



**Interagency Agreement with**

**City of Tumwater**

**through**

**Growth Management Services**

**Contract Number:  
24-63610-170**

**For**

**2023-2025 Climate Planning Grant**

**Dated:** Date of Execution

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## Face Sheet

Contract Number: 24-63610-170

**Local Government Division  
Growth Management Services  
2023-2025 Climate Planning Grant**

<b>1. Contractor</b> City of Tumwater 555 Israel Road SW Tumwater, WA 98501		<b>2. Contractor Doing Business As (as applicable)</b> N/A		
<b>3. Contractor Representative</b> Brad Medrud <a href="mailto:bmedrud@ci.tumwater.wa.us">bmedrud@ci.tumwater.wa.us</a>		<b>4. COMMERCE Representative</b> Noelle Madera Climate Operations Team Lead 509-818-1040 noelle.madera@commerce.wa.gov PO Box 42525 1011 Plum St. SE Olympia, WA 98504		
<b>5. Contract Amount</b> \$420,000	<b>6. Funding Source</b> Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	<b>7. Start Date</b> July 1, 2023	<b>8. End Date</b> June 30, 2025	
<b>9. Federal Funds (as applicable)</b> N/A		<b>Federal Agency:</b> N/A		<b>ALN</b> N/A
<b>10. Tax ID #</b> N/A	<b>11. SWV #</b> SWV0007172-00	<b>12. UBI #</b> 344-000-001	<b>13. UEI #</b> N/A	
<b>14. Contract Purpose</b> For the development of the Growth Management Act (GMA) climate change and resiliency element requirements related to the implementation of HB 1181 and climate related implementation activities.  COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Scope of Work and Attachment "B" – Budget.				
<b>FOR CONTRACTOR</b>  _____ <insert name>, <insert title>  _____ Signature  _____ Date		<b>FOR COMMERCE</b>  _____ <insert name>, <insert title>  _____ Date  <b>APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE</b>		

## Special Terms and Conditions

### 1. AUTHORITY

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

### 2. CONTRACT MANAGEMENT

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

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

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

### 3. COMPENSATION

COMMERCE shall pay an amount not to exceed **four hundred twenty thousand dollars (\$420,000)**, for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the attached Scope of Work and Budget.

### 4. BILLING PROCEDURES AND PAYMENT

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

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 24-63610-170. A receipt must accompany any single expenses in the amount of \$50.00 or more in order to receive reimbursement.

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

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

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

#### Grant Start Date

COMMERCE will pay the Contractor for costs incurred beginning July 1, 2023, for services and deliverables described under this Agreement.

#### State Fiscal Year Payments

COMMERCE will reimburse Contractor for State Fiscal Year 2024 (July 1, 2023-June 30, 2024), and State Fiscal Year 2025 (July 1, 2024-June 30, 2025), based on the expenses incurred under this Contract.

#### Invoices and End of Fiscal Year

Invoices are due at a minimum of June 15, 2024 and 2025, if not submitted at more frequent intervals.

Final invoices for a state fiscal year may be due sooner than the 15th of June and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the contract through June 30, regardless of the contract start and end date.

#### Duplication of Billed Costs

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

#### Disallowed Costs

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

#### Line Item Modification of Budget

- A. Notwithstanding any other provision of this contract, the Contractor may, at its discretion, make modifications to line items in the Budget, hereof, that will not increase the line item by more than fifteen percent (15%).
- B. The Contractor shall notify COMMERCE in writing (by email or regular mail) when proposing any budget modification or modifications to a line item in the Budget (Attachments B) hereof, that would increase the line item by more than fifteen percent (15%). Conversely, COMMERCE may initiate the budget modification approval process if presented with a request for payment under this contract that would cause one or more budget line items to exceed the 15 percent (15%) threshold increase described above.
- C. Any such budget modification or modifications as described above shall require the written approval of COMMERCE (by email or regular mail), and such written approval shall amend the Project Budget. Each party to this contract will retain and make any and all documents related to such budget modifications a part of their respective contract file.
- D. Nothing in this section shall be construed to permit an increase in the amount of funds available for the Project, as set forth in Section 3 of this contract, nor does this section allow any proposed changes to the Scope of Work, include Tasks/Work Items and Deliverables under Attachment A, without specific written approval from COMMERCE by amendment to this contract.

