

 King County PERFORMANCE, STRATEGY AND BUDGET	FEDERAL COMMUNITY SERVICES CONTRACT	King County CPA # enter text
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This **Contract** is between King County and the Awardee identified below. The King County department overseeing this **Contract** is the Office of Performance, Strategy and Budget (PSB) within the King County Executive Department.

AWARDEE NAME enter text	AWARDEE FEDERAL TAX ID # enter text	AWARDEE SAM # (if available at the time of award signing)
AWARDEE MAILING ADDRESS enter text	AWARDEE CONTACT & EMAIL ADDRESS enter text	

PROGRAM/PROJECT TITLE
 Technical Assistance and Capacity Building for Community-Based Organizations and Small Businesses

AWARD EFFECTIVE DATES (Start and End Dates) 11/1/2023 – 12/31/2024	INDIRECT RATE enter text	AWARD MAXIMUM AMOUNT enter text
AWARDEE TYPE (FOR FEDERAL AWARDS ONLY) For the purposes of this contract/agreement, the Awardee is: <input type="checkbox"/> Subrecipient <input checked="" type="checkbox"/> Contractor <input type="checkbox"/> Beneficiary	FUNDING DETAILS FEDERAL: \$0 COUNTY: \$0 STATE: \$0 OTHER: \$0	FUNDING SOURCE ARPA CLFR PROGRAM ID CSGER-PSB-YouthWDO

This Contract/Agreement consists of the following parts:

Part I – Award Terms and Conditions

- (1) FAIN Table
- (2) Scope of Work
- (3) Application And Budget
- (4) Civil Rights Certification
- (5) Cost Certification
- (6) Lobbying Certification

Part II – Exhibits

- Exhibit A – Invoice Template
- Exhibit B – Progress Report Template
- Exhibit C – Final Report Template

IN WITNESS WHEREOF, the parties hereby agree to the terms and conditions of this Contract/Agreement:

AWARDEE AUTHORIZED OFFICIAL NAME AND TITLE	SIGNATURE	DATE SIGNED
AWARDING OFFICIAL NAME AND TITLE	SIGNATURE	DATE SIGNED

Approved as to Form: OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY
 (This form is available in alternate formats for people with disabilities upon request.)

AGREEMENT

Provider						
Program Name	Technical Assistance and Capacity Building for Community-Based Organizations and Small Businesses					
Contract Amount \$						
Contract Term	From	11/1/2023	To	12/31/2024		
DUNS No. (if applicable)				SAM No. (if applicable)		

THIS AGREEMENT No. _____ (“Contract”) (CPA #) is entered into by KING COUNTY (the “County”), and _____ (the “Provider”) whose address is _____.

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES
Coronavirus Local Fiscal Recovery (CLFR)	See Contract Amount Above	See Contract Term above

WHEREAS, the County has been advised that the foregoing are the current funding sources, funding levels and effective dates, as further elaborated herein, and

WHEREAS, the County desires to have certain services performed by the Provider as described in this Contract, and

WHEREAS, the County has determined that the Provider is a **contractor**, pursuant to 2 CFR Part 200;

NOW THEREFORE, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties mutually agree as follows:

1. Provider understands and agrees that funds provided under this Contract may come from a federal source and agrees to comply with any and all additional applicable terms. In general, federal-specific terms are in italics.

- A. ***Provider Capacity.*** *Provider agrees and confirms that it has the institutional, managerial and financial capacity to ensure proper planning, management and completion of the Technical Assistance and Capacity Building for Community-Based Organizations and Small Businesses.*
- B. ***Technical Assistance.*** *If, at any time, Provider believes its capacity is compromised or Provider otherwise needs any sort of assistance, it SHALL immediately notify the County. The County will make best efforts to provide timely technical assistance to the Provider to bring the Contract into compliance.*
- C. ***Compliance with Act.*** *Provider understands and agrees that funds provided under this Contract may only be used in compliance with section 603(c) of the Social Security Act (the Act), as added by section 9901 of the American Rescue Plan Act, the U.S. Department of Treasury’s (“Treasury’s”) regulations implementing that section, and guidance issued by Treasury regarding the foregoing.*

D. Definitions.

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

ACCEPTANCE OR ACCEPTED -	A written determination by the County that the Provider has completed the Work in accordance with the Contract.
BENEFICIARY -	An individual or organization that receives federal funds as an end user to respond to the negative impacts of COVID-19 on that individual or organization.
CONTRACT AMENDMENT -	A written change to the Contract modifying, deleting or adding to the terms and conditions or Scope of Work, signed by both parties, with or without notice to the sureties.
CONTRACTOR -	An entity that receives a contract by which the County purchases property or services needed to carry out a project or program. A beneficiary is not a contractor.
CONTRACT SPECIALIST -	King County Employee who interfaces with team members, business owners, contractors, county project staff and others to assist in the administration of King County's contracts.
DAY -	Calendar day.
EFFECTIVE DATE -	The date the Contract is signed by the County
KCC -	The King County Code.
MEASURABLE AMOUNT OF WORK -	A definitive allocation of an employee's time that can be attributed to Work performed under this Contract, but that is not less than a total of one hour in any one-week period.
PERSON -	Includes individuals, associations, firms, companies, corporations, partnerships, or combination thereof, including joint ventures.
PROJECT MANAGER -	The individual designated by the County to manage the project on a daily basis and who may represent the County for Contract administration.
PROVIDER -	The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, contracting with the County for the performance of Work under the Contract.
RCW -	The Revised Code of Washington.
SCOPE OF WORK (SOW) -	An exhibit to the Contract consisting of a written description of the Work to be performed.

SUBCONTRACTOR -	The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, entering into an agreement with the Provider to perform any portion of the Work covered by this Contract. A beneficiary is not a subcontractor.
SUBRECIPIENT -	An entity that uses the awarded funds to carry out a program for a public purpose specified in the authorizing statute or ordinance, as opposed to providing goods or services for the benefit of the County. A beneficiary is not a subrecipient.
WORK -	Everything to be provided and done for the fulfillment of the Contract and shall include services, goods and supplies specified under this Contract, including Contract Amendments.
ADMINISTRATOR -	The Director of Finance and Business Operations Division.

2. Contract Services and Requirements, and Incorporated Exhibits.

The Provider shall provide services and meet the requirements included in this Contract and in the following attached exhibits, each of which is incorporated herein by this reference:

EXHIBIT NAME	NUMBER/LETTER
FAIN Table	1
Scope of Work	2
Application & Budget	3
Civil Rights Certification	4
Cost Certification	5
Lobbying Certification	6
ATTACHMENTS	
Invoice Template	A
Progress Report Template	B
Final Report Template	C

- A. Scope of Eligible Expenditures. Funds shall only be used to pay or reimburse eligible expenditures as described in Exhibit A. No funds may be used to pay or reimburse expenditures reimbursed under any other federal or state program, or from any other third-party source.**
- B. Provider Responsibilities. The funds provided under the Contract may come from a federal source. Provider agrees to administer the Contract consistent with the terms and conditions of this Contract, in accordance with section 603(c)**

of the Act, the Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing, as well as any other applicable federal statutes, regulations, executive orders, and interpretive guidance. As part of the invoicing process, the Provider shall provide the County with a "Cost Certification" that funding of this Contract was used for eligible expenditures. Provider shall also provide the County with a "Civil Rights Certification" prior to payment for work authorized by this Contract.

C. Reporting. *Provider shall provide the County with the following reports in a timely manner:*

i. *Monthly / Quarterly Expenditure Report by the 10th of month following expenditure to facilitate required quarterly County reporting.*

ii. *Payment Request Report*

iii. *Closeout Report*

3. Contract Term and Expenditures.

A. King County Contract Term. The Contract Term for the Work specified in this Contract shall begin when countersigned by King County and shall terminate on December 31, 2024, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract. However, the King County Council has appropriated funding for this Contract only for the current biennium, ending on December 31, 2022. See Section 13, Subsection C regarding Termination for Non-Appropriation.

B. King County Contract Eligible Expenditure Period. The County shall pay for eligible and authorized costs supported by adequate documentation, as determined by the County, for the Work specified in this Contract expended from 11/1/2023 through 12/31/2024. The not to exceed amount for this period is \$_____. The eligible expenditure period may be extended by the County by providing written notice to the Provider.

4. Compensation and Method of Payment.

A. Compensation:

The County shall compensate the Provider for satisfactory completion of the services and requirements as specified in this Contract and its attached exhibit(s).

