordable Housing by Support Type**

### Discussion

The goals above include two projects for rental assistance and housing services: (1) Janus Youth’s The Nest TBRA, and (2) Share's Affordable Housing and Stability Program. The Nest TBRA program consists of long-term rental assistance with intensive case management focused on life skills and connection to mental health for 25 individuals. The Affordable Housing and Stability Program provides rapid re-housing services for individuals and families experiencing homelessness at the time of assessment by Council for the Homeless for 30 households.

Additionally, the above goals include two housing projects: (1) Proud Ground Permanently Affordable Housing and (2) Evergreen Habitat for Humanity’s Clark County Affordable Housing Program. The homeownership program consists of acquiring 13 units in to support households earning less than 60% area median income (AMI) with a preference for households experiencing homelessness.

In addition to these HUD-related housing goals, the City of Vancouver’s Affordable Housing Fund (AHF) supports the production, rehab, and acquisition of affordable housing units for residents earning under 50% AMI. Through the City’s 2024 AHF application process \$9.5 million is available to allocate. There were 26 applications received, and funds totaling over \$28.5 million were requested.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City partners with the Vancouver Housing Authority (VHA) to support projects designed to provide affordable rental and homeowner housing, including assistance to people with disabilities and individuals and families experiencing homelessness. The VHA also provides Housing Choice Vouchers for households in Vancouver.

### **Actions planned during the next year to address the needs to public housing**

VHA continues improving living environments with site-specific projects and programs tailored to unique populations. Our senior properties provide programs to engage residents socially and provide daily living services while our permanent supportive housing properties offer programs to engage residents with services to help maintain their housing and promote their ability to move beyond the property if they desire.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

To encourage more engagement in the work of the VHA, residents are encouraged to participate on the VHA Resident Advisory Board (RAB). The RAB meets to discuss and provide input on VHA initiatives. The VHA also has a Resident Commissioner who serves on the VHA Board of Commissioners. The Resident Commissioner must be housed in public housing or receive a Section 8 Housing Choice Voucher. Homeownership is encouraged for households in Public Housing and Family Self-Sufficiency programs. Family Self-Sufficiency (FSS) participants create a plan to use training, education, and other community resources to become self-sufficient within five years. As part of the FSS program any increase in the tenant's share of rent due to increases in income are paid into an escrow account that becomes available to the participant upon successful completion of their plan. Many participants use the escrow account for down payment on a home.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The VHA is not a troubled housing authority; it is rated as a high-performing agency by the U.S. Department of Housing and Urban Development.

### **Discussion**

No further discussion

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Vancouver continues to fund activities through service providers focused on reducing and ending homelessness for all segments of the population. The City will also continue to collaborate with the Council for the Homeless and Continuum of Care providers to prevent and end homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Vancouver's Homeless Assistance and Resource Team (HART) does daily outreach to address the impacts of unsheltered homelessness. The City will also continue to partner with nonprofit agencies conducting outreach, as well as Council for the Homeless' Housing Solutions Center, which is the coordinated entry system for the area, including Vancouver.

The City also partners with community non-profits to provide street outreach and needs assessments to people experiencing homelessness and addiction and/or behavioral health challenges through multiple programs. Agencies such as Thrive2Survive, and Council for the Homeless are all examples of the successful community outreach that has happened within the community.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Vancouver will use other funding (Affordable Housing Fund) to support temporary shelters.

In 2021, the City's HART developed a comprehensive plan to utilize city-owned sites for people experiencing homelessness. The City hired a Homeless Response Coordinator to implement this plan and on December 15, 2023, the fourth of five planned Safe Stay Communities (SSC) opened in the City of Vancouver. The SSC are temporary housing communities that consists of 20 2-bed modular units and provides transitional housing to 40 people experiencing homelessness. These locations provide greater access to services, increased stability, and safe, healthy, and humane living conditions to support transitioning out of homelessness.

