## Appendix A: Contract and Reporting Requirements:

Contract Exhibit B-3: Agency Invoice	Page 2
Action Plan Progress Report	Page 3
Annual Outcomes Reporting	Page 4

## INVOICE FORM CITY OF SEATTLE OFFICE OF ECONOMIC DEVELOPMENT

CONTRACT#							
Contract Period:							
Agency Name:							
Agency Address:							
Contact Person:				Tel No	D:		
AGENCY INVOICE							
No.							
Invoice Date							
Invoice Period							
Budget Line Items	<b>S</b> *		Tot Cont Bud	ract	Paid to Date	Current Request	Budget Balance
Retail Study			\$XX,	000	\$	\$XX,000	\$XX,000
Total Personnel Co	sts	3	\$XX,	000		\$XX,000	\$XX,000
Fiscal Sponsor Fee	)		\$XX,	000		\$XX,000	\$XX,000
TOTAL EXPENDIT	UF	RES	\$20,	000	\$	\$0	\$XX,000
*Attach a report costs for each lii	ne .	item in the b		stem aı	nd/or copie	es of invoices t	hat show actual
I, the undersigned, eligible expenses in performed in full control that I am authorized	do nc om	o hereby cer curred by the apliance with	e Agency h the Agi	to proreement certify t	vide the s at in the a so said cla	services rende mounts stated	ered or the labor
			, (31.101.				
PAYMENT AUTHO	RIZ	ZATION					
Amount Authorized	for	Payment by	OED: \$_				
BySignature						Date:	
Payment Voucher N	lo. e:_						

2017 Organizational Development Action Plan	ational Development Action Plan		Month											
Business District	Responsible	Status	1	2	3	4	5	6	7	8	9	10	11	12
Key Outcomes/Accomplishments for 2017														
		Not							l					
		Started							<u> </u>					<u> </u>
		Not												
		Started Completed								_		-	-	
		Completed												
Goal:														<u> </u>
Strategy:														
Tasks														
Strategy:														
Tasks				ı										T
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Goal:										<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Strategy: Tasks														
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Strategy:														
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1-	-1 B													
Date:	voice Report o	n Progress												
Date.														

**Annual Outcomes Reporting** 

Business District Results	2017	<b>Details</b> (name of events, projects, etc.; note major accomplishments)
Total businesses in the district		[As of year-end]
Estimated net new jobs created		[As of year-end]
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		[Sum of four rows above]
Total # of businesses and property owners participating in business district activities		
Total # of volunteers participating in business district activities		[Excluding any from row above]
Volunteer businesses and residents working on district projects		[Sum of two rows above]
Total amount of public funding leveraged		
(List Projects Included in total)		
Total amount of private funding leveraged		
(List Projects Included in Total)		