A. Invoicing:

The Provider shall submit invoices and all accompanying reports as specified in the attached exhibit(s), including its final invoice and all outstanding reports. The County shall endeavor to make payment not more than 30 days after a complete and accurate invoice is received.

B. Final Invoice:

The Provider shall submit its final invoice and all outstanding reports as specified in this Contract and its attached exhibit(s). If the Provider's final invoice and reports are not submitted as required, the County will be relieved of all liability for payment to the Provider of the amounts set forth in the final invoice or any later invoice.

C. Reimbursement for Travel:

The Provider will not be reimbursed for travel unless otherwise specified within an Exhibit.

5. Internal Control and Accounting System.

The Provider shall establish and maintain a system of accounting and internal controls that complies with the Generally Accepted Accounting Principles issued by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Provider's form of doing business.

6. Debarment and Suspension Certification.

If this Contract is a covered transaction for purposes of federally funded grant requirements, the Provider is required to verify that none of the Provider, its principals, as defined at 2 CFR 180.995, or affiliates, as defined at 2 CFR 180.905, are excluded or disqualified as defined at 2 CFR 180.935 and 180.940. The Provider is required to comply with 2 CFR 180, Subpart C and must include the requirement to comply with 2 CFR 180, Subpart C in any lower tier covered transaction it enters into. Debarment status may be verified at <https://www.sam.gov>. By signing and submitting this Contract, the Provider certifies as follows:

The certification in this clause is a material representation of fact relied upon by King County. If it is later determined that the Provider knowingly rendered an erroneous certification, in addition to remedies available to King County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Provider agrees to comply with the requirements of 2 CFR 180, Subpart C while performing this Contract and further agrees to include a provision requiring such compliance in its lower tier covered transactions.

7. Maintenance of Records.

A. Accounts and Records:

- i. Provider shall maintain ALL (100%) records and financial documents sufficient to evidence compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing. These records shall be maintained for a period of six (6) years after the last date that all funds have been expended or returned to the County, whichever is later, to ensure proper accounting for all funds and compliance with the Contract.
- ii. The Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of Provider in order to conduct audits or other investigations, and may request additional information for the administration of the award, or as may be necessary or appropriate, including as may be necessary to prevent evasions of the requirements of the award.
- iii. The Provider shall maintain for a period of six years after termination of this Contract accounts and records, including personnel, property, financial, and programmatic records and other such records the County may deem necessary to ensure proper accounting and compliance with this Contract.
- iv. Provider acknowledges that records may be subject to disclosure under the Public Records Act, Ch. 42.56 RCW.

B. Nondiscrimination and Equal Employment Records:

In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section 24, Nondiscrimination and Payment of a Living Wage below, the Provider shall maintain the following for a period of six years after termination of this Contract:

- i. Records of employment, employment advertisements, application forms, and other data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and
- ii. Records, including written quotes, bids, estimates or proposals, submitted to the Provider by all entities seeking to participate in this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The County may visit the site of the work and the Provider's office to review these records. The Provider shall provide all help requested by the County during such visits and make the foregoing records available to the County for inspection and copying. At all reasonable times, the Provider shall provide to the County, the state, and/or federal agencies or officials access to its facilities—including those of any subcontractor assigned any portion of this Contract in order to monitor and evaluate the services provided under this Contract. The County will give reasonable advance notice to the Provider in the case of audits to be conducted by the County. The Provider shall comply with all record keeping requirements of any applicable federal rules, regulations or statutes included or referenced in the contract documents. If different from the Provider's address listed above, the Provider shall inform the County in writing of the location of its books, records, documents, and other evidence for which review is sought, and shall notify the County in writing of any changes in location within 14 days of any such relocation.

8. Evaluations and Inspections.

A. Subject to Inspection, Review, or Audit:

The records and documents with respect to all matters covered by this Contract shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials authorized by law during the performance of this Contract and for six years after termination hereof, unless a longer retention period is required by law.

B. Medical Records:

If applicable, medical records shall be maintained and preserved by the Provider in accordance with state and federal medical records statutes, including but not limited to RCW [70.41.190](#), [70.02.160](#), and standard medical records practice. The Provider shall also be responsible for the maintenance and disposal of such medical records.

C. Contract Monitoring

The Provider shall cooperate with the County and its agents to assess the Provider's

performance under this Contract. The Provider and the County may engage in monitoring visits to assess the Provider's compliance with contract requirements, quality, and practices. The County may execute monitoring visits in accordance with the applicable frequency, as prescribed by the controlling Exhibit under this Contract. At the request of the County, the Provider shall implement a plan to remedy any items of noncompliance identified during the monitoring process.

The results and records of these processes shall be maintained consistent with Section 7.

D. Performance, Measurement and Evaluation

The Provider shall submit performance metrics and program data as set forth in Exhibits to this Contract. The Provider shall participate in evaluation activities as required by the County and shall make available all information required by any such performance measurement and evaluation processes.

E. Unauthorized Disclosure:

The Provider agrees that all information, records, and data collected in connection with this Contract shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

9. **Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).**

The Provider shall not use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Provider shall read and maintain compliance with all HIPAA requirements at the U.S. Office of Civil Rights website: <https://www.hhs.gov/hipaa/index.html>

10. **Financial Report Submission.**

The Provider is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to oesjgrants@kingcounty.gov by the stated due date.

- A. If the Provider is a Non-Federal entity as defined in 2 CFR Part 200.69, and expends \$750,000 or more in Federal awards during its fiscal year, then the Provider shall meet the audit requirements in 2 CFR Part 200 Subpart F. Audit packages are due to the County within nine months after the close of the Provider's fiscal year.
- B. If the Provider is a local government in the State of Washington and is not subject to the requirements in subsection A, the Provider shall submit audited financial statements that are in accordance with the Washington State Auditor's Office requirements. Financial statement audits are due to the County within 150 days after the close of the Provider's fiscal year end as required by RCW 43.09.230.
- C. If the Provider is not subject to the requirements in subsection A or B, the following apply:

Entity Type	Non-Profit		For Profit	
Gross Revenue	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Under <u>\$3M</u> on average in the previous three fiscal years.	Gross Revenue Over <u>\$3M</u> on average in the previous three fiscal years.
Required Documentation	<ul style="list-style-type: none"> Form 990 within 30 days of its being filed; and A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm	<ul style="list-style-type: none"> Income tax return; and A full set of annual internal financial statements 	Audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm
Due Date	Within 30 calendar days from the forms being filed.	Within nine months following the close of the Provider's fiscal year.	Within 30 calendar days from the forms being filed.	Within nine months following the close of the Provider's fiscal year.

D. Waiver:

A Provider that is not subject to the requirements in subsection A may, in extraordinary circumstances, request, and in the County's sole discretion be granted, a waiver of the audit requirements. Such requests are made to the County at: oesgrants@kingcounty.gov for review. If approved by the County, the Provider may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Provider's Board of Directors, provided the Provider meets the following criteria:

- i. Financial reporting and any associated management letter show no reportable conditions or internal control issues; and
- ii. There has been no turnover in key staff since the beginning of the period for which the financial reporting was completed.

11. Corrective Action.

If the County determines that the Provider has failed to comply with any terms or conditions of this Contract, or the Provider has failed to provide in any manner the work or services (each a "breach"), and if the County determines that the breach warrants corrective action, the following procedure will apply:

A. Written Notification:

The County will notify the Provider in writing of the nature of the breach.

B. Provider's Corrective Action Plan:

The Provider shall respond with a written corrective action plan within fourteen days of its receipt of such notification unless the County, at its sole discretion, extends in

writing the response time. The plan shall indicate the steps being taken to correct the specified breach and shall specify the proposed completion date for curing the breach. This date shall not be more 30 days from the date of the Provider's response, unless the County, at its sole discretion, specifies in writing an extension to complete the corrective actions.

C. County's Determination of Corrective Action Plan Sufficiency:

The County will determine the sufficiency of the Provider's proposed corrective action plan, then notify the Provider in writing of that determination. The determination of sufficiency of the Provider's corrective action plan shall be at the sole discretion of the County.

D. Termination or Suspension:

If the Provider does not respond within the appropriate time with a corrective action plan, or the Provider's corrective action plan is determined by the County to be insufficient, the County may terminate or suspend this Contract in whole or in part pursuant to Section 13.

E. Withholding Payment:

In addition, the County may withhold any payment to the Provider or prohibit the Provider from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed.

