

White Salmon City Council Meeting

A G E N D A

April 07, 2021 – 6:00 PM

Via Zoom Teleconference

Meeting ID: 872 1302 0350 Passcode: 865419

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799



We ask that the audience call in instead of videoing in or turn off your camera, so video does not show during the meeting to prevent disruption. Thank you.

- I. **Call to Order, Presentation of the Flag and Roll Call**
- II. **Consent Agenda**
 - A. Equipment Purchase Contract - Public Works Truck
 - B. Approval of Meeting Minutes - March 17, 2021
 - C. Approval of Vouchers
- III. **Changes to the Agenda**
- IV. **Public Comment** Public comment will not be taken during the teleconference. Public comment submitted by email to Jan Brending at janb@ci.white-salmon.wa.us by 5:00 p.m. on Wednesday, April 7, 2021 will be read during the city council meeting and forwarded to all city council members. Please include in the subject line "Public Comment – April 7, 2021 Council Meeting." ***Please indicate in your comments whether you live in or outside of the city limits of White Salmon.***
- V. **Business Items**
 - A. Resolution 2021-04-520, Adopting Klickitat County Solid Waste Management Plan
 1. Presentation
 2. Discussion
 3. Action
 - B. Authorization to Submit Grant Application - AARP Community Challenge Grant
 1. Presentation
 2. Discussion
 3. Action
- VI. **Reports and Communications**
 - A. City Council Members
 - B. Mayor
 - C. Department Heads
- VII. **Executive Session (if needed)**
- VIII. **Adjournment**

File Attachments for Item:

A. Equipment Purchase Contract - Public Works Truck



CONSENT AGENDA MEMO

Needs Legal Review: No
Committee Meeting Date: April 7, 2021
Agenda Item: Authorization to Purchase 2020 Chevrolet Silverado 2500 Regular Cab Truck
Presented By: Jan Brending, Clerk Treasurer and Russ Avery, Public Works Operations Manager

Action Required

Authorize purchase through approval of consent agenda.

Proposed Motion

None unless pulled specifically from the consent agenda. (Motion to authorize purchase of 2020 Chevrolet Silverado 2500 Regular Cab for total price of \$47,943.51 including taxes)

Explanation of Issue

The City's 2021 budget authorized the purchase of a new truck for the public works department. Typically, the city tries to purchase vehicles through state contracts. Vehicles that were part of the 2021 state contracts were no longer available when the city went to purchase a vehicle. The City issued a request for bids (see attached documentation). The City received two bids (Harvest Auto \$53,398.59 and Power Auto \$50,241.00) both for crew-cab trucks. The bid specified either single or extended cab. After reviewing the bids, the city contacted both bidders to see if they had a single-cab truck available (it was determined that a crew cab truck might be too long for the needs of the public works department). Harvest Auto has a 2020 single-cab vehicle available and provided the city with a bid on that vehicle. Power Auto does not have any single-cab trucks available. It should also be noted that Power Auto's bid on the crew cab truck noted that the "vehicle is subject to prior sale." The city is not mandated to select the lowest bid in the purchase of this type of vehicle but must determine which bid best meets the needs of the city.

Staff Recommendation

Staff recommends authorizing the purchase of a 2020 Chevrolet Silverado 2500 Regular Cab for the total purchase price of \$47,943.51 including taxes.

CITY OF WHITE SALMON

Bid for One (1) 1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body

**Bids are Due
Wednesday, March 31, 2021
at 3:00 p.m.**

The City is seeking sealed bids for one (1) 1-ton or ¾-ton single-extended cab 4x4 with 8' service body per attached minimum specifications.

In order to be considered, sealed bids must be received at City of White Salmon, City Hall by Wednesday, March 31, 2021 at 3:00 p.m., Pacific Standard Time. City Hall is located at 100 N. Main Avenue, White Salmon WA 98672. Bids can also be mailed to P.O. Box 2139, White Salmon WA 98672 but must be **received** by 3:00 p.m. on Wednesday, March 31, 2021. If you intend to deliver the bids in person, you should make arrangements to arrive prior to 3:00 p.m. on Wednesday, March 31 in order to make contact by telephone with staff located at City Hall to accept delivery. Due to COVID19 restrictions, city hall is closed to the public.

All sealed bids shall be submittal on the attached forms, in a mailer container or envelope which is plainly marked on the outside with the notation "SEALED BID ENCLOSED – 1 Ton or ¾ Ton 4x4."

The City reserves the right to reject any and all bids, to waive minor irregularities, consider minor variations to specifics that are clearly detailed, and to accept the lowest or best bid combination which appears to be in the best interest of the City. Bids received after 3:00 p.m., Pacific Standard Time, Wednesday, March 31, 2021, shall be considered late and will not be accepted.

All persons and entities submitting bids are hereby notified that the City of White Salmon reserves the right to seek new bids, to accept or reject any or all bids, in part or in whole, to waive minor irregularities, technicalities and or information in proposing, and to award a contract as deemed to be in the best interest of the City of White Salmon.

The City of White Salmon gives further notice that the lowest bid will not necessarily be considered the best bid, and the City reserves the right to select the bid deemed to be in the best interests of the City. If no acceptable bid is received, the City of White Salmon also reserve the right to re-bid at its sole discretion.

