

**CITY OF UNION GAP, WASHINGTON  
RESOLUTION NO. 634**

A **RESOLUTION** authorizing the Mayor to sign a contract with the Yakima Valley Conference of Governments (YVCOG) so that YVCOG may provide technical assistance to the City in procuring a Community Development Block Grant.

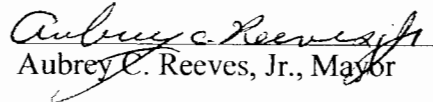
**WHEREAS**, the City needs technical assistance in pursuing and applying for a Community Development Block Grant; and,

**WHEREAS**, YVCOG possesses technical planning staff that can supply the City with the technical assistance that the City needs;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF UNION GAP, WASHINGTON, HEREBY RESOLVES** as follows:

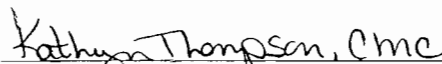
The Mayor is authorized to sign a contract with the YVCOG providing that YVCOG staff provide technical assistance to the City for purposes of procuring a Community Development Block Grant.

**PASSED** this 28<sup>th</sup> day of August, 2006.

  
Aubrey C. Reeves, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:

  
Kathryn Thompson, CMC, City Clerk

  
Robert F. Noe, City Attorney

## CONTRACT FOR TECHNICAL PLANNING ASSISTANCE

THIS CONTRACT entered into this \_\_\_ day of \_\_\_\_\_, 2006 by and between the Yakima Valley Conference of Governments, a regional association having its territorial limits within Yakima County, State of Washington (hereinafter called the "Conference"), acting herein by Al Hubert, Conference Chair, acting hereunto duly authorized, and the City of Union Gap, a municipal corporation, located within Yakima County, State of Washington (hereinafter called the "City"), acting herein by Mayor Aubrey Reeves Jr., hereunto duly authorized:

WITNESSETH THAT;

WHEREAS, the City has determined that a need exists to secure assistance in addition to normal Conference activities; and,

WHEREAS, the City is desirous of contracting with the Conference for certain technical planning assistance; and,

WHEREAS, the Conference possesses the technical planning staff with the necessary expertise to provide the required services;

NOW THEREFORE, the parties do mutually agree as follows:

1. **Scope of Services.** Services performed under this contract may consist of, but are not limited to, the following tasks. Upon mutual agreement by the City and the Conference of a detailed work program and time schedule, the Conference shall, in a satisfactory and proper manner, perform the following services.
  - 1.1 Develop or assist in the development of a Community Development Block grant application for community projects as requested by the Mayor as outlined in ATTACHMENT 1;
2. **Time of Performance.** The services provided by the Conference pursuant to this contract shall commence on September 1, 2006 and shall end on March 15, 2006.
3. **Access to Information.** It is agreed that all information, data, reports, records and maps as are available and for the carrying out of the work outlined above, shall be furnished to the Conference by the City. No charge shall be made to the Conference for such information, and the City will cooperate with the Conference in every way possible to facilitate the performance of the work described in this contract.
4. **Compensation and Method of Payment.** The maximum amount of compensation and reimbursement to be paid by the City hereunder shall not exceed **\$8,407** (Attachment 2) for all services required in the attached scope of work. The Conference shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the Social Security, Workmen's Compensation and Income Tax Laws.
5. **Invoicing.** The Conference shall submit monthly billings to the City for payment based upon work completed for the CDBG application. Billing for work shall be based upon actual expenses incurred. The detailed budget and work program attached will provide an estimate of those expenses. However, amounts may be shifted between various line items to cover costs incurred. The final invoice shall be submitted on or before March 31, 2007.

6. Termination.

6.1. Termination of Contract for Cause. If, through any cause, the City or the Conference shall fail to fulfill in a timely and proper manner the obligations contained within this contract, the non-defaulting party shall thereupon have the right to terminate this contract by giving at least fifteen (15) days before the effective date of such termination written notice to the other of such termination specifying the effective date thereof.

6.2. Termination for Convenience. Either the City or the Conference may effect termination of this contract upon thirty (30) days written notice of either party to the other party. If the contract is terminated early, the City will compensate the Conference for that portion of services extended unto the City.