F. Non-Waiver of Rights:

Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section 13, Subsections B, C, and D.

G. **Remedial Actions: In the event of Provider's noncompliance with section 603(c) of the Act, Treasury's regulations implementing that section, guidance issued by Treasury regarding the foregoing, or any other applicable federal statutes, regulations, executive orders, or interpretive guidance, Treasury may take available remedial actions as set forth in 2 C.F.R. 200.339 and may pursue recoupment as provided under 31 CFR Part 35.10.**

H. **Recoupment:**

- i. Provider agrees that it is financially responsible for and will repay the County any and all indicated amounts following an audit exception which occurs due to Provider's failure, for any reason, to comply with the terms of this Contract. This duty to repay the County shall not be diminished or extinguished by the termination of the Contract.***
- ii. In the event of a violation of section 603(c) of the Act, Treasury's regulations implementing that section, guidance issued by Treasury regarding the foregoing, or other applicable federal statutes, regulations, executive orders, or interpretive guidance, the funds shall be subject to recoupment by the County.***
- iii. Any funds paid to Provider (1) in excess of the amount to which Provider is authorized to retain under the terms of the Contract; (2) that are determined by the Treasury Office of Inspector General to have been misused; (3) are***

determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act; or (4) are otherwise subject to recoupment by the County, and have not been repaid by Provider to the County shall constitute a debt to the County.

iv. Any debts determined to be owed the County must be paid promptly by the Provider. A debt is delinquent if it has not been paid by the date specified in the County's initial written demand for payment, unless other satisfactory arrangements have been made or if the County knowingly or improperly retains funds that are a debt. The County will take any actions available to it to collect such a debt.

12. Dispute Resolution.

The parties shall use their best, good-faith efforts to cooperatively resolve disputes and problems that arise in connection with this Contract. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under this Contract while attempting to resolve the dispute under this section.

13. Termination.

A. Termination for Convenience:

This Contract may be terminated by the County without cause, in whole or in part, at any time during the B.King County Contract Term specified in Section 3, Subsection B above, by providing the other party 30 calendar days advance written notice of the termination. The Contract may be suspended by the County without cause, in whole or in part, at any time during the King County Contract Term specified in Section 3, Subsection B above, by providing the Provider 30 calendar days advance written notice of the suspension.

B. Termination for Default:

The County may terminate or suspend this Contract, in whole or in part, upon ten days advance written notice if: (1) the Provider breaches any duty, obligation, or service required pursuant to this Contract and either (a) the corrective action process described in Section 11 fails to cure the breach or (b) the County determines that requiring a corrective action plan is impractical or that the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Contract is terminated by the County pursuant to this Section 13, Subsection B, the Provider shall be liable for damages, including any additional costs of procuring similar services from another source.

If the termination results from acts or omissions of the Provider, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Provider shall return to the County immediately any funds, misappropriated or unexpended, that have been paid to the Provider by the County.

C. Termination for Non-Appropriation:

Funding or obligation under this Contract beyond the current King County Contract Budget Period is conditional upon appropriation by the County Council and/or other identified funding source(s) of sufficient funds to support the activities described in the

Contract. If such appropriation is not approved, this Contract will terminate at the close of the current appropriation year. The current funding sources associated with this Contract are specified on page one.

If expected or actual funding is otherwise withdrawn, reduced, or limited in any way prior to the end of the King County Contract Term set forth above in Section 3, Subsection B, the County may, upon ten days advance written notice to the Provider, terminate or suspend this Contract in whole or in part.

If the Contract is terminated or suspended as provided in the subsection A or C of this Section: (1) the County will be liable only for payment in accordance with the terms of this Contract for services rendered prior to the effective date of termination or suspension; and (2) the Provider shall be released from any obligation to provide such further services pursuant to the Contract as are affected by the termination or suspension.

If the Contract is suspended as provided in this Section, the County may provide written authorization to resume activities.

D. Non-Waiver of Rights:

Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Contract or by law or equity that either party may have if any of the obligations, terms, and conditions set forth in this Contract are breached by the other party.

14. Hold Harmless and Indemnification.

A. Duties as Independent Contractor:

In providing services under this Contract, the Provider is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Provider shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law. The parties intend that an independent contractor relationship shall be created by this Contract. The Provider shall not make any claim of right, privilege or benefit which would accrue to an employee under chapter 41.06 RCW or Title 51 RCW.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Provider, its employees, and/or others by reason of this Contract.

The Provider shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Provider's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Provider of work, services, materials, or supplies by Provider employees or other suppliers in connection with or support of the performance of this Contract.

If, for any reason, the Provider's required licenses or certificates are terminated, suspended, revoked or in any manner modified from their status at the time this Contract becomes effective, the Provider shall notify the County immediately of such

condition in writing. The Provider and Subcontractor(s) shall maintain and be liable for payment of all applicable taxes (except sales/use taxes), fees, licenses, permits and costs as may be required by applicable federal, state or local laws and regulations as may be required to provide the Work under this Contract.

B. Intellectual Property Infringement:

For purposes of this section, claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.

The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Contract.

C. Nondisclosure of Data:

Data provided by the County either before or after Contract award shall only be used for its intended purpose. Providers and Subcontractors shall not utilize nor distribute the County data in any form without the prior express written approval of the County.

D. Non-Disclosure Obligation:

While performing the Work under this Contract, the Provider may encounter personal information, licensed technology, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Provider shall not disclose or publish the information and material received or used in performance of this Contract. This obligation is perpetual. The Contract imposes no obligation upon the Provider with respect to confidential information which the Provider can establish that: a) was in the possession of, or was rightfully known by the Provider without an obligation to maintain its confidentiality prior to receipt from the County or a third party; b) is or becomes generally known to the public without violation of this Contract; c) is obtained by the Provider in good faith from a third party having the right to disclose it without an obligation of confidentiality; or, d) is independently developed by the Provider without the participation of individuals who have had access to the County's or the third party's confidential information. If the Provider is required by law to disclose confidential information the Provider shall notify the County of such requirement prior to disclosure.

E. Indemnification:

To the maximum extent permitted by law, Provider shall, at its cost and expense, protect, defend, indemnify and hold harmless the County, its directors, officers, employees, and agents, from and against any and all demands, liabilities, causes of action, costs and expenses (including attorney's fees), claims, judgments, or awards of damages, arising out of or in any way resulting from the acts or omissions of Provider, its directors, officers, employees, or agents, relating in any way to the Provider's performance or nonperformance under the Contract. These indemnification obligations shall survive the termination of the Contract. The Provider agrees that its obligations under this paragraph extend to any demands, liabilities, causes of action, or claims brought by, or on behalf of, any of its employees or agents. For this purpose, the

Provider, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under any industrial insurance act, including [Title 51 RCW](#), other Worker's Compensation act, disability benefit act, or other employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. In addition, the Provider shall protect and assume the defense of the County and its officers, agents and employees in all legal or claim proceedings arising out of, in connection with, or incidental to its indemnity obligation; and shall pay all defense expenses, including reasonable attorney's fees, expert fees and costs incurred by the County on account of such litigation or claims. If the County incurs any judgment, award, and/or cost arising therefrom including reasonable attorney's fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Provider.

15. False Statements.

Provider understands that making false statements or claims in connection with this Contract may be a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal or county awards or contracts, and/or any other remedy available by law.

16. Publications.

Any publications produced with funds from this Contract must display the following language: "This project [is being][was] supported, in whole or in part, by federal award number SLFRP0152 awarded to King County, Washington by the U.S. Department of the Treasury."

17. Disclaimer by the County and United States.

- A. *The United States has expressly disclaimed any and all responsibility or liability to the County or third persons for the actions of the County or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of the award of Federal funds to the County under section 603(c) of the Act, or any contract or subcontract under such award.***
- B. *The County expressly disclaims any and all responsibility or liability to the Provider or third persons for the actions of the Provider or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this Contract or any other losses resulting in any way from the performance of the Contract, or any subcontract thereto.***
- C. *This Contract does not in any way establish an agency relationship between or among the United States, the County, and/or Provider.***

18. Protection for Whistleblowers.

- A. *In accordance with 41 U.S.C. § 4712, Provider may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract***

or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

- B. *The list of persons and entities referenced in the paragraph above includes the following:***
- i. A member of Congress or a representative of a committee of Congress;***
 - ii. An Inspector General;***
 - iii. The Government Accountability Office;***
 - iv. A Treasury employee responsible for contract or grant oversight or management;***
 - v. An authorized official of the Department of Justice or other law enforcement agency;***
 - vi. A court or grand jury; or***
 - vii. A management official or other employee of Provider, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.***
- C. *Provider shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.***

19. *Increasing Seat Belt Use in the United States.*

Pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), Provider is encouraged to adopt and enforce on-the-job seat belt policies and programs for its employees when operating company-owned, rented or personally owned vehicles.