Bid documents and all addendums are available on the internet at www.white-salmon.net. Click on the link labeled "Bids & RFPs."

The bids will be publicly opened and read aloud at City Hall located at 100 N. Main, White Salmon, WA 98672 on Wednesday, March 31, 2021 at 3:30 p.m. via a Zoom teleconference. Meeting instructions will be provided on the BIDS & RFPs webpage at www.white-salmon.net. The bids will be considered by the City Council at a regularly schedule council meeting on April 7, 2021 at 6:00 p.m. Bid pricing shall remain effective for sixty (60) days after the bid opening.

Questions regarding the specifications of this bid should be emailed to jeffc@ci.white-salmon.wa.us.

City of White Salmon
1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body

Listed below are the minimum specifications for the purchase of a 1 ton or ¾ ton single/extended cab 4x4 with 8' service body.

General Requirements

1. Design. The truck shall be new, latest manufacture, and of current design and production. The truck shall be fully assembled. It shall include all necessary operating components and accessories, which are customarily furnished unless otherwise stated, and to insure reliability and efficiency in sustained regular operation.
2. Manuals. The dealer shall be required to supply one (1) complete set (in English) of all operations, parts, drivability, emission, wiring schematics and maintenance manuals provided with new truck sales, at time of delivery. Manuals in electronic form would be preferable.
3. Equipment. In all cases where a manufacturer has a selection of equipment considered either standard or heavy-duty, such as cooling system, shocks, batteries, and so forth, the truck being purchase shall be quoted as delivered with heavy-duty items being provided.
4. Safety. Purchased truck shall meet all 2020 or equivalent safety specifications manufacturers, unless otherwise stated in bid proposal.

City of White Salmon

Minimum Specifications for 1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body

MINIMUM SPECIFICATIONS	EXACT SPECIFICATIONS/EXCEPTIONS (Must be Completed)
1. Single or extended cab	1. _____
2. 8' service body	2. _____
3. Engine: Gas or diesel Engine	3. _____
4. Transmission: automatic, heavy duty	4. _____
5. Steering: Power	5. _____
6. Windows and Locks: Power	6. _____
7. Alternator: Heavy Duty, 110 amps minimum	7. _____
8. Battery: 12-volt, 750 cca/78 amps	8. _____
9. Brakes: Four (4) wheel disc with anti-lock	9. _____
10. Jack: Lug wrench and jack provided	10. _____
11. Tires: All-season, all-track tires	11. _____
12. Spare: Full size tire and wheel	12. _____
13. Radio: AM-FM with clock	13. _____
14. Mirrors: Left and right exterior adjustable	14. _____
15. Suspension: Heavy-service package	15. _____

16. 1 Ton or ¾ Ton	16. _____
17. Rear Axle: Single, 4.10 or 3.73 axle ratio, with single rear wheels	17. _____
18. Ventilation: Heater, defroster, air conditioning	18. _____
19. Glass: Factory tinted	19. _____
20. Gauges: Instrument panel to have minimum of fuel, oil, voltage, temperature and speedometer	20. _____
21. Fuel Tank: 25 gallons rear fuel tank capacity	21. _____
22. Direction Turn Signals: Front and rear self-canceling	22. _____
23. Color: White exterior and gray interior with exception of floor mats	23. _____

**1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body
BID**

To: City of White Salmon
PO Box 2139
100 N. Main
White Salmon, WA 98672

The undersigned hereby certifies that the requirements and specifications for a 1 Ton or ¾ ton single/extended cab 4x4 w/8' service body has been read and understands the same and proposes as follows:

MAKE AND MODEL OF ITEM QUOTED:

Delivery Date: _____

BID PRICE FOR ONE (1) 1 Ton or ¾ ton
Single/extended cab 4x4 w/service body.

\$ _____

WASHINGTON STATE SALES TAX 7.8%

\$ _____

TOTAL BID

\$ _____

DATED this _____ day _____, 2021

FIRM NAME: _____

TELEPHONE: _____ EMAIL: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

SIGNATURE OF AUTHORIZED OFFICIALS:

Please print name and title

Signature

Please print name and title

Signature

BID MUST BE SIGNED

Note: (1) If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
(2) If the bidder is a corporation, this proposal must be executed by its duly authorized officials.

City of White Salmon

Minimum Specifications for 1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body

MINIMUM SPECIFICATIONS	EXACT SPECIFICATIONS/EXCEPTIONS (Must be Completed)
1. Single or extended cab	1. <u>Single CAB</u>
2. 8' service body	2. <u>Harbor Trade Master</u>
3. Engine: Gas or diesel Engine	3. <u>GAS</u>
4. Transmission: automatic, heavy duty	4. <u>Automatic</u>
5. Steering: Power	5. <u>Power</u>
6. Windows and Locks: Power	6. <u>Power Locks + Windows</u>
7. Alternator: Heavy Duty, 110 amps minimum	7. <u>170 AMPS</u>
8. Battery: 12-volt, 750 cca/78 amps	8. <u>12 volt, 720 CCA, 80 Amp</u>
9. Brakes: Four (4) wheel disc with anti-lock	9. <u>4 wheel Disc</u>
10. Jack: Lug wrench and jack provided	10. <u>Jack & Lug Wrench</u>
11. Tires: All-season, all-track tires	11. <u>Tires All Season</u>
12. Spare: Full size tire and wheel	12. <u>Yes</u>
13. Radio: AM-FM with clock	13. <u>Am FM</u>
14. Mirrors: Left and right exterior adjustable	14. <u>adjustable</u>
15. Suspension: Heavy-service package	15. <u>¾ ton</u>