The sites are open to any member of the Vancouver community that is experiencing unsheltered homelessness, with a focus on those experiencing chronic homelessness. Potential residents of the SSC are referred by community outreach teams, complete an application, and go through a review process by the site operator prior to moving into the community. Each community has 24/7 on-site staffing and residents are expected to engage in support services and other activities offered by both the site operator and community social service providers.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Vancouver funds several organizations that assist people who are currently experiencing homelessness and are transitioning to permanent housing and independent living. The programs funded at Janus Youth are designed to assist homeless youth and young people exiting the foster care system to develop life skills and achieve independent housing through case management and rental assistance. All rental assistance programs funded by the City prioritize transitioning individuals out of homelessness. One hundred percent of the households served are projected to be unhoused, residing in temporary shelters, chronically homeless, fleeing domestic violence or transitioning from institutions.

Renters in the City of Vancouver continue to face increased housing insecurity due to the continued impacts of COVID-19 and skyrocketing rents. In response, the City has utilized its HOME allocation to support two TBRA service programs to transition and stabilize households that are experiencing or at risk of homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City of Vancouver has continued to work within an agreement with the AHF Prevention Consortium, which brings together several local agencies that work to prevent homelessness through short-term rental assistance. This assistance specifically targets vulnerable populations who might have a temporary crisis leading to housing insecurity. Additionally, this assistance is open to anyone who qualifies. The provision of several months of rental assistance is a much more cost-effective way to prevent homelessness in contrast to providing services to people who have an eviction on record and are currently experiencing homelessness.

Vancouver and Clark County established an Ending Community Homelessness Organization (ECHO). According to state law, counties are the lead agencies to address homelessness. Homelessness in Clark County has been a prominent issue in the community. City Council and city staff through the HART team are engaged operationally. The City's role is to support Clark County in providing Homeless Crisis Response services. The City endeavors to keep the places frequented by residents experiencing homelessness as safe and healthy as possible. Priority items for City Council discussion with this group include the issue of chronic homelessness and those that need immediate shelter.

**Discussion**

No additional discussion

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

From the Vancouver Housing Action Plan: *The City of Vancouver, like much of the rest of the U.S., is experiencing a housing crisis. Years of underbuilding combined with unprecedented population growth in Clark County have created a persistent deficit in housing units of all types and affordable units in particular. This supply deficit is driving up the cost of rental housing and home prices and directly contributing to the rise in homelessness in our community.*

*To meet new demand and close the deficit within 10 years, Vancouver must:*

- *Increase annual housing production to at least 2,500 new housing units.*
- *Including 750 new housing units per year affordable to households earning 80% or less of the area median income.*

*Achieving this increase in housing production will require implementation of a wide range of policies and programs to spur additional private and public development and accelerate the pace of change in the community. Many of these actions, such as land use reform or process improvements, lie within the administrative powers of the city and have the potential to stimulate the production of thousands of units of privately funded, market rate housing. Achieving the target production of new affordable units will require new programs and new sources of funding to maximize the investment available, including the addition of funding streams beyond “traditional” affordable funds.*

Additionally, many households are still recovering from the pandemic and struggling with rapidly rising costs as inflation increases. Increased costs, loss of income, or illness can quickly lead to housing insecurity. Approximately half of all renters in Vancouver are considered cost-burdened (spending 30% or more of their income on housing). The City recognizes the importance of housing and fostering a healthy and livable community. Vancouver is committed to promoting safe, affordable housing and reducing homelessness through funding, partnership, and policy efforts.

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

The Housing Action Plan calls for 14 strategies in four areas to increase the number of new housing units and impact housing affordability.

#### **Land Use**

4. Update the City’s Comprehensive Plan to establish citywide housing and density goals and strategies
5. Update code to remove artificial barriers to density and additional housing types

6. Update single family zoning to achieve naturally affordable housing through broad allowance for middle housing options, especially for first-time homeowners

### **Direct Investment**

1. 2023 Renewal of Affordable Housing Fund Levy
2. Seek high leverage investments to maximize units and households served
3. Pursue strategic land acquisition
4. Explore additional investments- System Development Charge (SDC) waivers, Multifamily Tax Exemption (MFTE) Fee-in-lieu, etc.
5. Explore development of homeownership programs

### **Incentives**

1. 2023 updates to MFTE to prioritize density and expand eligibility to high density corridors and districts
2. Align infrastructure investments with high density corridors
3. Offer additional incentives for density – lower parking minimums, additional height, etc.