20. *Reducing Text Messaging While Driving.*

Pursuant to Executive Order 13513, 74 FR 51225 (October 6, 2009), Provider is encouraged to adopt and enforce policies that ban text messaging while driving, and to establish workplace safety policies to decrease accidents caused by distracted drivers.

21. *Insurance Requirements.*

Upon execution of this Contract, the Provider, at its own cost, shall have procured and will maintain for the duration of this Contract, insurance as required in this Section 21. Upon request by the County, the Provider shall furnish the County with certificates of insurance and endorsements certifying the issuance of all insurance required herein.

In the event of a loss, County reserves the right to require complete, certified copies of all required insurance policies, including endorsements and riders, which may be redacted of any confidential or proprietary information. Provider shall deliver such policies to the County within five (5) business days of County's request.

County's receipt or acceptance of Provider's or any Subcontractor's evidence of insurance at any time without comment or objection, or County's failure to request certified copies of such

insurance does not waive, alter, modify, or invalidate any of the insurance requirements set forth in this Section or, consequently, constitute County's acceptance of the adequacy of Provider's or any Subcontractor's insurance or preclude or prevent any action by County against Provider for breach of the requirements of this Section.

Each insurance policy shall be written on an "occurrence" form/basis; excepting that insurance for professional liability (errors and omissions), will be acceptable on a "claims made" form/basis.

If coverage is approved and purchased on a "claims made" form/basis, the coverage provided under that insurance policy shall be maintained either through policy renewals, or through the purchase of a tail/extended reporting period, if such renewals are unavailable, for not less than three (3) years from the date of completion of the Work which is the subject of this Contract. All insurance written on a "claims made" form/basis must have its policy inception or retroactive date be no later than the Effective Date of the Contract, unless otherwise in writing by the County's Risk Management Office.

By requiring such minimum insurance coverage, the County shall not be deemed or construed to have assessed the risks that may be applicable to the Provider, or that of any Subcontractor, under this Contract or in any way limit County's potential recovery to insurance limits required hereunder. To the contrary, this Contract's insurance requirements may not in any way be construed as limiting any potential liability to County or County's recovery from Provider. Provider and its Subcontractor(s) shall assess their own risks and if they deem appropriate and/or prudent, maintain greater limits and/or broader coverage.

Nothing contained within these insurance requirements shall be deemed to limit the scope, application and/or limits of the coverage afforded, which coverage will apply to each insured to the full extent provided by the terms and conditions of the policy(s). Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.

A. Minimum Scope and Limits of Insurance

The Provider shall maintain the following types of insurance and minimum insurance limits and requirements:

- i. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 and in the aggregate for bodily injury, personal and advertising injury, and property damage. Coverage shall be at least as broad as that afforded under ISO form number CG 00 01 current edition. Such insurance shall include coverage for, but not limited to, ongoing operations, products and completed operations, and contractual liability. Such limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status to the County.
- ii. Professional Liability (Errors and Omissions): \$1,000,000 per claim and in the aggregate.
- iii. Automobile Liability: N/A combined single limit per accident for bodily injury and property damage. Coverage shall be at least as broad as that afforded under ISO form number CA 0001 current edition, covering BUSINESS AUTO COVERAGE, symbol 1 "any auto"; or the combination of symbols 2, 8, and 9. Such limits may be satisfied by a single primary limit or by a combination of

separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy.

- iv. Workers Compensation: Workers Compensation coverage, as required by the Industrial Insurance Act of the State of Washington, as well as any similar coverage required for this Work and Services by applicable federal or "Other States" State law.
- v. Employers Liability or "Stop Gap" coverage: \$1,000,000 each occurrence and shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability), or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the General Liability policy Part 2 (Employers Liability), or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the General Liability policy.

B. Other Insurance Provisions and Requirements

- i. All required liability policies purchased and maintained by Provider and any Subcontractor, except professional liability (errors and omissions) and workers compensation policies, shall contain or be endorsed to contain the following provisions:
 - (1) The County, its officials, employees and agents shall be covered as additional insured, for full coverage and policy limits, as respects liability arising out of ongoing and completed Work performed by or on behalf of the Provider, or its agents, representatives, employees or Subcontractor(s) in connection with this Contract. Coverage can be provided in the form of an endorsement to the Provider's insurance, at least as broad as ISO form CG 20 10 11 85, or if not available, using the following ISO forms (or their substantive equivalent):
 - i. CG 20 10, CG 20 26, CG 20 33, or CG 20 38, and,
 - ii. CG 20 37 (if applicable), and,
 - iii. CG 20 15 (if applicable)
- ii. All required liability policies purchased and maintained by Provider or any Subcontractor(s) shall contain or be endorsed to contain the following provisions:
 - (1) Coverage shall be primary insurance as respect the County, its officials, employees, and agents. Any insurance or self-insurance maintained by the County, its officials, employees, or agents shall not contribute with the Provider's or Subcontractor's insurance or benefit the Provider or any Subcontractor, or their respective insurers in any way.
 - (2) Insurance shall expressly state that it applies separately to each insured and additional insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

- C. Deductibles and Self-Insured Retentions.
Any deductibles or self-insured retentions of the policies shall not in any way limit the County's right to coverage under the required insurance, or to Provider's or any Subcontractor's liability to the County, and shall in all instances be the sole responsibility of Provider or Subcontractor.
- D. Acceptability of Insurers.
Unless otherwise approved by the County, insurance coverage is to be placed with insurers with an A.M. Best rating of no less than A:VIII. Professional Liability (Errors and Omissions) insurance coverage may be placed with insurers with an A.M. Best rating of B+.

If at any time any of the foregoing policies fail to meet the above stated requirements, the Provider shall, upon notice to that effect from the Count, promptly obtain a new policy, and shall submit the same to the County, with the appropriate certificates and endorsements, for review.

E. Subcontractors

The Provider shall include all Subcontractors as insureds under its policies or, alternatively, the Provider must require each of its Subcontractors to procure and maintain appropriate and reasonable insurance coverage and insurance limits to cover each of the Subcontractor's liabilities given the Subcontractor's scope of work and the services being provided herein. To the extent reasonably commercially available, insurance maintained by any Subcontractor must comply with the specified requirements of Section 21 (inclusive) above, including the requirement that all liability insurance policies (except Professional Liability and Workers Compensation) provided by the Subcontractor(s) must include County, its officials, agents, and employees as additional insured for full coverage and policy limits. Provider is obligated to require and verify that each Subcontractor maintains the required insurance and ensure that County is included as additional insured. Upon request by County, and within five (5) business days, Provider must provide evidence of each Subcontractor's insurance coverage, including endorsements.

F. Work Site Safety

The Provider shall have the "right to control" and bear the sole responsibility for the job site conditions, and job site safety. The Provider shall comply with all applicable federal, state, and local safety regulations governing the job site, employees, and Subcontractors. The Provider shall be responsible for the Subcontractor's compliance with these provisions.

22. Assignment.

Provider shall not assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the County. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successors of the assigning party upon the written agreement by assignee to assume and be responsible for the obligations and liabilities of the Contract, known and unknown, and applicable law.

If at any time during the Contract Term the Provider experiences a change in its name or federal tax status either through acquisition, novation, assignment, re-organization or some other change that affects its Taxpayer Identification Number (TIN) or Tax Reporting Name, it

shall notify King County immediately upon the information becoming publicly available. This notification shall be sent by the Provider to the current King County Contract Specialist via email along with:

- A. Any official announcements from the firm’s representative(s) regarding the changes;
- B. A new King County W-9, located at:
<https://www.kingcounty.gov/~media/depts/finance/procurement/forms/KC-W9.ashx?la=en>. Instructions for completing the document can be found at:
https://www.kingcounty.gov/~media/depts/finance/procurement/forms/KC-W9_Instructions_for_Business.ashx?la=en
- C. A current statement, listing of unfilled orders and electronic versions of all outstanding invoices and credit memos at the time of the change shall be provided to the Contract Specialist as soon as possible.