16. 1 Ton or ¾ Ton	16. <u>3/4 ton</u>
17. Rear Axle: Single, 4.10 or 3.73 axle ratio, with single rear wheels	17. <u>3.73 SRW</u>
18. Ventilation: Heater, defroster, air conditioning	18. <u>Heat, Defrost, AC</u>
19. Glass: Factory tinted	19. <u>Factory glazed</u>
20. Gauges: Instrument panel to have minimum of fuel, oil, voltage, temperature and speedometer	20. <u>Standard</u>
21. Fuel Tank: 25 gallons rear fuel tank capacity	21. <u>36 gals</u>
22. Direction Turn Signals: Front and rear self-canceling	22. <u>Self canceling</u>
23. Color: White exterior and gray interior with exception of floor mats	23. <u>White ext, Black Int</u>

**1 Ton or ¾ Ton Single/Extended Cab 4x4 with 8' Service Body
BID**

To: City of White Salmon
PO Box 2139
100 N. Main
White Salmon, WA 98672

The undersigned hereby certifies that the requirements and specifications for a 1 Ton or ¾ ton single/extended cab 4x4 w/8' service body has been read and understands the same and proposes as follows:

MAKE AND MODEL OF ITEM QUOTED:

2020 Chevrolet Silverado 2500 Reg CAB

Delivery Date: Ready to be delivered

BID PRICE FOR ONE (1) 1 Ton or ¾ ton
Single/extended cab 4x4 w/service body.

\$ 44,296⁰⁰

WASHINGTON STATE SALES TAX ^{2.8%}
8.3%

\$ 3647.51

TOTAL BID

\$ 47,943.51

DATED this 1 day April, 2021

FIRM NAME: Harvest Auto

TELEPHONE: 509-248-7600 EMAIL: bfrank@harvestauto.com

MAILING ADDRESS: 1600 E. Yakima Ave, Yakima WA 98901

PHYSICAL ADDRESS: 1600 E. Yakima Ave, Yakima WA 98901

SIGNATURE OF AUTHORIZED OFFICIALS:

Brian Frank Commercial Manager [Signature]
Please print name and title Signature

Please print name and title Signature

BID MUST BE SIGNED

- Note: (1) If the bidder is a co-partnership, so state, giving firm name under which business is transacted.
(2) If the bidder is a corporation, this proposal must be executed by its duly authorized officials.



QUOTE

Quote 2021-1547 White Salmon LF311630 City of White Salmon
Date Mar 31 2021
Valid until Apr 30 2021
Quoted Vin # 1GB0YLE70LF311630

Description	Quantity	Price	Total
CK20943 3500 Silverado Reg Cab LWB 4x4 2020 Silverado 2500 Reg Cab SRW Chassis 6.6L Gas, See build sheet for specs	1	41,018.00	41,018.00
Fleet Incentives GM Fleet Purchase Program (Bid Assistance) \$7400	1	- 7,400.00	- 7,400.00
Accessories Harbor 8' Trade Master with Utility Rack and Trailer Hitch	1	10,328.00	10,328.00
Trade In	1		
Doc & License Fee	1	350.00	350.00
Notes We also offer Vehicle Protection products like: Chevy Protection Plans Chevy Prepaid Maintenance Programs Chevy Gap Insurance	1		
		Subtotal	44,296.00
		Sales Tax 8.3%	3,647.51
		Total USD	47,943.51

THANK YOU FOR THE OPPORTUNITY TO QUOTE YOUR FLEET NEEDS!

Payment Terms

Quotes good till the last day of the month. Manufacturer Incentives change monthly.

Customer Signature constitutes an agreement to purchase.

Customer

X _____

File Attachments for Item:

A. Resolution 2021-04-520, Adopting Klickitat County Solid Waste Management Plan

1. Presentation

2. Discussion

3. Action



AGENDA MEMO

Needs Legal Review: Yes
Committee Meeting Date: April 7, 2021
Agenda Item: Resolution 2021-04-520, Adopting the 2020 Klickitat County Comprehensive Solid Waste Management Plan, Including the Moderate Risk Management Plan and the Contamination Reduction and Outreach Plan
Presented By: Jan Brending, Clerk Treasurer

Action Required

Adoption of Resolution 2021-04-520, Adopting the 2020 Klickitat County Comprehensive Solid Waste Management Plan, Including the Moderate Risk Management Plan and the Contamination Reduction and Outreach Plan

Proposed Motion

Motion to adopt Resolution 2021-04-520, Adopting the 2020 Klickitat County Comprehensive Solid Waste Management Plan, Including the Moderate Risk Management Plan and the Contamination Reduction and Outreach Plan

Explanation of Issue

The City of White Salmon is required to adopt a coordinated comprehensive solid waste management plan along with Klickitat County and other municipalities in the county. The county has a solid waste committee that regularly meets of which the City of White Salmon is a member of (Jason Hartmann has previously served on the committee and Joe Turkiewicz is the current city representative).. One of the tasks of the solid waste committee is to work on periodic reviews and updates to the solid waste management plan. The October 2020 draft Solid Waste Management Plan which includes a moderate risk management plan and a contamination reduction and outreach plan is the result of the latest review and update process. The draft plan is ready for adoption by three municipalities and the county. A full copy of the solid waste management plan (over 200 pages) is available under the April 7 council meeting webpage under "Supporting Documents." Ruby Irving, Director for Klickitat County Solid Waste will be available at the council meeting to answer any questions.