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

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

### **6. INSURANCE**

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

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

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

**8. ORDER OF PRECEDENCE**

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

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

## **General Terms and Conditions**

### **1. DEFINITIONS**

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

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

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

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

### **3. AMENDMENTS**

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

### **4. ASSIGNMENT**

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

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

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

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

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

## **6. COPYRIGHT**

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

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

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

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

## **7. DISPUTES**

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



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

**8. GOVERNING LAW AND VENUE**

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

**9. INDEMNIFICATION**

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

**10. LICENSING, ACCREDITATION AND REGISTRATION**

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

**11. RECAPTURE**

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

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

**12. RECORDS MAINTENANCE**

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

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

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

**13. SAVINGS**

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

**14. SEVERABILITY**

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

## **15. SUBCONTRACTING**

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

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

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

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

## **16. SURVIVAL**

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

## **17. TERMINATION FOR CAUSE**

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

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

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

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

## **18. TERMINATION FOR CONVENIENCE**

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

## **19. TERMINATION PROCEDURES**

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

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

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

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

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

## **20. TREATMENT OF ASSETS**

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

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

practices.

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

**21. WAIVER**

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

## Attachment A: Scope of Work

<b><i>Grant Objective A: Supported by public engagement activities, research, prepare, and adopt an ordinance that includes a Climate Element and related updates to other Plans and Elements as part of the 2025 Comprehensive Plan periodic update process.</i></b>			
<b>Actions/Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Action A.1</b>	<b>Engage the community in the development of a Climate Element and related updates to other Plans and Elements.</b>	<b>November 2023</b>	<b>June 2025</b>
Step A.1.1	Prepare informational materials for the community and stakeholders related to the Climate Element and related updates to other Plans and Elements.	November 2023	June 2025
Step A.1.2	Hold community and stakeholder meetings, outreach events, identify and conduct outreach to vulnerable and/or overburdened populations, inform and solicit feedback from the community and stakeholders, and develop and update social media materials related to the Climate Element and related updates to other Plans and Elements.	November 2023	June 2025
<b>Deliverable A.1</b>	<b>Public Engagement Results Report addressing the Climate Element and related updates to other Plans and Elements, with informational materials used to engage the public.</b>	<b>June 2025</b>	<b>June 2025</b>
<b>Action A.2</b>	<b>Prepare a draft Climate Element and related updates to other Plans and Elements.</b>	<b>November 2023</b>	<b>November 2024</b>
Step A.2.1	Review and evaluate the existing Comprehensive Plan for required Climate Element related amendments, including the Transportation Plan, the Land Use Element, the Capital Facilities Plan, Conservation Element, and the Utilities Element.	November 2023	February 2024

Step A.2.2	Review the State Department of Commerce Climate Element Guidance materials and other resources.	November 2023	February 2024
Step A.2.3	Review the Thurston Climate Mitigation Plan, the Thurston Climate Adaptation Plan, Sustainable Thurston, and the Tumwater Urban Forestry Management Plan for background needed for the Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	February 2024
Step A.2.4	Engagement with the Thurston Climate Mitigation Collaborative Community Advisory Workgroup.	November 2023	February 2024
Step A.2.5	<p>Develop a Greenhouse Gas Reduction Sub-element that follows evaluation Pathway 4 – Emission Inventory Pathway in the State guidance materials.</p> <p>The Sub-element would address the following:</p> <ul style="list-style-type: none"> <li>• Updated local emission inventory, as needed.</li> <li>• Vehicle Miles Traveled per Capita (Vehicle Miles Traveled studies).</li> <li>• Greenhouse gas emission goals and policies based on emission inventory modeling results.</li> <li>• Greenhouse gas emission reduction projects.</li> </ul>	March 2024	October 2024