Any delay on the part of the Provider to provide these items to the Contract Specialist may result in the delay of payment and orders. The County may create a new contract number to replace the existing one. All future orders and Contracts Amendments will reference the new contract number.

23. Subcontracting.

A. Written Consent of the County:

The Provider shall not subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the County. The County’s consent must be sought in writing by the Provider not less than 15 days prior to the date of any proposed subcontract.

The rejection or approval by the County of any subcontractor or the termination of a subcontractor will not relieve Provider of any of its responsibilities under the Contract, nor be the basis for additional charges to the County.

In no event will the existence of the subcontract operate to release or reduce the liability of Provider to the County for any breach in the performance of Provider’s duties.

The County has no contractual obligations to any subcontractor or vendor under contract to the Provider. Provider is fully responsible for all contractual obligations, financial or otherwise, to its subcontractors.

B. “Subcontract” Defined:

“Subcontract” shall mean any agreement between the Provider and a subcontractor or between subcontractors that is based on this Contract; provided that the term “subcontract” does not include (a) the purchase of (1) support services not related to the subject matter of this Contract, or (2) supplies; or (b) a grant to a beneficiary.

C. Required Clauses for Subcontracts:

The Provider shall include Sections:

Section #	Description
1	Provider capacity, technical assistance, compliance with

	Act and Definitions section
5	Internal Control and Accounting System
7	Maintenance of Records
8	Evaluations and Inspections
9	Compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA)
10	Financial Report Submission
14	Hold Harmless and Indemnification
15	False Statements
16	Publications
17	Disclaimer by the County and United States
18	Protection of Whistleblowers
19	Increasing Seat Belt Use in the United States
20	Reducing Text Messaging While Driving
21	Insurance Requirements
23	Subcontracting
24	Nondiscrimination and Payment of a Living Wage
25	Conflict of Interest
28	Political Activity Prohibited
29	King County Recycled Product Procurement Policy
34	Services Provided in Accordance with Laws, Rules and Regulations
35	Applicable Law
40	Payment Procedures; Prompt Payment for Subcontractors; Return of Unspent Funds
47	Background Checks
48	Mandatory Vaccination for Covid-19 Due to Public Health Emergency
49	Subaward Language

in every subcontract or purchase agreement for services that relate to the subject matter of this Contract.

D. Required Language for Subcontracts:

The Provider shall include the following language verbatim in every subcontract for services which relate to the subject matter of this Contract:

“Subcontractor shall protect, defend, indemnify, and hold harmless King County, its officers, employees and agents from any and all costs, claims, judgments, and/or awards of damages arising out of, or in any way resulting from the negligent act or omissions of subcontractor, its officers, employees, and/or agents in connection with or in support of this Contract. Subcontractor expressly agrees and understands that King County is a third-party beneficiary to its Contract with Provider and shall have the right to bring an action against subcontractor to enforce the provisions of this paragraph.”

24. Nondiscrimination and Payment of a Living Wage.

- A. The Provider shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.

B. Nondiscrimination:

During performance of the Contract, the Provider shall not discriminate against any employee or applicant for employment because of the employee's or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Provider will make equal employment opportunity efforts to ensure that applicants and employees are treated equitably, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age.

C. Payment of a Living Wage:

In accordance with [King County Living Wage Ordinance 17909](https://www.kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx), for contracts for services with an initial or amended value of \$100,000 or more, the Provider shall pay, and require all subcontractors to pay, a living wage to employees for each hour the employee performs a Measurable Amount of Work on this Contract. The requirements of the ordinance, including payment schedules, are detailed at <https://www.kingcounty.gov/depts/finance-business-operations/procurement/about-us/Living-Wage.aspx>.

Violations of this requirement may result in disqualification of the Provider from bidding on or being awarded a County contract for up to two years; contractual remedies including, but not limited to, liquidated damages and/or termination of the Contract; remedial action as set forth in public rule; and other civil remedies and sanctions allowed by law.

D. Equal Employment Opportunity Efforts:

The Provider will undertake, and require all Subcontractors to undertake equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Equal employment opportunity efforts shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The Provider agrees to post, and to require Subcontractors to post in conspicuous places available to employees and applicants for employment notices setting forth this nondiscrimination clause. In accordance with KCC 12.16.010.J, "equal employment opportunity efforts" shall mean active efforts to ensure equal opportunity in employment that is free from all forms of discrimination.

Ref: KCC 12.16.020.

E. Nondiscrimination in Subcontracting Practices:

During the term of this Contract, the Provider shall not create barriers to open and fair opportunities to participate in County contracts or to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction and services. In considering offers from and doing business with subcontractors and suppliers, the Provider shall not discriminate against any person because of their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender

identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.

25. Conflict of Interest.

To the extent determined to be a subrecipient (see Cover Page and Recitals above), the Provider understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c), that such conflict of interest policy is applicable to each activity funded under this award, and that Provider and any subrecipients thereof must disclose in writing any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.

Entering into this Contract with the County requires that the Provider agree to abide by certain provisions of the King County Employee Code of Ethics, including those relating to conflicts of interest and the employment of current or former County employees.

A. Compliance with King County Code of Ethics:

The Provider shall comply with applicable provisions of [King County Code \(KCC\) 3.04](#). Failure to comply with such requirements shall be a material breach of this contract, and may result in termination of this Contract and subject the Provider to the remedies stated in this contract, or otherwise available to the County at law or in equity.

B. Penalties:

The Provider agrees, pursuant to [KCC 3.04.060](#), that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Provider acknowledges that if it is found to have violated the prohibition found in this paragraph, its current contracts with the County will be cancelled and it shall not be able to bid on any County contract for a period of two years.

C. Former King County Employees:

The Provider acknowledges that, for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in a contract or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Provider shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Provider is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Contract any time during the term of the Contract.

King County Consultant Disclosure - In accordance with King County Code 3.04.120, as a condition of award of a professional or technical services contract valued at \$50,000 or more, the Provider agrees to sign, under penalty of perjury, a King County consultant disclosure form and file a copy with both the King County Board of Ethics and the office of the Executive. The Provider agrees that, unless otherwise specified,

any information required to be disclosed below shall cover the period twenty-four months before and including the date of filing the sworn statement.

- i. No County employee or any member of the County employee's immediate family holds an office or directorship in the Provider;
- ii. No County employee or any member of the County employee's immediate family has a financial interest in the Provider as identified below:
 - a. Ownership of over five percent of the stock or other form of interest in the Provider; and
 - b. Receipt of any compensation, gift or thing of value from the Provider;
- iii. No officer or director of the Provider has had a position on any County board or commission, whether salaried or unsalaried, in the five years immediately preceding the present Contract.
- iv. Absent authorization for alternative compliance as referenced below, failure to comply with this provision shall be considered a material breach of this Contract, and may subject the Provider to administrative sanctions and remedies for breach.
- v. Any other information known to the Provider about any interest or relationship whatsoever between any County employee, including any member of his or her immediate family, and the Provider, other than what is designated above.
- vi. Alternative Compliance. If a Provider is seeking authorization from King County for alternative compliance with the requirements of the King County Consultant Disclosure, the Provider must complete and return a King County Consultant Disclosure Form to King County. The Consultant Disclosure Form can be found at: <http://www.kingcounty.gov/~media/depts/executive-services/risk-management/documents/financial-disclosure-consultant.ashx?la=en>
- vii. All contracts between the Provider and the County in the five years immediately preceding the presently contemplated contract, including the amount of money paid by the County to the Provider, is maintained by Procurement & Payables.

26. Equipment Purchase, Maintenance, and Ownership.

A. Equipment Maintenance:

The Provider agrees that when Contract funds are used to pay for all or part of the purchase costs of any equipment that costs \$5,000 or more per item, and the purchase of such equipment is identified in an exhibit to this Contract, such equipment is, upon the purchase or receipt, the property of the County and/or federal/state government. The Provider shall be responsible for all proper care and maintenance of the equipment, including securing and insuring such equipment.

B. Equipment Ownership:

The Provider shall ensure that all such equipment is returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.

27. Proprietary Rights.

A. Ownership Rights of Materials Resulting from Contract:

Except as indicated below or as described in an Exhibit, the parties to this Contract hereby agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. To the extent that any rights in such materials vest initially with the Provider by operation of law or for any other reason, the Provider hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Provider a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any material or article and use any method that may be developed as part of the work under this Contract.