### **Process**

1. Evaluate development review processes to ensure consistency and efficiency, and reduce costs and time burden where appropriate
2. Establish clear guidance and timelines on new policies (e.g., green building requirements)
3. Explore process incentives like pre-approved Accessory Dwelling Unit (ADU) designs that meet code requirements

### **Discussion:**

No further discussion.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The City of Vancouver has multiple strategies to meet the needs of the community. Although the CDBG and HOME fund contributions are small, they are a very important funding component.

### **Actions planned to address obstacles to meeting underserved needs**

Several projects proposed for funding under the 2024 Action Plan address the goal of meeting underserved needs. Janus Youth will provide rental assistance to youth experiencing homelessness. Council for the Homeless will provide diversion assistance for households experiencing literal homelessness. Thrive 2 Survive will host community events, bringing resources to and meeting the needs of people experiencing or at risk of homelessness.

### **Actions planned to foster and maintain affordable housing**

The City of Vancouver utilizes the Multi-Family Tax Exemption (MFTE) program authorized by state RCW 84.14, to encourage new private multi-family development and redevelopment within designated target areas to accommodate future population growth and encourage affordable housing. This program exempts project owners from the new construction tax value cost, for residential development.

This program has undergone a significant update with 9 new proposed target areas and a revision to the tax incentives to better incentivize housing affordability and density.

The City of Vancouver also uses the Affordable Housing Fund (AHF), a voter approved levy, to fund projects that benefit very low-income households within the city who earn less than 50% of area median income. The City will make funding available to community partners for projects and programs that:

- Build and preserve long-term affordable housing in Vancouver
- Provide temporary shelter to people experiencing homelessness
- Provide rental assistance and services to help households avoid eviction or access a rental unit

In 2023, voters elected to renew the AHF levy, and it is anticipated that it will collect \$10 million per year over 10 years, for a total of \$100 million for affordable housing and homelessness assistance.

### **Actions planned to reduce lead-based paint hazards**

The City continues to require lead-based testing for houses during housing quality and safety inspections and for any rental assistance units and rehabilitation work on structures built before 1978.

### **Actions planned to reduce the number of poverty-level families**

The City of Vancouver continues to fund various assistance from rapid rehousing and homelessness prevention, substance use recovery, new and rehabilitated affordable housing units, and business

assistance to help stabilize at risk populations and move them toward self-sufficiency.

### **Actions planned to develop institutional structure**

City Council members and other city staff serve on various nonprofit agency boards including service providers, economic development companies and chambers of commerce.

City of Vancouver Council members are also participants of the Community Action Advisory Board which awards various community funding to nonprofit agencies for homelessness prevention and other basic services. The City also participates in the coordination of homeless services, job training and housing programs through the Continuum of Care and Community Action Advisory Board.

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

The City of Vancouver has a wide variety of programs and involve partnerships between public housing providers and private developers. The City continues to create and utilize new and innovative funding sources such as the local Affordable Housing Fund and Multifamily Tax Exemption programs that are available to private developers and nonprofit housing agencies allow the City to further supplement CDBG and HOME funding.

### **Discussion:**

No further discussion.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

**Introduction:**

Generally, CDBG funding is dedicated solely to activities that benefit people with low to moderate income.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(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        |
| <b>Total Program Income:</b>   | <b>0</b> |

#### 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% |

**HOME Investment Partnership Program (HOME)  
Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Vancouver does not use HOME funds other than those identified by 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Vancouver's Resale policies ensure that HOME-assisted units remain affordable throughout the entire affordability period. The Resale method is used in cases where HOME funding is invested directly into a property, through a developer or nonprofit subrecipient. The HOME funds are used to reduce development or acquisition costs making the price of the home affordable to an eligible buyer.