Staff Recommendation

Staff recommends adoption of Resolution 2021-04-520, Adopting the 2020 Klickitat County Comprehensive Solid Waste Management Plan, Including the Moderate Risk Management Plan and the Contamination Reduction and Outreach Plan.

RESOLUTION 2021-04-520

**A RESOLUTION OF THE CITY OF WHITE SALMON, WASHINGTON
ADOPTING THE 2020 KLICKITAT COUNTY COMPREHENSIVE SOLID WASTE
MANAGEMENT PLAN, INCLUDING THE MODERATE RISK MANAGEMENT
PLAN AND THE CONTAMINATION REDUCTION AND OUTREACH PLAN**

WHEREAS, the City of White Salmon is required by RCW 70.95.080 to adopt a coordinated Comprehensive Solid Waste Management Plan (SWMP) along with the County and other municipalities located in the County; and

WHEREAS, Klickitat County has submitted for adoption the 2020 Klickitat County Comprehensive Solid Waste Management Plan, including the Moderate Risk Hazardous Waste Management Plan, and the Contamination Reduction and Outreach Plan; and

WHEREAS, the City of White Salmon has participated in the formation of the Plan and has a representative on the County Solid Waste Advisory Committee; and

WHEREAS, the City has reviewed the draft SWMP and finds that it meets the statutory requirements and provides for safe and efficient disposal of residents' solid waste.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the City of White Salmon hereby adopts the document attached hereto as "Exhibit 'A'" entitled 2020 Klickitat County Solid Waste Management Plan.

PASSED AND ADOPTED by the City Council of the City of White Salmon, Washington on this 7th day of April, 2021.

Marla Keethler, Mayor

ATTEST:

APPROVED AS TO FORM:

Jan Brending, Clerk Treasurer

Kenneth B. Woodrich, City Attorney

File Attachments for Item:

B. Authorization to Submit Grant Application - AARP Community Challenge Grant

1. Presentation

2. Discussion

3. Action



AGENDA MEMO

Needs Legal Review: No
Committee Meeting Date: April 7, 2021
Agenda Item: Authorization to Submit 2021 AARP Community Challenge Grant Application
Presented By: Jan Brending, Clerk Treasurer

Action Required

Authorization to submit 2021 AARP Community Challenge Grant.

Proposed Motion

Motion to authorize the submission of a 2021 AARP Community Challenge Grant Application in the amount of \$8,480 with matching city funds in the amount of \$2,120 for a total project cost of \$10,600

Explanation of Issue

The City has applied to become a member of the AARP Network of Age-Friendly States and Communities. We were made aware of the 2021 AARP Community Challenge Grant opportunity. Information about the grant and a blank grant application form is attached. The City Operations Committee discussed the opportunity to apply and recommends the city authorize an application.

The application would be for a grant in the amount of \$8,480 with matching city funds in the amount of \$2,120 for a total project cost of \$10,600. The project includes the installation of the following items:

- 2 concrete chess tables and benches/stools located in Rheingarten Park - \$6,000
- 5 park benches with armrests (age-friendly) to be located in areas near the commercial core and community services, and residential areas to help engage older residents, increase walkability and accessibility around town, and enhance economic activity - \$4,000
- 3 bike racks to be located on Jewett Blvd. - \$600

These costs are estimates and would include shipping and sales taxes. Depending on product selected the amount of park benches and bike racks may be decreased by one each. The matching funds amount is 20% of the total costs.

A map of proposed locations for the will be presented at the city council meeting on April 7.

Staff Recommendation

Staff and the City Operations Committee recommend the submission of a 2021 AARP Community Challenge Grant Application in the amount of \$8,480 with \$2,120 in matching funds.



**AARP
COMMUNITY
CHALLENGE**

Grants to make communities livable for people of all ages
aarp.org/CommunityChallenge

2021 AARP Community Challenge

*A grant program to make communities **more livable** for people **of all ages** with **tangible improvements** that jump-start long-term change*

AARP invites you to submit applications for quick-action projects that can help your community become more livable by improving public spaces, transportation, housing, civic engagement, coronavirus recovery, diversity and inclusion, and more.

Applications must be submitted through www.aarp.org/communitychallenge and are due by April 14, 2021, 8:00 p.m. ET. All projects must be completed by November 10, 2021.

AARP AND LIVABLE COMMUNITIES

AARP's work on livable communities supports the efforts of neighborhoods, towns, cities and counties nationwide to become more livable. We believe that communities should provide safe, walkable streets; affordable and accessible housing and transportation options; access to needed services; and opportunities for residents to participate in civic and community life.

AARP has offices in every state, the District of Columbia, Puerto Rico and the U.S. Virgin Islands and is working with local leaders in roughly 500 communities who are part of the AARP Network of Age-Friendly States and Communities. Ultimately, our vision is for a future in which places—urban, suburban and rural—are great for people of all ages.