B. Ownership Rights of Previously Existing Materials:

The Provider shall retain all ownership rights in any pre-existing patentable or copyrightable materials or articles that are delivered under this Contract, but do not originate from the work described herein. The Provider agrees to and does hereby grant to the County a perpetual, irrevocable, nonexclusive, and royalty-free license to use and create derivative works, according to law, any pre-existing material or article and use any method that may be delivered as part of the work under this Contract.

C. Continued Ownership Rights:

The Provider shall sign all documents and perform other acts as the County deems necessary to secure, maintain, renew, or restore the rights granted to the County as set forth in this section.

28. Political Activity Prohibited.

None of the funds, materials, property, or services provided directly or indirectly under this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

29. King County Recycled Product Procurement Policy.

If paper copies are required, in accordance with [KCC 18.20](#), King County Sustainable Purchasing Policy, the Provider shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices.

30. Future Support.

The County makes no commitment to support contracted services and assumes no obligation for future support of the contracted activity(-ies), except as expressly set forth in this Contract.

31. Entire Contract.

The parties agree that this Contract is the complete expression of the described subject matter, and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of this Contract.

32. Contract Amendments.

Either party may request changes to this Contract. Proposed changes that are mutually agreed upon shall be incorporated only by written amendments to this Contract.

33. Notices.

Whenever this Contract provides for notice by one party to another, such notice shall be in writing and directed to each party's contact representative indicated within the contract exhibits. Any time within which a party must take some action shall be computed from the date that any associated required notice is received by that party.

Unless otherwise specified in the Contract, all notices or documentation required or provided pursuant to this Contract shall be in writing and shall be deemed duly given when received at the addresses first set forth below via certified or registered first class mail, return receipt requested, personal delivery or electronic mail. However, if any of the following occur: "notice to cure" a default, Provider communication in connection with an alleged default, or notice of termination, such notice or communication shall only be delivered personally, or by certified or registered first class mail, return receipt requested.

KING COUNTY	PROVIDER
Project Manager -	[Contact Name]
Phyllis Sutton	
401 5 th Ave STE 810	[City], [State]
Seattle, WA	[Telephone Number]
206-848-0757	[Email Address]
psutton@kingcounty.gov	

34. Services Provided in Accordance with Laws, Rules and Regulations.

The Provider and any subcontractor agree to abide by the laws of the state of Washington, rules and regulations promulgated thereunder, and regulations of the state and federal governments, as applicable, which control disposition of funds granted under this Contract, all of which are incorporated herein by reference.

If there is an irreconcilable conflict between any of the language contained in any exhibit or attachment to this Contract, the language in the Contract shall control over the language contained in the exhibit or the attachment, unless the exhibit provision expressly indicates that it controls over inconsistent contract language. If there is conflict among requirements set forth in exhibits, language contained in the lower numbered exhibit shall control unless the higher numbered exhibit provision expressly indicates that it controls over inconsistent lower numbered exhibit language.

35. Applicable Law.

- A. This Contract shall be construed and interpreted in accordance with the laws of the State of Washington. The venue for any action hereunder shall be in the Superior Court for King County, Washington.

- B. Provider agrees to comply with the requirements of section 603 of the Act, the Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing. Provider also agrees to comply with all other applicable federal laws, regulations, executive orders, and interpretive guidance, and Provider shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this Contract.**

Federal statutes and regulations applicable to this award include, without limitation, the following:

- C. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, including the following:**
- i. Subpart A, Acronyms and Definitions;**
 - ii. Subpart B, General Provisions;**
 - iii. Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards;**
 - iv. Subpart D, Post-Federal Award Requirements;**
 - v. Subpart E, Cost Principles;**
 - vi. Subpart F, Audit Requirements;**
 - vii. And all Appendices thereto.**

However, per Assistance Listing 21.027 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS, the following provisions do not apply: 2 C.F.R. § 200.204 (Notices of Funding Opportunities); 2 C.F.R. § 200.205 (Federal awarding agency review of merit of proposal); 2 C.F.R. § 200.210 (Pre-award costs); and 2 C.F.R. § 200.213 (Reporting a determination that a non-Federal entity is not qualified for a Federal award). For 2 CFR Part 200, Subpart D, the following provisions do not apply to the SLFRF program: C.F.R. § 200.305 (b)(8) and (9) (Federal Payment); 2 C.F.R. § 200.308 (revision of budget or program plan); 2 C.F.R. § 200.309 (modifications to period of performance); and 2 C.F.R. § 200.320(c)(4) (noncompetitive procurement)

- D. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference.**
- E. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference.**
- F. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19.**

- G. **Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference.**
- H. **Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.**
- I. **New Restrictions on Lobbying, 31 C.F.R. Part 21.**
- J. **Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.**
- K. **Generally applicable federal environmental laws and regulations.**
- L. **Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following:**
 - i. **Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's Implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;**
 - ii. **The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;**
 - iii. **Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;**
 - iv. **The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and**
 - v. **Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto;**
 - vi. **Hatch Act. Provider agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limits certain political activities of federal employees, as well as certain other employees who work in connection with federally funded programs.**
- M. **PROHIBITION ON PROVIDING FUNDS TO THE ENEMY (2 CFR 183)**
 - i. **The Provider must exercise due diligence to ensure that none of the funds, including supplies and services, received under this Contract are provided directly or indirectly (including through subcontracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities. The Provider must terminate or void in whole or part any subcontract with a person or entity listed in the System Award Management Exclusions (SAM) as a prohibited or restricted sources pursuant to subtitle E of Title VIII of the NDAA**

for FY 2015, unless the Federal awarding agency provides written approval to continue the subcontract.

- ii. The Federal awarding agency has the authority to terminate or void this Contract, in whole or in part, if the Federal awarding agency becomes aware that the Provider failed to exercise due diligence as required by paragraph A of this clause or if the Federal awarding agency becomes aware that any funds received under this Contract have been provided directly or indirectly to a person or entity who is actively opposing coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities.
- iii. In addition to any other existing examination-of-records authority, the Federal Government is authorized to examine any records of the Provider and its Subcontracts to the extent necessary to ensure that funds, including supplies and services, available under this Contract are not provided, directly or indirectly, to a person or entity that is actively engaged in hostilities, except for awards awarded by the Department of Defense on or before Dec 19, 2017 that will be performed in the United States Central Command (USCENTCOM) theater of operations.
- iv. The Contract must include the substance of this clause, including paragraph, in subcontracting agreements that have an estimated value over \$50,000 and will be performed outside the United States, including its outlying areas.

N. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (CFR 200.216)

- i. Costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, cloud servers are allowable except for the following circumstances:
- ii. Provider and Subcontractor are prohibited from obligating or expending contract funds to:
 - a. Procure or obtain;
 - b. Extend or renew a contract to procure or obtain; or
 - c. Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - 1. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - 2. Telecommunications or video surveillance services provided by such entities or using such equipment.
 - 3. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an

entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

O. DOMESTIC PREFERENCES FOR PROCUREMENTS (CFR 200.322)

- i. As appropriate and to the extent consistent with law, the Provider should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontracting agreements and purchase orders for work or products under this contract.
- ii. For purposes of this section:
 - a. "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting state through the application of coatings, occurred in the United States.
 - b. "Manufactured products" means items and construction material composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

P. Contracting with small and minority businesses, women's business enterprise, and labor and surplus area firms (2 CFR 200.321)

- i. As appropriate and consistent with law, Contactor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- ii. Affirmative steps must include:
 - (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring the any prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.

36. No Third-Party Beneficiaries.

Except for the parties to whom this Contract is assigned in compliance with the terms of this Contract, there are no third party beneficiaries to this Contract, and this Contract shall not impart any rights enforceable by any person or entity that is not a party hereto.

37. Non-Waiver of Breach.

Waiver of any default shall not be deemed to be a waiver of any subsequent default. No action or failure to act by the County shall constitute a waiver of any right or duty afforded to the County under the Contract; nor shall any such action or failure to act by the County modify the terms of the Contract or constitute an approval of, or acquiescence in, any breach hereunder, except as may be specifically stated by the County in writing.

38. Emergency Response Requirements.

Within three months of the execution of this Contract, the Provider shall prepare and make available to the County upon request, the necessary plans, procedures and protocols to:

- A. Respond to and recover from a natural disaster or major disruption to Provider operations such as a work stoppage.
- B. Continue operations during a prolonged event such as a pandemic.

