

Appendix A:

Contract and Reporting Requirements:

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EXHIBIT B-3

**CITY OF SEATTLE
 OFFICE OF ECONOMIC DEVELOPMENT**

AGENCY'S INVOICE No. _____
Invoice Date: _____
Invoice Period: _____ to _____

Agency's Name: Agency's Name
Agency's Address: Agency's Address
Contact Person: Contact Person
Contract No: #####
Tel No: ###-###-####
Contract Period: 01/01/12 – 12/31/12

PROJECTS	Budget	Paid To Date	Current Invoice	Balance Remaining
Quarterly Payment	###,###.00			
Milestones	\$#,###.00			
Total	###,###.00			
		Subtotal		
		Adjustments (Specify Amount)		
		Total Invoice		

INVOICE CERTIFICATION

I, the undersigned, do hereby certify under penalty of perjury, that this invoice represents eligible expenses incurred by the Agency to provide the services rendered or the labor performed in full compliance with the Agreement in the amounts stated. I also certify that I am authorized to authenticate and certify to said claim.

 Typed Name Authorized Signature Date

PAYMENT AUTHORIZATION

Amount Authorized for Payment by OED: \$ _____

By _____ Date: _____
 Signature

Payment Voucher No. _____ Date: _____

BUSINESS DISTRICT ACTION PLAN AND PROGRESS REPORT

Organizational Development		
Key Outcomes/Accomplishments for 2015		Completed? Attach examples
▪		
▪		
▪		
Goal #	1	
Strategy#	A	
Activities		Year Complete?
▪		
▪		
▪		
▪		
▪		
Strategy#	B	
▪		
▪		
▪		
▪		
▪		
Goal #	2	
Strategy#	A	
Activities		Year Complete?
▪		
▪		
▪		
▪		
▪		
Organizational Development Progress Update		

Only in Seattle Outcome Reporting Form

MLK - Othello and Graham Results	2014	Details (name of events, projects, etc.; note major accomplishments)
Total businesses in the district		<i>[As of year-end]</i>
Estimated net new jobs created		<i>[As of year-end]</i>
Businesses connected to technical assistance		
Total # of promotional activities		
Total # of cultural events		
Total # safety activities		
Total # cleaning activities		
Promotional, cultural, safety and cleaning events held in the district		<i>[Sum of four rows above]</i>
Total # of businesses and property owners participating in business district activities		
Total # of volunteers participating in business district activities		<i>[Excluding any from row above]</i>
Volunteer businesses and residents working on district projects		<i>[Sum of two rows above]</i>
Total amount of public funding leveraged		
(List Projects Included in total)		
Total amount of private funding leveraged		
(List Projects Included in Total)		