

Community Development Block Grant
CONTRACT CLOSEOUT REPORT – PLANNING-ONLY PROJECTS

1. Contract Number: 19-62210-034
2. Grantee Jurisdiction: City of Okanogan
3. Chief Administrative Official and Title: Jon K Culp, Mayor Grantee Contact: Chris Johnson, City Planner
4. CDBG Contract End Date or Project Completion Date: 1/31/2022
5. Final Public Hearing Date: January 18, 2022
6. Project name, brief project summary and results achieved: 2nd Avenue North levee Repair Study The report evaluated 4 alternatives and provided a preferred alternative. During the study period, city staff also completed door to door landowner outreach and substantial review of legal filings to identify granted easements and agreements related to the Second Ave. North levee. City staff have also engaged with the US Army Corps of Engineers and our regional congressional aides to solicit input and garner support. City staff will utilize the planning grant to identify community support for the preferred alternative, or other options that may be pursued to increase public safety.
☒ A copy of the grantee approved deliverable has been submitted to your CDBG Project Manager.
7. Physical address of the project/activity(s): 2nd Avenue North Levee

The chief administrative official of the grantee jurisdiction certifies that:

1. The financial information and data provided in this report is true and correct as of the date below:
2. The project was completed in accordance with the grant contract and scope of work.
3. A final public hearing was conducted to assess project performance.
4. Records supporting the information provided in this report will be maintained for a minimum of six (6) years from final closeout and made available upon request.
5. Consents to the use and reproduction by the CDBG Program or anyone authorized by CDBG, of any and all provided audio or video recording or photographs without compensation.

In the event audits disclose disallowable costs, the Washington State Department of Commerce shall retain the right to recover an appropriate amount of costs after fully considering the recommendations on disallowed costs resulting from the final audit.

Signature:

Chief Administrative Official

Date

FINANCIAL SUMMARY

Budget Summary			
HUD IDIS Activity Number, Budget Code & Description from A-19 voucher	Budget Amount	Funds Expended	Balance
8007 - 20A Planning only grant	\$ 24,000	\$24,000	\$0
Total CDBG	\$ 24,000	\$24,000	\$0
Other Funding			
	\$	\$	\$
	\$	\$	\$
TOTAL PROJECT	\$	\$	\$

*Any dollar amount reflected in the Total CDBG Balance column will be assumed as a de-obligation and returned to the CDBG Program.

HUD Project, Activity and Budget Code(s):

- The A19 voucher lists the Activity and Budget Code(s) and Description (s) for the project.
- List each *Activity* assigned to the project, its corresponding *Budget Amounts*, *Funds Expended*, and remaining *Balance(s)*.
- Sources include: State, Federal, Local, Private, and Other. Include the *Funds Expended* and remaining *Balance* for each source.

Minority Business Development

If the grantee awarded professional or construction services in the past year, was it reported to CDBG?

☐ Yes	If yes, the closeout report is complete.
☒ No	If no, complete and submit: • Contractor and Subcontractor Activity form, if procured since September 30 of the previous year. • For contracts totaling \$100,000 or more, contact your CDBG contract manager for a Section 3 Closeout Report.

CONTRACT AND SUBCONTRACT ACTIVITY

Dept. of Housing & Urban Dev./Dept. of Commerce

OMB Approval No.: 2535-0117 (exp. 1/31/2013)

Please report any business activity not previously reported (i.e. on an annual Contractor/Subcontractor Activity Form). Executive Order 12421 dated July 14, 1983, directs the Minority Business Development Plans shall be developed by each Federal Agency and that these annual plans shall establish minority business development objectives. The information is used by HUD to monitor and evaluate MBE activities against the total program activity and the designated minority business enterprise (MBE) goals. The Department requires the information to provide guidance and oversight for programs for the development of minority business enterprise concerning Minority Business Development. If the information is not collected HUD would not be able to establish meaningful MBE goals nor evaluate MBE performance against these goals. While no assurances of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information request.

Privacy Act Notice - The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. It will not be disclosed or released outside the United States Department of Housing and Urban Development without your consent, except as required or permitted by law.