If the Provider does not have any such plan as of the start of this Contract, the Provider may request (i) an extension of the time needed to create a plan, and (ii) for assistance from the County in preparing such a plan.

At a minimum, any plans, procedures, or protocols described in this section must include how the Provider plans to continue to provide the services described in or funded by this Contract.

39. Provider Certification.

By signing this Contract, the Provider certifies that, in addition to agreeing to the terms and conditions provided herein, it has read and understands all contracting requirements as contained in this Contract and the Exhibits and Attachments hereto.

40. Payment Procedures; Prompt Payment of Subcontractors; Return of Unspent Funds.

For Work Accepted by the County the Provider shall furnish invoices to the program lead at oesjgrants@kingcounty.gov. All invoices shall contain the following information:

- A. Invoice date
- B. Purchase order number (if provided by King County)
- C. Project Number (if applicable)
- D. Ship to address/location
- E. Remit address
- F. Item number(s)
- G. Description of supplies or services
- H. Quantities
- I. Unit prices

- J. Subtotal and totals amount
- K. Discount terms or amount, if applicable
- L. Applicable sales tax with correct tax rate based on destination

For each item invoiced, provide the complete description of the products, services, phases or milestones Accepted, hours worked and Contract hourly rates, or authorized fees.

The County will not be bound by prices contained in an invoice that are higher than those in Exhibit B, or if not used as part of this Contract, then the current price list for this Contract approved by the County. Within thirty (30) Days after receipt of an invoice, the County shall pay the Provider for Accepted Work, upon acceptance of payment Provider waives any claims for the Work covered by the invoice.

If the Provider is registered with the State of Washington it shall add all applicable State sales or use taxes to each invoice and upon receipt of the payment promptly remit appropriate amounts to the State of Washington, or the County will make payment directly to the State.

The Provider agrees to pay each Subcontractor under this Contract for satisfactory performance of its Subcontract within ten (10) Days from the receipt of each payment the Provider receives from the County.

If Provider has any unspent that have not been expended as of the earlier of the King County Contract Eligible Expenditure Period (as set forth in Section 3, Subsection D and any extension thereto) or the termination of this Contract under Section 13, Provider shall return all unspent funds to the County within ten (10) calendar days.

41. Advance Payment (if applicable).

42. Pricing.

Prices shall remain firm for the duration of the Contract. The Provider may request a price change(s) in writing delivered to the County. The Provider shall provide documentation satisfactory to the County in support of its request, such as changes to the Producers Price Index for the commodity, the Consumer Price Index for the Seattle-Tacoma-Bellevue area, or a manufacturer's published notification of price change(s). The County reserves the right, in its sole discretion, to grant the request as submitted, engage the Provider in a discussion about modifications to the request, or deny the request in its entirety. Any change in pricing granted by the County shall be affected through a Contract Amendment instituting the price adjustment and establishing an effective date.

43. Shipping Charges (remove if not needed).

All prices shall include freight FOB to the designated delivery point. The County shall reject requests for additional compensation for freight charges.

44. Other Public Agency Orders.

Other federal, state, county and local entities may utilize the terms and conditions established by this Contract if agreeable to all parties. The County does not accept any responsibility or involvement in the purchase orders or contracts issued by other public agencies.

45. Force Majeure.

The term "force majeure" shall include, without limitation by the following enumeration: acts of nature, acts of civil or military authorities, terrorism, fire, accidents, shutdowns for purpose of emergency repairs, industrial, civil or public disturbances, causing the inability to perform the requirements of this Contract; provided, however, "force majeure" shall not include the COVID-19 pandemic which is ongoing as of the date of the execution of this Contract. If any party is rendered unable, wholly or in part, by a force majeure event to perform or comply with any obligation or condition of this Contract, upon giving notice and reasonably full particulars to the other party, such obligation or condition shall be suspended only for the time and to the extent commercially practicable to restore normal operations. In the event the Provider ceases to be excused pursuant to this provision, then the County shall be entitled to exercise any remedies otherwise provided for in this Contract, including termination for default.

46. Severability.

Whenever possible, each provision of this Contract shall be interpreted to be effective and valid under applicable law. If any provision is found to be invalid, illegal or unenforceable, then such provision or portion thereof shall be modified to the extent necessary to render it legal, valid and enforceable and have the intent and economic effect as close as possible to the invalid, illegal and unenforceable provision.

47. Background Checks.

Provider warrants and represents that each and every Provider employee can meet the following requirements: (a) No convictions within the past ten (10) years for crimes involving computers, moral turpitude, including fraud, perjury, dishonesty; and (b) No adverse employment actions within the past ten (10) years regarding dishonesty or the use or misuse of computers.

Provider employees needing access to secure areas, records, or systems may be required to complete a security/background check by the County. The County may require Provider's employees, agents, consultants or Subcontractors to complete a brief questionnaire and complete fingerprinting as part of the investigation process. The required background check will review and evaluate driving records, criminal records, employment histories, military records, personal and employment references and related information. Provider employees failing the background check may, at the sole discretion of the County, be restricted from working within secured areas or with County systems in any capacity. The Provider will assign alternative staff who have passed the background check to meet the requirements of the Contract.

48. Mandatory Vaccination for Covid-19 Due to Public Health Emergency (for Contracts involving Providers doing work on County property and worksites)

In accordance with [Covid Exec Order ACO 8 28 EO.ashx \(kingcounty.gov\)](#) (Executive Order), all county contractors working at Executive branch agencies shall be fully vaccinated if the work is required to be performed in person and on site. This includes but is not limited to on county property or in county facilities, or work requiring interaction with the general public regardless of frequency, whether or not other workers are present, and including indoor or outdoor worksites. The Executive Order does not apply to contractors who are present onsite for only a short period of time and have a fleeting physical presence with others. The Provider shall be responsible for the full COVID-19 vaccination verification of its onsite workers. The [Attestation Form](#) shall be signed and submitted to procurement.web@kingcounty.gov on or before October 18, 2021 if possible. The Provider shall further verify and furnish an additional

signed attestation form for each onsite worker hired after October 18, 2021. Contractors who are unable to comply with the Order by the October 18, 2021 deadline, and who are working towards compliance, are automatically granted a limited time extension to December 2, 2021 and must instead comply by that date. Further information on the Executive Order and responses to Frequently Asked Questions may be found at [Vaccination Mandate for Contractors](#).

49. Subaward Language.

To the extent the Provider is a Subrecipient, the Provider must make a determination whether the scope of work carried out by any other individual or entity falls under a Subrecipient or Contractor relationship, ***or whether the funds are being provided for the purpose of directly benefitting the individual or entity as a result of experiencing a public health impact or negative economic impact of the COVID-19 pandemic, in which case the individual or entity is acting as a beneficiary rather than a Subrecipient or Contractor. A non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, a contractor, and a beneficiary depending on the substance of its agreements with Federal awarding agencies and pass-through entities. Therefore, a pass-through entity must make case-by-case determinations whether each agreement it makes for the disbursement of Federal program funds casts the party receiving the funds in the role of a subrecipient, a contractor or a beneficiary. The Federal awarding agency may supply and require pass-through entities to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.***

- A. Beneficiary. Awards or payments to individuals or entities that are direct beneficiaries of a federal award are not considered payment to subrecipients or contractors. If the funds are provided to an individual or entity for the purpose of directly benefitting the individual or entity as a result of the individual or entity experiencing a public health impact or negative economic impact of the COVID-19 pandemic, the individual or entity is acting as a beneficiary.**
- B. Subrecipients. A subaward is for the purpose of carrying out a portion of a Federal award and creates a Federal assistance relationship with the subrecipient. A subrecipient does not include an individual or entity that is a beneficiary of such award. Characteristics which support the classification of the non-Federal entity as a subrecipient include when the non-Federal entity:**
- i. Determines who is eligible to receive what Federal assistance;***
 - ii. Has its performance measured in relation to whether objectives of a Federal program were met;***
 - iii. Has responsibility for programmatic decision making;***
 - iv. Is responsible for adherence to applicable Federal program requirements specified in the Federal award; and***
 - v. In accordance with its agreement, uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.***