AARP COMMUNITY CHALLENGE

We know that it takes time to build great places for all, but we also believe that quick actions and tangible improvements can spark longer-term progress. AARP launched the AARP Community Challenge to fund projects that build momentum for change.

Since 2017, the AARP Community Challenge has awarded 560 grants that demonstrated the program's ability to:

- Leverage **additional funds** and support from public, private and philanthropic organizations and funders;
- Advance change and **overcome policy barriers**; and

- Lead to new relationships, and greater **awareness and engagement** with the effort.

AARP is currently soliciting applications for 2021 funding. Applications are due by April 14, 2021, 8:00 p.m. ET, and all projects must be completed by November 10, 2021.

Applications must be submitted through aarp.org/communitychallenge. See Attachment A for the sample application.

PROJECT TYPES

AARP will prioritize projects that deliver inclusive solutions that meet the needs of diverse populations, as well as those that directly engage volunteers through permanent or temporary solutions that aim to achieve one or more of the following outcome areas:

- Create vibrant **public places** that improve open spaces, parks and access to other amenities.
- Deliver a range of **transportation** and mobility options that increase connectivity, walkability, bikeability, wayfinding, access to transportation options and roadway improvements.
- Support a range of **housing** options that increases the availability of accessible and affordable choices.
- Increase **civic engagement** and demonstrate the tangible value of “**Smart Cities**” with innovative and tangible projects that bring residents and local leaders together to address challenges and facilitate a greater sense of inclusion.
- Support local recovery from the **coronavirus** pandemic with an emphasis on economic development, improvements to public spaces, and transportation services.
- Ensure a focus on **diversity and inclusion** while improving the built and social environment of a community.
- **Other** community improvements. In addition to these areas of focus, AARP wants to hear about local needs and innovative ideas for addressing them.

Community Challenge grants can be used to support the following types of projects:

- **Permanent physical improvements** in the community
- **Temporary demonstrations** that lead to long-term change
- **New, innovative** programming or services

Please note: Project types described above will be prioritized over those that support ongoing programming or events.

See **Attachment C** for specific examples from previous AARP Community Challenge funded projects.

ELIGIBILITY

The program is open to the following types of organizations:

- 501(c)(3), 501(c)(4) and 501(c)(6) nonprofits
- Government entities
- Other types of organizations considered on a case-by-case basis

GRANT AMOUNTS

Grants can range from *several hundred* dollars for smaller, short-term activities to *several thousand* or *tens of thousands* of dollars for larger projects.

2021 TIMELINE

Dates	Key Activity
April 14, 2021 (8:00 p.m. ET)	Deadline for applications.
June 2021	Selected and non-selected applicants will be notified of their status via email.
July 14, 2021	Deadline for MOU and vendor forms to be completed and returned by grantees to AARP.
July 28, 2021 (tentative)	National and state announcements of selected grantees to public and projects can start.
November 10, 2021	Deadline for project completion.
December 8, 2021	Deadline for After-Action Report.

APPLICATION REQUIREMENTS

- Applicants must meet the eligibility requirements.
- Applications must be submitted through [AARP.org/CommunityChallenge](https://www.aarp.org/CommunityChallenge) with all pertinent information by April 14, 8:00 p.m. ET.
- Incomplete applications will not be reviewed.

GRANT SELECTION

Grant recipients will be selected by an AARP panel of experts on aging, community development and livable communities. Projects will be judged on the degree to which their goals make an immediate change that leads to longer-term impact in a manner that meets all other selection criteria.

The following projects are **NOT** eligible for funding:

- Partisan, political or election-related activities
- Planning activities and assessments and surveys of communities without tangible engagement
- Studies with no follow-up action
- Publication of books or reports
- Acquisition of land and/or buildings or a vehicle purchase

- Sponsorships of other organizations' events or activities
- Research and development for a non-profit endeavor
- Research and development for a for-profit endeavor
- The promotion of a for-profit entity and/or its products and services

Eligible projects will be assessed on:

- **IMPACT (65 points)** – The project addresses a clear need that brings positive change and demonstrates the ability to overcome barriers and accelerate, grow and/or sustain the community's efforts to become more livable for all (especially people 50+), and/or focuses on diversity and inclusion.
- **EXECUTION (25 points)** – Applicants demonstrate capacity to deliver the AARP Community Challenge project on time and within the awarded budget, effectively engage residents and key stakeholders, and leverage volunteers (especially 50+ volunteers) in the execution.
- **INNOVATION (10 points)** – The project demonstrates creativity or unique design or engagement elements which will contribute to its impact.

In addition to the criteria provided, AARP will also evaluate each project based on its consistency with the AARP mission.

ADDITIONAL OPPORTUNITIES**An Opportunity for Other Possible AARP Funding:**

By submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

Note Regarding Other Potential Funders:

AARP might be contacted by other potential funders that could be interested in funding projects that were not funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of the proposal, including the community where the project would take place ("Project Information"). Please note that these projects will be subject to any potential funder's own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your Project Information with other potential funders. If you select "yes," you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with sharing the Project Information with potential funders. We will alert you before this Project Information is given to potential funders.

NOTIFICATION

Grant recipients and unselected applicants will be notified by email in June, 2021.