1. Grantee		2. Location (City, State, ZIP Code)	
City of Okanogan		PO BOX 752, Okanogan, WA 98840	

3a. Name of Contact Person		3b. Phone Number (With Area Code)		4. Reporting Period (contract activity not previously reported):		5. Program Code (Not applicable for CPD programs):		6. Date Submitted to COMMERCE	
Chris Johnson, City planner		(509) 422-3600		12/4/2019 – 1/31/2022		N/A			

Grant Contract #	Amount of Contract/ Subcontract	Type of Trade Code (See below)	Contractor or Subcontractor Business Racial/Ethnic Code (See below)	Woman Owned Business (Yes/No)	Prime Contractor Identification (ID) Number	Sec. 3 (Y/N)	Subcontractor Identification (ID) Number	Sec. 3 (Y/N)	Contractor/Subcontractor Name and Address			
									Name	Street	City	State
7a.	7b	7c	7d	7e	7f	7g	7h	7i	7j.			
19-62210-034	\$23,000	6	1	No	-----	No	N/A	N/A	Gray & Osborne			
19-62210-034	\$1,000	6	1	No		No	N/A	N/A	C I Johnson Associates			

7c: Type of Trade Codes:			7d: Racial/Ethnic Codes:		
1 = New Construction	6 = Professional	1 = White Americans	4 = Hispanic Americans		
2 = Substantial Rehab.	7 = Tenant Services	2 = Black Americans	5 = Asian/Pacific Americans		
3 = Repair	8 = Education/Training	3 = Native Americans	6 = Hasidic Jews		
4 = Service	9 = Arch./Eng. Appraisal				
5 = Project Mgmt.	0 = Other				



WASHINGTON STATE
DEPARTMENT OF COMMERCE

A19

VOUCHER DISTRIBUTION

AGENCY NAME

DEPARTMENT OF COMMERCE
ATTN: CDBG
PO BOX 42525
OLYMPIA, WA 98504-2525

VENDOR OR CLAIMANT (Warrant is to be payable to:)

CITY OF OKANOGAN

PO BOX 752
OKANOGAN, WA 98840

AGENCY NUMBER

1030

IDIS PROJECT NUMBER

64

Commerce Contract Number

19-62210-034

INSTRUCTION TO VENDOR OR CLAIMANT:

Submit this form to claim payment for materials, merchandise or services.
Show complete detail for each item.

Vendor's Certificate: I hereby certify under perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion or Vietnam era or disabled veterans status.

By:

(SIGN IN BLUE INK)

(TITLE)

(DATE)

REPORTING PERIOD:

Description

QUANTITY

AMOUNT

IDIS
Activity ID

BUDGET

PREVIOUSLY
REQUESTED

AMOUNT
THIS INVOICE

REMAINING
BALANCE

8007

20A Planning only grant

\$24,000.00

Gray & Osborne Invoice 1

\$2,606.51

Gray & Osborne Invoice 2

\$1,981.44

Gray & Osborne Invoice 3

7,241.03

Gray & Osborne Invoice 4

\$362.73

Gray & Osborne Invoice 5/6

10,693.54

CI Johnson Associates

\$1,000.00

TOTAL PAYMENT REQUEST

\$24,000.00

\$0.00

23,885.25

\$114.75

Everything below this line is for Dept of Commerce

FED TAXID #

PROGRAM APPROVAL (The individual signing this voucher warrants they have the authority to sign this voucher.)

DATE

PRINTED NAME:

SIGNATURE:

DOC DATE

CURRENT DOC. NO.

REFERENCE DOC NO.

ACCOUNT NO.

ASD NUMBER

36955

TRANS
CODE

M
O
D

MASTER
INDEX

SUB
OBJ

SUB
SUB
OBJ

GL ACCT

SUBSID

AMOUNT

INVOICE
NUMBER

629F0320

NZ

19-62210-034

SIGNATURE OF ACCOUNTING PREPARER FOR PAYMENT

DATE

WARRANT TOTAL

ACCOUNTING APPROVAL FOR PAYMENT

DATE

 **COPY**



Gray & Osborne, Inc.
CONSULTING ENGINEERS

RECEIVED

AUG 02 2021

CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGAN WA 98840

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

June 25, 2021

Project No: 21834.00

Invoice No: 1

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study

Professional Services from May 23, 2021 to June 19, 2021

Professional Personnel

	Hours	Rate	Amount
P. Manager			
Ellis, David	.50	146.41	73.21
Env. Spec.			
Fortney, Stephen	22.00	115.15	2,533.30
Totals	22.50		2,606.51
Total Labor			2,606.51

Billing Limits

	Current	Prior	To-Date
Total Billings	2,606.51	0.00	2,606.51
Limit			23,000.00
Remaining			20,393.49