Specific examples where the City would use the resale method for homeowner assistance include:

1. Providing HOME funds to acquire property to be developed or to acquire affordable owner units;
  2. Providing HOME funds for site preparation or improvement, including demolition; and
  3. Providing HOME funds for construction materials and/or labor.
  4. Providing HOME funds to reduce the purchase cost for a home that will be held as long-term affordable by Habitat for Humanity or a community land trust.
3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds. See 24 CFR 92.254(a)(4) are as follows:

The housing unit must be made available for subsequent purchase only to qualified low-income buyers who will use the house as their principal residence. "Low-income" mean a household income not exceeding 80% of the area median income as established by HUD, adjusted for household size, at the time of home purchase. Each subsequent buyer, during the HOME Affordability Period, shall not pay more than 35% of the gross income of a household at 80% of area median income for mortgage payments including principal and interest, property taxes, and homeowner's property insurance.

The City of Vancouver will administer the resale restrictions to ensure that the Owner receives a fair return on investment and that the home will continue to be affordable to households whose income does not exceed 80% of area median income.

The resale formula used by City of Vancouver provides a fair return to the homeowner at resale, based on an objective standard that is publicly accessible and can be easily measured, both at the time of initial purchase and at resale.

City of Vancouver uses an appraisal-based resale formula to achieve its dual goals of providing a fair return to the original homeowner/seller at resale and ensuring an affordable price to the incoming, low-income homebuyer.

The resale formula stipulates that the homeowner, should they choose to sell, will be able to sell the home for the original price paid, plus 25% of any increase in the combined appraised value of the home and the land during the time of ownership. Additionally, at resale, the homeowner is allowed to receive an equity "credit" for qualified capital improvements made, as follows:

- 100% of the increase in appraised value attributable to the addition of one or more bedrooms and one or more bathrooms; and
  - 50% of the cost of major systems replacement within five years prior to resale. This does not include repairs but is for upgrades or improvements that do not typically increase market value in an appraisal but do increase a home's useful life (i.e., roof, furnace, electrical system).
4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Vancouver does not anticipate using HOME funds in this manner.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

Preference is made to households experiencing literal homelessness.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g., persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

The City is not preferencing households with disabilities.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

**City of Vancouver**  
415 W 6th Street  
Vancouver, Washington 98660



(360) 487-7952



[www.cityofvancouver.us/CDBG](http://www.cityofvancouver.us/CDBG)

To help ensure equal access to City of Vancouver programs, services, and activities, we will provide translation, reasonably modify policies or procedures, and provide auxiliary aids/services/alternative formats to persons with disabilities. For accommodations, translations, complaints, and additional information, contact (360) 487-7952, or for voice to TTY WA Relay dial 711 or (360) 487-8602.



# 2024 DRAFT Community Participation Plan



**City of Vancouver**  
**Economic Prosperity and Housing**  
April 2024



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# CDBG AND HOME COMMUNITY PARTICIPATION PLAN<sup>1</sup>

## Introduction

The City of Vancouver (City) receives federal Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) grant funds annually from the U.S. Department of Housing & Urban Development (HUD). Each grant has different regulations, program requirements, and target populations. Grants are awarded based on a formula that considers the area population, the number of people living in poverty, the level of overcrowded housing, and the age of its housing.

To receive this funding, a jurisdiction must develop a five-year Consolidated Plan for Housing and Community Development (Consolidated Plan). The Consolidated Plan establishes a unified vision of housing and community development strategies utilizing the two federal grants received by the City and other housing and community development resources. The plan focuses on decent housing, suitable living environments, and expanding economic opportunities for low and moderate-income or disabled persons.