Grantees must execute and email a binding Memorandum of Understanding and completed vendor forms to AARP by July 14, 2021. Noncompliance with this deadline may result in disqualification or delayed funding.

TERMS AND CONDITIONS

By submitting an application to AARP, the applicant agrees that:

- The decisions of AARP regarding the eligibility of applicants and the validity of entries shall be final and binding.
- All submissions will be judged by AARP, whose decisions and determinations as to the administration of the award and selection of award recipients are final.
- AARP has the right, in its sole discretion, to cancel, or suspend the award.
- All projects and applications shall not violate any third-party rights.
- Except where prohibited by law, participation in the AARP Community Challenge constitutes the Applicant's consent to AARP's use of the organization's name and corporate logo, street address, city, state, zip code, county, and names, likenesses, photographs, videos, images, and statements made or provided by the Applicant's representatives regarding the award for promotional purposes in any media without further permission, consent, payment or other consideration.
- All promotional materials (such as newsletters, press releases), events and signage related to the funded project will include a statement indicating that support was received from AARP.
- The organization is required to capture photos of the project and is encouraged to capture video. As the organization captures photos and video of the project, if an identifiable individual appears in the photos and/or videos, the organization is responsible for having him/her sign the AARP General Release (this document will be provided to grantees with the MOU and other required paperwork). In addition, the organization should not include any element in photos or videos provided to AARP that may violate third party rights such as artwork and trademarks in text and logo other than those owned by the organization and AARP. The organization should be prepared to send work in progress photos to AARP upon request. Following the grant period, grantees are required to respond to periodic requests for updates from AARP.
- AARP and its affiliated organizations, subsidiaries, agents and employees are not responsible for late, lost, illegible, incomplete, stolen, misdirected, illegitimate, or impermissible submissions or any other error whether human, mechanical or electronic.



Grants to make communities livable for people of all ages
aarp.org/CommunityChallenge

ATTACHMENT A: APPLICATION

AARP Community Challenge 2021

Grants to make communities more livable for people of all ages

SAMPLE APPLICATION AND BUDGET OUTLINE

All applications must be submitted through the online application at www.aarp.org/communitychallenge by April 14, 2021, 8:00 p.m. ET

NOTE: All fields must be filled out completely in order for the application to be accepted. Please use "n/a" for "not applicable" where appropriate.

BASIC INFORMATION

1. Name of Applicant Organization: _____

2. Amount of this grant request: _____

NOTE: AARP reserves the right to award less funds than requested, so applicants should be prepared to discuss how they would scale down their proposals **if asked**.

3. **Organization Profile.** How has this organization been involved in work to make this community more livable? Please briefly describe and include the issues that the organization has worked on.

4. Organization Address:

Address: _____

City: _____ State: _____ Zip: _____

5. Organization tax status. Please check the one that best applies:

- 501(C)(3) Nonprofit
- 501(C)(4) Nonprofit
- 501(C)(6) Nonprofit
- a municipality
- another unit of government
- other (Please Describe) _____

6. Organization Website: _____
(if none, enter n/a)

7. Organization Twitter Handle: _____
(if none, enter n/a)

8. Organization Facebook Name: _____
(if none, enter n/a)

9. Did your organization apply for an AARP Community Challenge grant in 2017, 2018, 2019 or 2020?

- Yes – Selected more than once
- Yes – Selected once
- Yes – Not selected
- No – did not apply

10. How did you hear about this grant opportunity?

- The AARP State Office in my state
- The AARP Livable Communities e-newsletter
- An organizational newsletter or conference
- 880 Cities
 - American Planning Association or State Association of Planners
 - American Society for Landscape Architects
 - America Walks
 - Congress for New Urbanism
 - Federal or State Government Agency
 - Land Trust Alliance
 - League of American Bicyclists or local bike/ped advocacy organization
 - LOR Foundation
 - Metrolab
 - National League of Cities or State League of Cities/State Municipal League
 - National or State Association of Counties
 - National Main Street Center or local Main Street Organization

- Rails to Trails
 - Smart Growth America
 - Strong Towns
 - Trust for Public Land
 - Other
- A local event or newsletter
- Word of mouth in the community
- Social Media
- Other: _____

POINT OF CONTACT

11. Organization Contact:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

COMMUNITY DETAILS

12. Name of municipality where project will be physically located/delivered:

13. Approximate address where this project will be delivered:

NOTE: This information is for AARP's analysis purposes only and will not be used in award information, etc.

Address: _____

City: _____ State: _____ Zip: _____

14. Approximate population for the city/town/area where this project will be delivered:

NOTE: Please do not enter population ranges. We recommend a quick Internet search of the municipality and population.

15. Would you describe this community as:

- Rural
- Suburban
- Urban

PROJECT DETAILS

16. **Project Description.** Please provide a description of your project in 2,000 characters or less (including spaces).

NOTE: This grant may NOT be used for the following activities:

- Partisan, political or election related activities
- Planning activities and assessments and surveys of communities without tangible engagement
- Studies with no follow-up action
- Publication of books or reports
- The acquisition of land and/or buildings or a vehicle purchase
- Solely to sponsor other organizations’ events or activities
- Research and development for a nonprofit endeavor
- Research and development for a for-profit endeavor
- The promotion of a for-profit entity and/or its products and services

- 17. Project Short Summary.** In under 250 characters (including spaces), please describe your project and the impact it will have on the community. Think of it as a one or two sentence summary you would include in a press release.