<p>Step A.2.6</p>	<p>Develop a Climate Resilience Sub-element that addresses the following:</p> <ul style="list-style-type: none"> <li>• Utilizes the University of Washington’s Climate Mapping for a Resilient Washington web tool and other resources, as needed, to explore expected local climate impacts.</li> <li>• An audit of existing plans and policies for climate resilience opportunities, gaps, and barriers.</li> <li>• An initial assessment of the City’s climate vulnerability and risk utilizing the abovementioned web tool. A comprehensive Vulnerability Assessment will be completed with the remaining grant funding after the Comprehensive Plan periodic update is complete.</li> <li>• Development of science-based climate resilience goals and policies addressing local community hazards for the Comprehensive Plan.</li> <li>• Incorporates the updated Thurston Hazard Mitigation Plan.</li> </ul>	<p>March 2024</p>	<p>October 2024</p>
<p>Step A.2.7</p>	<p>Integrate the new Climate Element and related updates to other Plans and Elements into the larger 2025 Comprehensive Plan update.</p> <p>Review and update goals, policies, and implementation actions related to the Climate Element and its Greenhouse Gas Reduction and the Climate Resilience Sub-elements in the following:</p> <ul style="list-style-type: none"> <li>• Transportation Plan.</li> <li>• Land Use Element.</li> <li>• Capital Facilities Element.</li> <li>• Conservation Element.</li> <li>• Utilities Element.</li> </ul>	<p>July 2024</p>	<p>November 2024</p>

Step A.2.8	Briefing and work sessions with the Planning Commission on Comprehensive Plan amendments related to the Climate Element and related updates to other Plans and Elements.	November 2023	October 2024
Step A.2.9	Briefings with the General Government Committee and work sessions with City Council on Comprehensive Plan amendments related to the Climate Element and related updates to other Plans and Elements.	November 2023	November 2024
Step A.2.10	Prepare a draft Climate Element and related updates to other Plans and Elements.	July 2024	November 2024
<b>Deliverable A.2</b>	<b>Memorandum summarizing how the draft Climate Element is consistent with the Capital Facilities Plan, Conservation Element, Land Use Element, Transportation Plan, and Utilities Element updated as part of 2025 Comprehensive Plan periodic update.</b>	<b>November 2024</b>	<b>November 2024</b>
<b>Action A.3</b>	<b>Adopt the Climate Element and related updates to other Plans and Elements.</b>	<b>November 2024</b>	<b>June 2025</b>
Step A.3.1	Transmit the draft 2025 Comprehensive Plan Update Ordinance, which will include the Climate Element and related updates to other Plans and Elements to the State Department of Commerce for State agency review (RCW 36.70A.106).	November 2024	December 2024
Step A.3.2	Planning Commission public hearing on adoption of the Climate Element and related updates to other Plans and Elements as part of the 2025 Comprehensive Plan Update Ordinance.	February 2025	February 2025
Step A.3.3	General Government Committee briefing on Planning Commission recommendation.	April 2025	April 2025
Step A.3.4	City Council work session on Planning Commission recommendation.	May 2025	May 2025
Step A.3.5	City Council consideration and adoption of the Climate Element and related updates to other Plans and Elements as part of the 2025 Comprehensive Plan Update Ordinance.	June 2025	June 2025



<b>Deliverable A.3</b>	<b>Adopted 2025 Comprehensive Plan Update Ordinance with the Climate Element and related updates to other Plans and Elements.</b>	<b>June 2025</b>	<b>June 2025</b>
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**Scope of Work Narrative:** *For each grant objective, please explain why you selected the actions and deliverables in your scope of work.*

*Objective A: Supported by public engagement activities, research, prepare, and adopt an ordinance that includes a Climate Element and related updates to other Plans and Elements as part of the 2025 Comprehensive Plan periodic update process.*

Action A.1 “Engage the community in the development of a Climate Element and related updates to other Plans and Elements” and its related deliverables was selected because specific community engagement actions will be needed to explain to the community and stakeholders what the new Climate Element is and what the updates to the other related Plans and Elements are to get their input on how best to address the 2023 State requirements in SB 5187.

Action A.2 “Prepare a draft Climate Element and related updates to other Plans and Elements” and its related deliverables was selected because addressing the 2023 State Climate Element requirements in SB 5187 will require more work to develop a Climate Element and the updates to the other related Plans and Elements that is beyond the scope of work originally prepared by City staff for the City Council for the 2025 Comprehensive Plan update in 2022 and early 2023.

Action A.3 “Adopt the Climate Element and related updates to other Plans and Elements” and its related deliverables was selected because of the steps required to adopt the Climate Element and related updates to other Plans and Elements to address the 2023 State Climate Element requirements in SB 5187 will require additional time and resources to ensure that the community, stakeholders, Planning Commission, and City Council are satisfied that the results of the process meet State law and local needs.