This Community Participation Plan (CPP) provides for and encourages community members to participate and provide feedback on the development of the following documents prepared by the City:

- **Consolidated Plan:** Every five years the City of Vancouver develops a Consolidated Plan. The function of this plan is to provide an analysis of community needs and establish objectives and strategies to guide the allocation of federal housing and community development funding over that five-year period. The plan is developed through a community planning process with the involvement of community stakeholders and agencies. The plan proposes strategies to implement HUD objectives, while focusing on the priorities of the City.
- **Annual Action Plan (Action Plan):** Provides annual updates on funding available and the proposed uses of the funds. An application review process prioritizes programs and projects for funding awards. The Action Plan is subsequently approved by City Council and submitted to HUD for approval each year.
- **Assessment of Fair Housing (AFH):** An analysis of fair housing issues and contributing factors in a community related to fair housing practices. The AFH guides meaningful actions to overcome systemic segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. Based on the results of local data, programs must generate goals to inform the subsequent planning cycle.
- **Consolidated Annual Performance Evaluation Report (CAPER):** Analyzes progress towards the goals established in the Consolidated Plan and implemented through the Action Plan. The CAPER also provides information on the performance of funded projects related to HUD and local program objectives.

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<sup>1</sup> 24 CFR Part 91.105 requires that jurisdictions adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation in the HUD-funded programs. As an effort to be more inclusive and use inclusive language, the City refers to this document as the Community Participation Plan (CPP). The CPP adheres to all the federal requirements under Part 91.

- **Substantial Amendments to the Action Plan and Consolidated Plan:** Changes in program priorities, budget reallocations, changing project scope or design, and/or other policy revisions.

**Community Participation Summary**

Activity	Frequency	Due Date	Comment Period	Public Hearing
Consolidated Plan	Every 5 years	May 15	30 days	1
Action Plan	Annually	May 15	30 days	1
Substantial Amendment	As needed	--	30 days	Not required
CAPER	Annually	September 28	15 days	1
Emergency Amendments to CPP, Consolidated Plan and/or Annual Action Plan	As needed	--	5 days	Not required

**Final Policy/Implementation Authority**

The Community Participation Plan recognizes that Vancouver City Council, as the elected governing body for the City of Vancouver, has the ultimate responsibility and authority for the adoption and implementation of the Consolidated Plan and CDBG and HOME activities.

City Council will review and approve amendments as needed.

**Encouragement of Community Participation**

Interested groups<sup>2</sup> and individuals are encouraged to provide input into all aspects of the City’s consolidated planning activities, from assessing needs and setting priorities through performance evaluation. The CPP offers numerous opportunities for community members to contribute information, ideas, and opinions about ways to improve our neighborhoods, promote housing affordability, and enhance the delivery of public services to all community members.

In developing the Consolidated Plan, the City will undertake community engagement efforts that are culturally responsive and encourage hard to reach populations including:

- People with low and moderate-income, particularly those living in areas where CDBG funds are proposed to be used;
- Community members of predominantly low and moderate-income neighborhoods;
- Black, Indigenous, People of Color (BIPOC) Communities
- People with Limited English Proficiency and/or non-English-speaking people;
- People with disabilities; and
- Community members living in public and assisted housing developments.

<sup>2</sup>Interested Groups include local and regional institutions, the Vancouver Housing Authority, the Coalition of Service Providers, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing the Consolidated Plan.

To ensure broad outreach, the City will make housing and community development plans and reports available via digital media, i.e., city websites, social media and email announcements will contain summaries of programs and reports with links to specific documents. Likewise, public comments may be accepted via email during specified comment periods.

All community members from the City of Vancouver are encouraged to participate in the development and review of these reports.

### **Comments on the Community Participation Plan and Amendments**

The City will provide community members a reasonable opportunity to comment on the CPP, and on substantial amendments to the CPP, and will make the CPP public. The CPP will be made available in a format accessible to people with disabilities upon request.

The CPP is part of the City's Consolidated Plan and is subject to all community comments. The CPP may be amended to reflect comments received during the Consolidated Plan CPP process.

### **Assistance for those with Limited English Proficiency and People with Disabilities**

All public meetings, workshops, and hearings are held in facilities that are accessible to people with disabilities. Upon reasonable request, the City will provide interpretation services at public hearings and meetings. Furthermore, meeting notices will be sent to organizations representing non-English speaking residents of the City.

To request another format, language, or accommodation, please contact the Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711 or via email to [housing@cityofvancouver.us](mailto:housing@cityofvancouver.us) at least seven days prior to the meeting or hearing.