*For example: **This project will turn overgrown vacant lots into community gardens, and install artistic benches and murals at a park frequented by older adults and children.***

- 18. Social Impact Goal.** Which of the following social impact goals *best* describes your project?

- increasing social connections between residents
- improving the health and wellness of the community
- increasing economic activity in the area that will lead to improved economic conditions for residents.
- increasing ways to safely get around the community
- creating a range of housing options for people to safely live
- strengthening connections between government and residents leading to improved community relations
- improving ways for the community to recover from the coronavirus pandemic
- making the community more inclusive and meeting the needs of diverse populations

- 19. Project Category.** Please select the category below that best describes your project, along with the primary corresponding sub-category.

Note: We understand there is some crossover between categories and that several might apply to your project. Please select the main category that closest aligns with your initial goal.

- Create vibrant public places** in the community through permanent or temporary solutions that improve open spaces, parks and access to other amenities.
 - Activities to engage people in vibrant public places (e.g., open streets events)
 - Public space activation (e.g., public plaza improvements, parklets, street trees, alleyway activation, seating and games in public spaces, seating along Main Street corridors, signage in neighborhoods)
 - Public art installations that make a space more inviting (e.g., murals and sculptures that are connected to a broader plan for the public space)
 - Park enhancements (e.g., park equipment improvements, new structures, dog parks)
 - Playgrounds (e.g., intergenerational play spaces)
 - Community gardens (e.g., building accessible community garden beds)
 - Accessibility of amenities (e.g., increasing accessibility features of park equipment)
 - Public safety interventions (e.g., proper lighting, landscaping, block revitalization/maintenance)

- Other (please only select if your project does not fit into one of the above categories and please describe in detail) _____
-

- Deliver a range of transportation and mobility options** through permanent or temporary solutions that increase connectivity, walkability, bikeability and access to public and private transit and safety.
- Activities to engage people in transportation options/safety (e.g., open streets events)
 - Roadway/sidewalks/crosswalk improvement and beautification (e.g., markings for crosswalks, traffic calming pop-ups at intersections)
 - Bikeability (e.g., bike sharing options, temporary bike lanes)
 - Public or private transit access and safety (e.g., transit shelters, activating and improving transit stops)
 - Micro-mobility enhancements/management (e.g., parking and training on scooters, e-bikes, etc.)
 - Expansion and enhancement of existing transportation options (e.g., adding volunteer-led transportation programs, enhanced coordination of existing transportation resources)
 - Improved wayfinding (e.g., signage and markings)
 - Trails (e.g., completing and connecting trails, signage)
 - Accessibility of transportation amenities (e.g., increasing accessibility features of transportation options for people of all abilities, including ADA compliance, etc.)
 - Other (please only select if your project does not fit into one of the above categories and please describe in detail) _____
-

- Support a range of housing options** in the community through permanent or temporary solutions that increase the availability of accessible and affordable choices.
- Accessory dwelling units and tiny homes
 - Co-housing programming and resources
 - Resources about housing options and available services
 - Innovative or new home maintenance, repair and support services
 - Lifelong housing and accessibility
 - Other (please only select if your project does not fit into one of the above categories and please describe in detail) _____
-

- Increase civic engagement and demonstrate the tangible value of “Smart Cities”** with innovative and tangible projects that bring residents and local leaders together to address challenges and facilitate a greater sense of inclusion.
- Developing projects based on residents’ priorities (e.g., participatory budgeting efforts)

- Bringing resident insight and volunteer power into local government (e.g., citizen academies, local volunteers supporting City Hall efforts)
 - Engaging residents alongside thought leaders in problem solving (e.g., hackathons)
 - Tools and programming to capture data and resident feedback
 - Activities that highlight the use of data to improve decision-making in local government
 - Other ideas that improve civic engagement in the community (please only select if your project does not fit into one of the above categories and please describe in detail) _____
-

- Support local recovery from the coronavirus pandemic** with an emphasis on economic development, improvements to public spaces, and transportation services.
 - Expanding the availability of outdoor public space and seating for safe gathering and dining (e.g., parklets with additional seating, etc.)
 - Offering new programs to foster local economic assets (e.g., activating makers' spaces in homes, how-to programs on entrepreneurship, repurposing of existing commercial space to adapt to new needs/modes).
 - Activating streets for safe exercise and activity (e.g., slow streets programs, etc.)
 - Piloting innovative community solutions to share in arts and culture while social distancing, e.g. pop-up drive-in-movies or other art/performance events.
 - Developing innovative techniques to engage people in assessing the pedestrian safety of their communities, and collecting input to shape community response as a part of economic recovery efforts.
-

- Ensure a focus on diversity and inclusion** while improving the built and social environment of a community.
 - Inclusive housing solutions that meet the needs of diverse populations
 - Inclusive transportation solutions that meet the needs of diverse populations
 - Inclusive public space improvements that meet the needs of diverse populations
 - Inclusive civic engagement efforts that meet the needs of diverse populations
 - Inclusive supports to help family caregivers, allow residents to live independently
 - Other changes to make a community more inclusive and meet the needs of diverse populations (please only select if your project does not fit into one of the above categories and please describe in detail). _____
-

- Other**
 - Connectivity improvements, including broadband access
 - Activities that increase access to healthcare services
 - Activities that support family caregivers

- Activities to support entrepreneurship and economic development
- Other (please only select if your project does not fit into one of the above categories and please describe in detail) _____

20. Project Deliverables. Please specify the individual deliverables of your project. Quantify and provide as much detail as you can about any **physical structures (such as benches, lighting, signage, etc.), events, dates, addresses, communications, people reached, volunteers involved, etc.** within 300 characters (including spaces) for each deliverable.