7. Modification. The terms of this contract may be changed or modified by mutual agreement of the City and the Conference in the form of written amendments to this contract.

YAKIMA VALLEY CONFERENCE OF  
GOVERNMENTS

CITY OF UNION GAP

BY: \_\_\_\_\_  
Al Hubert, Conference Chair

BY: Aubrey C. Reeves, Jr.  
Mayor Aubrey Reeves, Jr.

ATTEST: \_\_\_\_\_  
Secretary

ATTEST: Kathryn Thompson, CMC  
City Clerk

ATTACHMENT 1

**CITY OF UNION GAP COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
APPLICATION  
YVCOG SCOPE OF WORK FOR APPLICATION DEVELOPMENT**

A) Establish a citizen participation process to provide input on project selection and application development/review.

1) Attend and provide technical answers at public hearing/public meeting/s required by the CDBG grant application process and Citizen Participation Strategy. The City of Union Gap will:

- a) Publish notices 10 days prior to hearing/meeting date/s
- b) Provide bilingual interpreters at hearing/meeting/s

2) Obtain citizen input on community priorities as required by the CDBG grant application process and the Citizen Participation Strategy.

B) YVCOG will update the CDBG Citizen Participation Strategy as required by the CDBG grant application process:

- 1) Incorporate public input /process.
- 2) Revise Citizen Participation Strategy.
- 3) Make arrangements for bilingual notices.

C) YVCOG prepares Application:

- 1) General Projection Information
- 2) Problem Needs Statement
- 3) Solution Statement
- 4) Benefit to Low- and Moderate-Income Households
- 5) Attachments
- 6) Housing Rehabilitation Budget
- 7) Development of surveys and forms
- 8) Performs Windshield Survey on Housing Stock excluding mobile homes (if applicable to project selected) (YVCOG provides forms and info)
- 9) Mails notices and conducts Applicant Interviews & Pre-qualifications (if needed)

D) Submit Draft for Review

- 1) City of Union Gap Conducts public hearing to receive comments.
  - a) City of Union Gap publishes notices 10 days prior to hearing including bilingual notice.
- 2) City of Union Gap makes arrangements for bilingual interpreter at hearing.
- 3) YVCOG revises draft application, if necessary
- 4) City passes resolution authorizing submission of application.

ATTACHMENT 1, continued  
Scope of Work, CDBG Application  
Page 2

E) Finalize Application.

F) Submit the CDBG application to the Office of Community Development on or before the required date.

ATTACHMENT 2

**CITY OF UNION GAP COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
BUDGET FOR 2006 HOUSING REHABILITATION APPLICATION DEVELOPMENT**

ATTACHMENT 2

**TECHNICAL ASSISTANCE BUDGET ESTIMATE FOR UNION GAP 2006 HOUSING REHAB  
CDBG APPLICATION**

<b>SALARIES</b>	<b>HOURS</b>	<b>X</b>	<b>RATE</b>	<b>=</b>	<b>TOTAL</b>
Executive Director	2		39.88		79.76
Housing Coordinator	15		30.92		463.80
Senior Planner	110		23.86		2624.16
GIS Analyst	4		19.30		77.20
Program Specialist	2		14.08		28.16
Office Support Technician	20		16.53		330.60
Building Inspector	16		19.76		316.16
Office Specialist	20		13.00		260.00
<b>Total Salary</b>					<b>\$4,179.84</b>
Benefits Average Rate	0.24	<b>X</b>	4179.84		<b>\$1,003.16</b>
Indirect Cost = Salaries X rate @	\$4,179.84	<b>X</b>	0.651843		<b>\$2,724.60</b>

<b>TOTAL COSTS</b>	
SALARIES	4,179.84
BENEFITS	1,003.16
INDIRECT	2,724.60
OTHER DIRECT COSTS	500.00
<b>TOTAL COSTS</b>	<b>\$8,407.60</b>

Time is based on actual time dedicated to task. Cost may be shifted between line items but shall not exceed the total costs

15-Aug-06