### **Public Notice, Comment Period and Public Hearing**

The City conducts a minimum of two public hearings per year for CDBG and HOME programs. The Consolidated Plan and Action plan hearings are conducted in the spring and the Consolidated Annual Performance Evaluation Report (CAPER) hearing is conducted in the fall. Information regarding the time, location and subject of each hearing will be provided to community members at least two weeks in advance through public notice and outreach listed below.

Notices of public meetings, public comment periods, public hearings, substantial amendments, and the notification of the City of Vancouver's proposed and actual use of CDBG/HOME funds will be published in *The Columbian* and on the City's website at [www.cityofvancouver.us/CDBG](http://www.cityofvancouver.us/CDBG):

- At least 30 days before the submission to HUD for the Consolidated Plan, Action Plan, or a Substantial Amendment;
- At least 15 days before the submission to HUD for the CAPER.

Notice will also be made available on social media, including that of the City.

The notice shall include:

- Anticipated amount of assistance (including grants funds and program income);
- Description of activities;
- Estimated amount that will benefit people with low- and moderate-income;
- Summary of contents and purpose of the Action/Consolidated Plan; and
- List of locations where copies of the entire proposed plan may be examined.

To further encourage the attendance and participation of people with low to moderate income, notices will also be sent to:

- the Vancouver Housing Authority;
- the Coalition of Service Providers (CoC);
- public and private agencies that provide housing, health, and social services;
- public and private agencies that represent people of color and non-English speaking people residing in the City of Vancouver;
- other organizations including businesses, developers, nonprofit organizations, philanthropic organizations, community-based and faith-based organizations;
- Interested parties on the City of Vancouver CDBG/HOME mailing list; and
- Social media sources utilized by the City.

During the public comment period, copies of the proposed plans will be available for review at Vancouver City Hall (415 W 6th Street), online at [www.cityofvancouver.us/CDBG](http://www.cityofvancouver.us/CDBG), and web links available through City social media. A reasonable number of free copies of plans and reports are available upon request. Reasonable accommodations will be made for non-English speaking people and for people with disabilities. For details contact the Housing Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711, or via email to [housing@cityofvancouver.us](mailto:housing@cityofvancouver.us).

All public comments will be considered, and a summary of all comments will be included in HUD submissions. Written comments must be directed to: Housing Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, or submitted via email to [housing@cityofvancouver.us](mailto:housing@cityofvancouver.us).

Public hearings will be held during the public comment period prior to the submission of the proposed plan to HUD. All meetings are open to the public with efforts made to be scheduled at times and locations convenient to potential and actual beneficiaries with accommodations for people with disabilities and assistance available for non-English speaking people. Those wishing to be regularly informed of meetings/activities can be added to the program mailing list.

Hearings are held in Council Chambers, Second Floor, Vancouver City Hall, 415 W 6th Street, in Vancouver, WA unless otherwise specified.

All public hearings and public meetings associated with the Consolidated Planning process will conform to the Washington Open Public Meetings Act.

### **Consolidated Annual Performance and Evaluation Report (CAPER)**

The performance report on CDBG and HOME programs covered by the Consolidated Plan are prepared by the City for submission to HUD 90 days after the close of each program year (June 30). Draft performance reports will be made available to the public, program participants, service providers and partner agencies. The draft performance report will be available for comment and review for no less than fifteen (15) days, and any public comment received will be reported in an addendum to the final performance report submitted to HUD.

## **Substantial Amendments**

A Substantial Amendment is defined as:

- A change in allocation priorities (any increase greater than 30 percent in an individual project budget) or a change in the method of distribution of funds;
- Carrying out an activity (including those funded exclusively with program income) not previously described in the Consolidated Plan or Annual Action Plan; or
- A change in the purpose, scope, or beneficiaries of an activity.