***Grant Objective B: Supported by public engagement activities, research, prepare, and adopt an ordinance that includes municipal code and related development guide amendments related to the new Climate Element and related updates to other Plans and Elements as part of the 2025 Development Code periodic update process.***

<b>Actions/Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
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<b>Action B.1</b>	<b>Engage the community in the development of a Climate Element and related updates to municipal code and related development guides.</b>	<b>November 2023</b>	<b>June 2025</b>
Step B.1.1	Prepare informational materials for the community and stakeholders related to the development of regulations that support the Climate element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	June 2025
Step B.1.2	Hold community and stakeholder meetings, outreach events, identify and conduct outreach to vulnerable populations, inform and solicit feedback from the community and stakeholders, develop and update social media materials related to the development of regulations that support the Climate element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	June 2025
<b>Deliverable B.1</b>	<b>Public Engagement Results Report addressing the development of regulations that support the Climate Element and related updates to other Plans and Elements supporting the Climate Element, with informational materials used to engage the public.</b>	<b>June 2025</b>	<b>June 2025</b>
<b>Action B.2</b>	<b>Prepare development regulations that support the Climate Element and related updates to other Plans and Elements supporting the Climate Element.</b>	<b>November 2023</b>	<b>November 2024</b>
Step B.2.1	Review and evaluate existing development regulations for needed Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	February 2024
Step B.2.2	Review State Department of Commerce Climate Element guidance materials and other resources.	November 2023	February 2024

Step B.2.3	Review the Thurston Climate Mitigation Plan, the Thurston Climate Adaptation Plan, Sustainable Thurston, and the Tumwater Urban Forestry Management Plan for background needed for updating existing development regulations with the Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	February 2024
Step B.2.4	Engagement with the Thurston Climate Mitigation Collaborative Community Advisory Workgroup.	November 2023	February 2024
Step B.2.5	Briefing and work sessions with the Planning Commission on draft development regulation amendments related to Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	October 2024
Step B.2.6	Briefings with the General Government Committee and work sessions with City Council on draft development regulation amendments related to Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	November 2024
Step B.2.7	Prepare draft development regulation amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element.	July 2024	November 2024
<b>Deliverable B.2</b>	<b>Draft development regulation amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element as part of the 2025 Development Code Update Ordinance.</b>	<b>November 2024</b>	<b>November 2024</b>
<b>Action B.3</b>	<b>Adopt development regulation amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element.</b>	<b>November 2024</b>	<b>June 2025</b>

Step B.3.1	Transmit the draft 2025 Development Code Update Ordinance, which will include the Climate Element development regulation amendments to the State Department of Commerce for State agency review (RCW 36.70A.106).	November 2024	December 2024
Step B.3.2	Planning Commission public hearing on Climate Element development regulation amendments as part of 2025 Development Code Update Ordinance.	February 2025	February 2025
Step B.3.3	General Government Committee briefing on Planning Commission recommendation.	April 2025	April 2025
Step B.3.4	City Council work session on Planning Commission recommendation.	May 2025	May 2025
Step B.3.5	City Council consideration and adoption of Climate Element development regulation amendments as part of 2025 Development Code Update Ordinance.	June 2025	June 2025
<b>Deliverable B.3</b>	<b>Adopted 2025 Development Code Update Ordinance with amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element.</b>	<b>June 2025</b>	<b>June 2025</b>

**Scope of Work Narrative:** For each grant objective, please explain why you selected the actions and deliverables in your scope of work.

*Grant Objective B: Supported by public engagement activities, research, prepare, and adopt an ordinance that includes municipal code and related development guide amendments related to the new Climate Element and related updates to other Plans and Elements as part of the 2025 Development Code periodic update process.*

Action B.1. “Engage the community in the development of a Climate Element and related updates to municipal code and related development guides” and its related deliverables was selected because specific community engagement actions will be needed to explain to the community and stakeholders how the new Climate Element and the updates to the other related Plans and Elements will require updates to the development code and associated regulations to get their input on how best to address the 2023 State requirements in SB 5187.