Total this Invoice \$2,606.51

001.594,63.00.00

 COPY



Gray & Osborne, Inc.
CONSULTING ENGINEERS

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JUL 30 2021

CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGA, WA 98840

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

July 22, 2021

Project No: 21834.00

Invoice No: 2

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study

Professional Services from June 20, 2021 to July 17, 2021

Professional Personnel

	Hours	Rate	Amount
Principal			
Baker, Barry	1.00	167.79	167.79
Env. Spec.			
Fortney, Stephen	15.00	120.91	1,813.65
Totals	16.00		1,981.44
Total Labor			1,981.44

Billing Limits

	Current	Prior	To-Date
Total Billings	1,981.44	2,606.51	4,587.95
Limit			23,000.00
Remaining			18,412.05

Total this Invoice \$1,981.44

594-63-00-00
001-000-000-558-60-4-22

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Gray & Osborne, Inc.
CONSULTING ENGINEERS

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AUG 30 2021

CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGAN, WA 98840

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

August 20, 2021

Project No: 21834.00

Invoice No: 3
>

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study

Professional Services from July 18, 2021 to August 14, 2021

Professional Personnel

	Hours	Rate	Amount
Principal			
Baker, Barry	1.00	167.79	167.79
Env. Spec.			
Fortney, Stephen	58.50	120.91	7,073.24
Totals	59.50		7,241.03
Total Labor			7,241.03

Billing Limits	Current	Prior	To-Date
Total Billings	7,241.03	4,587.95	11,828.98
Limit			23,000.00
Remaining			11,171.02

Total this Invoice \$7,241.03

001,594.63.00.00



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Gray & Osborne, Inc.

CONSULTING ENGINEERS

SEP 29 2021

CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGA, WA 98840

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

September 21, 2021
Project No: 21834.00
Invoice No: 4

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study

Professional Services from August 15, 2021 to September 11, 2021

Professional Personnel

	Hours	Rate	Amount
Env. Spec.			
Fortney, Stephen	3.00	120.91	362.73
Totals	3.00		362.73
Total Labor			362.73

Billing Limits	Current	Prior	To-Date
Total Billings	362.73	11,828.98	12,191.71
Limit			23,000.00
Remaining			10,808.29

Total this Invoice \$362.73

001.594.63.00.00



 COPY

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

October 15, 2021
Project No: 21834.00
Invoice No: 5

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study

Professional Services from September 12, 2021 to October 9, 2021

Professional Personnel

	Hours	Rate	Amount
Principal			
Baker, Barry	3.00	167.79	503.37
P. Manager			
Ellis, David	1.00	154.63	154.63
Env. Spec.			
Fortney, Stephen	20.50	120.91	2,478.66
Totals	24.50		3,136.66
Total Labor			3,136.66

Billing Limits	Current	Prior	To-Date
Total Billings	3,136.66	12,191.71	15,328.37
Limit			23,000.00
Remaining			7,671.63

Total this Invoice \$3,136.66

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OCT 25 2021

CITY OF OKANOGAN
PO Box 752 / 120 3rd Ave N
OKANOGAN WA 98840

Invoice

City of Okanogan
120 Third Avenue North
P.O. Box 752
Okanogan, WA 98840

November 15, 2021
Project No: 21834.00
Invoice No: 6

Project 21834.00 Second Avenue North Flood Control Levee Restoration Study
Professional Services from October 10, 2021 to November 6, 2021

Professional Personnel

	Hours	Rate	Amount
Env. Spec.			
Fortney, Stephen	62.50	120.91	7,556.88
Totals	62.50		7,556.88
Total Labor			7,556.88

Billing Limits	Current	Prior	To-Date
Total Billings	7,556.88	15,328.37	22,885.25
Limit			23,000.00
Remaining			114.75
Total this Invoice			<u>\$7,556.88</u>

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NOV 29 2021

CITY OF OKANOGAN
PO Box 752 / 120 Third Ave N
Okanogan, WA 98840

CI Johnson Associates

P.O. Box 666,
18883 Highway 20
Winthrop, WA 98862



Invoice submitted to:
City of Okanogan
PO Box 752
Okanogan, WA 98840

December 22, 2021

RECEIVED

In Reference To: Planning Only Grant – Second Ave Levee
Invoice # 2021-1

DEC 22 2021

Professional Services

CITY OF OKANOGAN
PO Box 752 / 125 3rd Ave N
OKANOGAN WA 98840

		Hrs /Rate	Amount
2021	Coordinate with G&O on POG development and reviews. Legal review for easements at courthouse. Mapping support. Community Outreach	20 50.00 / hr	\$1,000.00
	For Professional Services Rendered	20	\$1,000.00

	TOTAL AMOUNT DUE		\$1,000.00
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