



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

1. Contractor City of Tumwater 555 Israel Road SW Tumwater, WA 98501		2. Contractor Doing Business As (optional) N/A	
3. Contractor Representative (only if updated) Brad Medrud Deputy Community Development Department Director (360) 754-4180 bmedrud@ci.tumwater.wa.us		4. COMMERCE Representative (only if updated) Noelle Madera Climate Operations Team Lead (509) 818-1040 noelle.madera@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$420,000	6. Amendment Amount No Change	7. New Contract Amount \$420,000	
8. Amendment Funding Source Federal: State: X Other: N/A:		9. Amendment Start Date Date of Execution	10. Amendment End Date June 30, 2025
11. Federal Funds (as applicable): N/A	Federal Agency: N/A	ALN: N/A	
12. Amendment Purpose: The purpose of this amendment is to modify the scope of work and redistribute the budget among tasks.			
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract As Amended and attachments and have executed this Contract Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Contract As Amended are governed by this Contract Amendment and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A-1" – Scope of Work, Attachment "B-1" – Budget. A copy of this Contract Amendment shall be attached to and made a part of the original Contract between COMMERCE and the Contractor. Any reference in the original Contract to the "Contract" shall mean the "Contract as Amended".			
FOR CONTRACTOR <hr/> Debbie Sullivan, Mayor City of Tumwater <hr/> Date		FOR COMMERCE <hr/> Mark K. Barkley, Assistant Director Local Government Division <hr/> Date APPROVED AS TO FORM ONLY <hr/> Sandra Adix Assistant Attorney General <hr/> 3/20/2014 Date	

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Amendment

This Contract is **amended** as follows:

Attachment A Scope of Work is hereby replaced in its entirety by Attachment A-1 Scope of Work.

Attachment B Budget is hereby replaced in its entirety by Attachment B-1 Budget.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.

Attachment A-1: Scope of Work

<i>Grant Objective A: Supported by public engagement activities, research and prepare a draft Climate Element and related updates to other Plans and Elements as part of the 2025 Comprehensive Plan periodic update process.</i>			
Actions/Steps/Deliverables	Description	Start Date	End Date
Action A.1	Engage the community in the development of a Climate Element and related updates to other Plans and Elements.	November 2023	June 2025
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
Deliverable A.1	Public Engagement Results Report addressing the Climate Element and related updates to other Plans and Elements, with informational materials used to engage the public.	June 2025	June 2025
Action A.2	Prepare a draft Climate Element and related updates to other Plans and Elements.	November 2023	November 2024

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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

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Step A.2.5	<p>Develop a Greenhouse Gas Reduction Sub-element that follows evaluation Pathway 1 – Conduct GHG Emissions Estimate Pathway in the State guidance materials.</p> <p>The Sub-element would address the following:</p> <ul style="list-style-type: none">• Updated local emission inventory, as needed.• Vehicle Miles Traveled per Capita (Vehicle Miles Traveled studies).• Greenhouse gas emission goals and policies based on emission inventory modeling results.• Greenhouse gas emission reduction projects.	March 2024	October 2024
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Step A.2.6	Develop a Climate Resilience Sub-element that addresses the following: <ul style="list-style-type: none">• 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.• An audit of existing plans and policies for climate resilience opportunities, gaps, and barriers.• 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.• Development of science-based climate resilience goals and policies addressing local community hazards for the Comprehensive Plan.• Incorporates the updated Thurston Hazard Mitigation Plan.	March 2024	October 2024
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Step A.2.7	<p>Integrate the new Climate Element and related updates to other Plans and Elements into the larger 2025 Comprehensive Plan update. 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"> • Transportation Plan. • Land Use Element. • Capital Facilities Element. • Conservation Element. • Utilities Element. 	July 2024	November 2024
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	June 2025

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Deliverable A.2	Draft 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.	November 2024	April 2025
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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 and prepare a draft 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.

Grant Objective B: Supported by public engagement activities, research and prepare draft 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.

Actions/Steps/ Deliverables	Description	Start Date	End Date

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Action B.1	Engage the community in the development of a Climate Element and related updates to municipal code and related development guides.	November 2023	June 2025
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
Deliverable B.1	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.	June 2025	June 2025
Action B.2	Prepare draft development regulations that support the Climate Element and related updates to other Plans and Elements supporting the Climate Element.	November 2023	June 2025

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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	June 2025
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	June 2025

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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	June 2025
Deliverable B.2	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.	November 2024	June 2025

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 and prepare draft 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 draft 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.

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

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Actions/Steps/ Deliverables	Description	Start Date	End Date
Action C.1	Develop a draft 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.	November 2023	June 2025
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
Deliverable C.1	Draft Bicycle and Pedestrian Plan.	November 2023	June 2025

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 and plan draft pathways and actions to reduce vehicle miles traveled and greenhouse gases in such a way that promotes active transportation.

Action C.1. “Develop a draft 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.

Amendment

Attachment B-1: Budget

Grant Deliverables	Commerce Funds
Deliverable A.1. 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
Deliverable A.2. 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.	\$190,000
Deliverable B.1. 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
Deliverable B.2. 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.	\$80,000
Deliverable C.1. Draft Bicycle and Pedestrian Plan.	\$100,000
Contract Total:	\$420,000