Changes that are not considered substantial amendments include:

- Data updates such as census information, income limits, fair market rents, HOME high and low market rents, HOME subsidy limits, and similar types of data shall not be considered a substantial amendment.
- Minor change in project location - A minor change in location on a specific property is not considered a substantial change if the purpose, scope, and intended beneficiaries remain essentially the same.
- Project Budget Line-Item change - The transfer of funds within a project from one approved budget line item to another approved budget line item (e.g., construction rather than engineering) does not constitute a substantial change.
- Emergency/Disaster Response - To ensure emergency and disaster recovery grants are awarded in a timely manner, a formal adoption of an amendment to the Consolidated Plan, Action Plan, Community Participation Plan, or Section 108 Guaranteed Loan Application may not constitute a substantial amendment.

## **Emergency and/or Disaster Waiver**

Upon determination of good cause, HUD has the authority to waive certain regulatory provisions of the CDBG and HOME programs subject to statutory limitations.

Following HUD issuance of waiver notices or approval of waiver requests, the City reserves the right to amend the Community Participation Plan as follows:

1. A reduction in the public comment period for CPP, Consolidated Plan/Action Plan substantial amendments from 30 calendar days to the HUD prescribed period, and
2. Flexibility in determining what constitutes reasonable notice and opportunity to comment.
3. Public notice may be provided by alternate means such as publication on the City website and direct email.
4. In-person public hearings will not be required.
5. Any other additional flexibility deemed necessary by HUD.

## Program Year Schedule

July	Start of program year
September 3 <sup>rd</sup> or 4 <sup>th</sup> week	Public Hearing regarding the CAPER and annual amendments (15-day Public Comment period prior to submission of report to HUD)
October	Notice of Funding Availability published, and applications made available for next funding round of CDBG and HOME funds
December	CDBG and HOME Applications due
April	Projects prioritized for funding and presented to City Council
May 1 <sup>st</sup> or 2 <sup>nd</sup> week	Public Hearing on Assessment of Fair Housing, Action Plan, and Consolidated Plan (30-day Public Comment period prior to submission to HUD)

## Displacement

Displacement of people, businesses, nonprofits and/or farms by activities or projects funded through HUD entitlement programs is discouraged by the City. The City will take the following steps to minimize displacement:

1. Discourage projects involving displacement/relocation through a grant application scoring system that reduces the total score of projects that anticipate displacement/relocation;
2. Encourage project sponsors to plan or stage projects to minimize or prevent the adverse impacts of displacement;
3. Provide advisory assistance, measures, facilities, and services necessary to determine relocation needs, or other assistance for which displaced people or businesses may be eligible;
4. Coordinate code enforcement with rehabilitation and housing assistance programs; and
5. Encourage projects to stage rehabilitation of apartment units to allow tenants to remain in the building /complex during and after rehabilitation by working with empty units or buildings first.

If displacement is unavoidable, full benefits and assistance will be provided according to appropriate provisions of Uniform Relocation Act and its regulations at 24 CFR Part 24. Sponsors of projects that may involve displacement must submit a General Information Notice to every person or business impacted *at the point of application* for federal assistance. In addition, the project sponsor must submit a Relocation Plan to the City. Subsequent notices (type of notice and expected due date) to affected parties must be identified in the Plan.

## Public Access to Information

The City of Vancouver shall provide community members, public agencies, and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the City's allocation of funding through the CDBG and HOME Programs.

Copies of the adopted plans and performance reports, as well as information regarding use of funds and other program information will be maintained by the City's CDBG and HOME program staff.

Copies of proposed plans will be available for review at City Hall (415 W 6th Street), online at [www.cityofvancouver.us/cdbg](http://www.cityofvancouver.us/cdbg), web links available through City social media formats, and hard copies mailed upon request. Reasonable accommodations will be made for non-English speaking persons and for people with disabilities. For details contact the Housing Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, voice (360) 487-7952 | TTY: (360) 487-8602 | WA Relay: 711, or via email to [housing@cityofvancouver.us](mailto:housing@cityofvancouver.us).

### **Complaints**

Complaints, inquiries, and grievances shall be submitted in writing to the Housing Programs Manager, CDBG/HOME Program, City of Vancouver, PO Box 1995, Vancouver, WA 98668-1995, or via email to [housing@cityofvancouver.us](mailto:housing@cityofvancouver.us). A written response shall be provided to the complaining or aggrieved party within 15 working days of the date of receipt of the written complaint or grievance.