Action B.2. “Prepare development regulations that support the Climate Element and related updates to other Plans and Elements supporting the Climate Element” and its related deliverables was selected because addressing the 2023 State Climate Element requirements in SB 5187 will require more work to develop the amendments to the development code that are responsive to the Climate Element and the updates to the other related Plans and Elements that is beyond the scope of work originally prepared by the City staff for the City Council for the 2025 Comprehensive Plan update in 2022 and early 2023.

Action B.3. “Adopt development regulation amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element” and its related deliverables was selected because of the steps required to adopt the amendments to the development code that are responsive the

Climate Element and related updates to other Plans and Elements to address the 2023 State Climate Element requirements in SB 5187 will require additional time and resources to ensure that the community, stakeholders, Planning Commission, and City Council are satisfied that the results of the process meet State law and local needs.

***Grant Objective C: Explore, plan, and adopt pathways and actions to reduce vehicle miles traveled and greenhouse gases in such a way that promotes active transportation.***

<b>Actions/Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Action C.1</b>	<b>Develop and adopt a City bicycle and pedestrian plan as part of the Comprehensive Plan Transportation Plan update that addresses the requirements of SB 5187 and the Thurston Climate Mitigation Plan.</b>	<b>November 2023</b>	<b>June 2025</b>
Step C.1.1	Prepare and distribute information about community engagement opportunities related to the development of a Bicycle and Pedestrian Plan.	November 2023	June 2025
Step C.1.2	Prepare a draft Bicycle and Pedestrian Plan.	November 2023	June 2025
<b>Deliverable C.1</b>	<b>Adopt the Bicycle and Pedestrian Plan.</b>	<b>November 2023</b>	<b>June 2025</b>

***Scope of Work Narrative:*** For each grant objective, please explain why you selected the actions and deliverables in your scope of work.

*Grant Objective C: Explore, plan, and adopt pathways and actions to reduce vehicle miles traveled and greenhouse gases in such a way that promotes active transportation.*  
 Action C.1. “Develop and adopt a City bicycle and pedestrian plan as part of the Comprehensive Plan Transportation Plan update that addresses the requirements of SB 5187 and the Thurston Climate Mitigation Plan” and its related deliverables was selected because this action will assist the City in addressing the vehicle miles traveled and active transportation related requirements of SB 5187 while also accomplishing an action from the Thurston Climate Mitigation Plan.

## Attachment B: Budget

Grant Objective A:	Commerce Funds
<b>Deliverable A.1.</b> Public Engagement Results Report addressing the Climate Element and related updates to other Plans and Elements, with informational materials used to engage the public.	\$40,000
<b>Deliverable A.2.</b> Memorandum summarizing how the draft Climate Element is consistent with the Capital Facilities Plan, Conservation Element, Land Use Element, Transportation Plan, and Utilities Element updated as part of 2025 Comprehensive Plan periodic update.	\$170,000
<b>Deliverable A.3.</b> Adopted 2025 Comprehensive Plan Update Ordinance with the Climate Element and related updates to other Plans and Elements.	\$20,000
Subtotal for Objective A:	\$230,000

Grant Objective B:	Commerce Funds
<b>Deliverable B.1.</b> Public Engagement Results Report addressing the development of regulations that support the Climate Element and related updates to other Plans and Elements supporting the Climate Element, with informational materials used to engage the public.	\$10,000
<b>Deliverable B.2.</b> Draft development regulation amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element as part of the 2025 Development Code Update Ordinance.	\$70,000
<b>Deliverable B.3.</b> Adopted 2025 Development Code Update Ordinance with amendments related to the Climate Element and related updates to other Plans and Elements supporting the Climate Element.	\$10,000
Subtotal for Objective B:	\$90,000

Grant Objective C:	Commerce Funds
<b>Deliverable C.1.</b> Adopt the Bicycle and Pedestrian Plan.	\$100,000
Subtotal for Objective C:	\$100,000

Grant Objectives	Commerce Funds
<b>Grant Objective A:</b>	\$230,000
<b>Grant Objective B:</b>	\$90,000
<b>Grant Objective C:</b>	\$100,000
<b>Grand Total:</b>	<b>\$420,000</b>

The City of Tumwater intends to utilize the remaining \$80,000 of our \$500,000 allocation for implementation actions after 2025 but before 2029.