Before you enter your answers, PLEASE READ the examples below and review Attachment D.

For example:

- I. The Organization will purchase and install structures with LED lighting with custom side panels at (ADDRESS)
a. Quantity: 3*
- II. The Organization will purchase and install ADA compliant benches at (ADDRESS)
a. Quantity: 7*
- III. The Organization will purchase and install AARP branded signage at (ADDRESS)
a. Quantity: 15*
- IV. The Organization will purchase and install raised garden beds
a. Quantity: 10*
- V. The Organization will hold event on (DATE) (event examples: workshops, hackathon, trainings)
a. Quantity: 1*
- VI. The Organization’s goal is to have community members to be trained at workshops
a. Quantity: 250 goal*
- VII. The Organization will hold a (kick-off, ribbon cutting, etc.) event on November 1, 2021.
a. Quantity: 1*
- VIII. The Organization has a goal of attendees at event
a. Quantity: 400*
- IX. The Organization will engage volunteers over the course of the project – including painting benches, installation, and the kick-off event
a. Quantity: goal of 70*

Deliverable 1: _____

Quantity: _____

Deliverable 2: _____

Quantity: _____

Deliverable 3: _____

Quantity: _____

Deliverable 4: _____

Quantity: _____

Deliverable 5:

Add more deliverables as necessary

21. Project Type:

PLEASE NOTE: Proposals for the project types described below will be prioritized over those that support ongoing programming or events.

- Permanent physical** improvements in the community
- Temporary demonstrations** that lead to long-term change
- New, innovative programming** or services

PROJECT NARRATIVE AND BUDGET

Please complete each section with **2,000 characters or fewer (including spaces)**.

22. Livable Communities Activities. Please provide a brief summary of the ongoing efforts to make this community more livable for all ages and share how the Community Challenge project will support that effort and have a lasting impact.

23. Community engagement. Please describe how residents and local organizations have been engaged in the area’s livable communities’ activities to date. How will you engage the community and involve older adults as you execute this grant?

24. Role of volunteers. Will volunteers play a role in the implementation of the Community Challenge project?

- Yes
- No

- a. Do you anticipate volunteers age 50 and older playing a role in the implementation of the Community Challenge project?
- Yes
- No
- b. Please describe the role that volunteers (particularly those 50+) will play in implementing the Community Challenge project.

25. Diversity and Inclusion. Regardless of your project category, will your project focus on, impact or benefit a specific multicultural population in the community?

- Yes
- No

a. If so, please select the one or two who will be primarily impacted below.

- African American/Black
- Hispanic/Latino
- Asian American Pacific Islander
- Native American
- LGBTQ+
- Other: _____

b. Please describe how the effort focuses on or impacts this multicultural or diverse population(s).

26. Disparities. Will your project improve or address existing disparities (including racial or economic) in the community?

- Yes
- No

Please describe: _____

27. Accessibility. Will your project focus on improving accessibility for people of *all* abilities?

- Yes
- No

Please describe: _____

28. Matching Funds and In-Kind Support. Matching funds are not required. However, please detail any matching funds or in-kind support the organization will receive to contribute toward this project.

	Matching Funds (\$)	In-Kind Support
Nonprofit		
Private		
Public		

29. Project Budget. Please specify what expenses will be covered by the grant. Itemize anticipated expenses and income (if any) for this proposal.

	Expense	Additional information
Contracted services costs		
Staff costs, if any		
Materials & supplies, if any		
Travel expenses, if any		
TOTAL REQUESTED		

30. How will you use AARP branding?

31. Other Funding. AARP might be contacted by other potential funders that could be interested in funding projects that were not funded through the AARP Community Challenge. The potential funders may have additional process steps and funding requirements than those of the AARP Community Challenge. If requested, AARP would like to send your contact information, organization name and a short description of your proposal, including the community where the project would take place (“Project Information”). Please note that these projects will be subject to any potential funder’s own terms, conditions and review. Please indicate in your application whether or not you give permission to AARP to share your

Project Information with other potential funders. If you select “yes,” you agree on behalf of yourself and your organization to release AARP and its affiliates and their respective officers, directors, employees, contractors, agents and representatives from all liability associated with sharing the Project Information with potential funders. We will alert you before this Project Information is given to potential funders. **Do you give AARP permission to share this Project Information with other organizations that might be interested in funding your project?**

YES

NO

An opportunity for other possible AARP funding. Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

NOTIFICATION

When you SUBMIT this application, you will receive a confirmation email within the hour. If you do NOT receive a submission confirmation, you may not have submitted successfully. Please go back and make sure you completed ALL required questions and did not go over the text box character limits.

All applicants will be notified of their funding status by email in June. In order to receive funding, selected applicants must execute and return a binding Memorandum of Understanding and completed financial forms to the AARP National office.