



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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www.commerce.wa.gov

September 10, 2020

The Honorable Monika Lawrence
Mayor, City of Clarkston
829 5th Street
Clarkston, WA 99403

Dear Mayor Lawrence:

I am pleased to inform you that the City of Clarkston has been selected by Commerce to receive up to \$475,000 in federal Community Development Block Grant (CDBG) funds. This award is based on the jurisdiction's CDBG General Purpose Grant application for Affordable Home Repair Program with L-C Valley Habitat for Humanity.

Prior to grant contract execution, this letter allows you to begin incurring costs not to exceed ten percent of your award as of the date of this letter, for only the following activities:

- Administration including staffing, travel and training
- Review of environmental laws and authorities, including Section 106 of the National Historic preservation Act of 1996
- Preliminary engineering design work and consultations needed for completion of the environmental review
- Subrecipient agreements or professional service contracts for any of the above activities

CDBG procurement requirements must be followed before hiring professional services or contractors to be funded by this CDBG award. These requirements are described in Sections 5 and 7 of the CDBG Management Handbook, which is available electronically at www.commerce.wa.gov/cdbg. Until the 2020 CDBG Management Handbook becomes available in the fall of 2020, you may use the 2019 version.

CDBG-specific compliance with National Environmental Policy Act (NEPA) must be completed before any construction bid advertising or property acquisition activity can occur. These procedures are described in Section 6 of the CDBG Management Handbook.

Eligible costs will be reimbursed by Commerce after a grant contract between the jurisdiction and Commerce is executed and the environmental review is complete (see enclosure for further explanation). All costs to be reimbursed must comply with applicable state and federal requirements.

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A CDBG contract management webinar will be scheduled for the fall of 2020. The jurisdiction's project manager and consultant directly engaged in the project are to participate in the webinar. Registration materials for this free webinar will be forthcoming.

Before Commerce signs the grant contract, the City must:

- Update and adopt a policy prohibiting the excessive use of force or submit an existing policy developed since 2000 (Attachment 1-C, CDBG Management Handbook).
- Develop and adopt a Residential Anti-Displacement and Relocation Assistance Plan or submit an existing plan adopted since 2000 (Attachment 11-A, CDBG Management Handbook).
- Develop and adopt a policy to reduce greenhouse gas emissions.


The jurisdiction must have an active and unexpired Dun and Bradstreet Numbering System (DUNS) in the System for Award Management (SAM) to avoid delays in the disbursement of funds. Grantees are required to maintain an active SAM registration for the duration of their contract by re-activating their DUNS number annually at the following website:
<https://www.sam.gov/SAM/>.

If your project is not ready to proceed, resulting in the contract's execution being delayed over 90 days from the date of this letter, the CDBG award may be rescinded with an invitation to reapply.

Your contract manager will be contacting you to develop the contract. If you have any questions, please contact Jacquie at (360) 725-3017 or jacquie.andresen@commerce.wa.gov.

I congratulate you and others for your efforts thus far. We look forward to working with you on this worthwhile project.

Sincerely,



Mark K. Barkley
Assistant Director

Enclosure

cc: Kevin Poole, Public Works Director