- B. Contractors. A contract is for the purpose of obtaining goods and services for the non-Federal entity's own use and creates a procurement relationship with the contractor. A beneficiary is not a contractor. Characteristics indicative of a procurement relationship between the non-Federal entity and a contractor are when the contractor:**
- i. Provides the goods and services within normal business operations;**
 - ii. Provides similar goods or services to many different purchasers;**
 - iii. Normally operates in a competitive environment;**
 - iv. Provides goods or services that are ancillary to the operation of the Federal program; and**
 - v. Is not subject to compliance requirements of the Federal program as a result of the agreement, though similar requirements may apply for other reasons.**
- C. Use of Judgment in Making Determination. In determining whether an agreement between a pass-through entity and another non-Federal entity casts the latter as a subrecipient, a contractor, or a beneficiary, the substance of the relationship is more important than the form of the agreement. All of the characteristics listed above may not be present in all cases, and the pass-through entity must use judgment in classifying each agreement as a subaward, a procurement contract, or as funding provided to a beneficiary.**

If the Provider determines that the scope of work falls under a subrecipient relationship, all of the information below must be included in any subaward agreement:

Subrecipient agency name (which must match the name associated with its unique entity identifier);	
Subrecipient agency's unique entity identifier (i.e. DUNS);	
Federal Award Identification Number (FAIN) or Federal;	SLFRP0152
Federal Award Date	
Federal Period of Performance;	March 3, 2021 through December 31, 2026
Federal Budget Period;	March 3, 2021 through December 31, 2026
Subaward Period of Performance;	
Subaward Budget Period	
Amount of Federal Funds Obligated to the subrecipient agency by this action;	
Total Amount of Federal Funds Obligated to the subrecipient agency;	
Total Amount of the Federal Award committed to the subrecipient;	
Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency	CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS – KING COUNTY

Act (FFATA)	
Name of Federal awarding agency, pass-through entity, and contact information for awarding official	Federal Awarding Agency: DEPARTMENT OF THE TREASURY Pass-Through Entity: KING COUNTY Dwight Dively King County Budget Director dwight.dively@kingcounty.gov
CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement;	21.027 (May 28, 2021)
Identification of whether the award is R&D;	No
Indirect cost rate for the Federal Award; and	
Is the agency a subrecipient for the purposes of this agreement?	Yes

The subawardee must be in compliance with the below and must note the required information in their subaward agreements:

- (1) **A requirement that the subrecipient permit the pass-through entity and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of this part; and**
- (2) **Appropriate terms and conditions concerning closeout of the subaward.**
- (3) **All requirements imposed by the pass-through entity on the subrecipient so that the Federal award is used in accordance with Federal statutes, regulations and the terms and conditions of the Federal award;**
- (4) **Any additional requirements that the pass-through entity imposes on the subrecipient in order for the pass-through entity to meet its own responsibility to the Federal awarding agency including identification of any required financial and performance reports;**
- (5) **Evaluate each subrecipient's risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described in paragraphs (d) and (e) of this section, which may include consideration of such factors as:**
 - (a) **The subrecipient's prior experience with the same or similar subawards;**
 - (b) **The results of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F—Audit Requirements of this part, and the extent to which the same or similar subaward has been audited as a major program;**
 - (c) **Whether the subrecipient has new personnel or new or substantially changed systems; and**

- (d) The extent and results of Federal awarding agency monitoring (e.g., if the subrecipient also receives Federal awards directly from a Federal awarding agency).*
- (6) Consider imposing specific subaward conditions upon a subrecipient if appropriate as described in §200.207 Specific conditions.**
- (7) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. Pass-through entity monitoring of the subrecipient must include:**
- (a) Reviewing financial and performance reports required by the pass-through entity.**
- (b) Following-up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the subrecipient from the pass-through entity detected through audits, on-site reviews, and other means.**
- (c) Issuing a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521 Management decision.**
- (8) Depending upon the pass-through entity's assessment of risk posed by the subrecipient (as described in paragraph (b) of this section), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:**
- (a) Providing subrecipients with training and technical assistance on program-related matters; and**
- (b) Performing on-site reviews of the subrecipient's program operations;**
- (c) Arranging for agreed-upon-procedures engagements as described in §200.425 Audit services.**
- (9) Verify that every subrecipient is audited as required by Subpart F—Audit Requirements of this part when it is expected that the subrecipient's Federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in §200.501 Audit requirements.**
- (10) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the pass-through entity's own records.**
- (11) Consider taking enforcement action against noncompliant subrecipients as described in §200.338 Remedies for noncompliance of this part and in program regulations.**

Attachment 1 - FAIN Table

CAREER PATHWAYS FOR YOUTH AFFECTED BY GUN VIOLENCE – KING COUNTY Pursuant to 2 CFR Part 200 Federal Award Identification

(i) Provider Name (must match the name associated with its unique entity identifier) [REDACTED]		(ii) Unique Entity Identifier (formerly DUNS) [REDACTED]		King County Number for This Agreement [REDACTED]	
(iii) Federal Award Identification Number (FAIN) SLFRP0152		(iv) Federal Award Date May 18, 2021		(v) Federal Period of Performance Start and End Date March 3, 2021 – December 31, 2026	
(vi) Federal Budget Period Start and End Date March 3, 2021 – December 31, 2026		(vii) Amount of Federal Funds Obligated to Provider by this action: \$ [REDACTED]		(viii) Total Amount of Federal Funds Obligated to Provider \$ [REDACTED]	
(ix) Total Amount of the Federal Award Committed to Provider \$ [REDACTED]		(x) Federal Award Project Description: CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS– KING COUNTY			
(xi) Federal Awarding Agency : DEPARTMENT OF THE TREASURY		Recipient/Pass-Through Entity: KING COUNTY		Awarding Official Name and Contact Information: Dwight Dively King County Budget Director dwight.dively@kingcounty.gov	
(xii) Assistance Listing CFDA Number and Name (the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement) 21.027 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS				(xiii) Identification of Whether the Award is R&D NO	
(xiv) Indirect Cost Rate for the Federal Award [REDACTED]		Award Payment Method (lump sum payment or reimbursement) REIMBURSEMENT		Is the Provider a Subrecipient for the Purposes of This Agreement? *** NO - Contractor	

***The term “Provider” shall refer to a contractor or subrecipient, as determined in the County’s sole discretion and referenced in this cover page.

*If the County determines the “Provider” is a subrecipient, then the subaward period of performance is the Contract Term and subaward budget period is the Eligible Expenditure Period, as defined in Section 3.

If you require accommodation to access this form, alternate formats are available upon request.

Attachment 2 - Scope of Work

PROGRAM SCOPE OF WORK

I. INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. Section 9901 of ARPA amended Title VI of the Social Security Act to add section 603, which establishes the Coronavirus Local Fiscal Recovery Fund (CLFR). King County, Washington was provided a CLFR distribution directly by the U.S. Treasury and is empowered to utilize this funding for costs associated with responding to the COVID-19 public health emergency and its negative economic impacts.

With the passage of ARPA, the county moved decisively to initiate its recovery plan. King County Executive Dow Constantine and the King County Council enacted an emergency supplemental budget to launch a portfolio of programs designed to continue funding the COVID response and make equitable economic recovery investments in the community, with a focus on the people and places disproportionately impacted by the pandemic.

On May 25, 2021, King County Council passed Ordinance 19829 amending the original biennial budget, and authorizing reasonable and necessary expenditures necessary to prevent, prepare for, mitigate against, and respond to COVID-19 and incurred due to the COVID-19 public health emergency. The Ordinance includes an allocation of \$400,000 for the Office of Equity, Racial and Social Justice (OERSJ) for the Community-based Organization (CBO) Technical Assistance Program. The intent of this funding is to provide CBOs and small businesses with technical assistance and capacity building to manage grants and be able to apply for new grants.

From discussions with community partners, King County understands that King County nonprofits, particularly smaller CBOs, are experiencing challenges in applying for and securing CLFR funds and/or managing such funds once received and need additional support to allow meaningful participation in King County's CLFR programs. King County further understands that CBOs and small businesses applying for grants from the King County Racism is a Public Health Crisis grants are experiencing similar challenges.

As a response to this identified issue, the 2023 COVID-10 Ordinance allocated an additional \$125,000 to provide support to small businesses and non-profits receiving funding from the \$25M Racism is a Public Health Crisis grants. After subtracting the total spent to date by the existing CBOTA providers, there is \$350,000 available for this second RFA in the technical assistance budget.

The CBO Technical Assistance Program will provide institutional capacity building and technical assistance services to nonprofits CBOs and small businesses to be selected by OERSJ based on the following eligibility criteria:

1. Directly serves communities in King County most harmed by both systemic racism and COVID-19;
2. Negatively impacted by COVID-19, as demonstrated by evidence of at least one of the following:
 - Loss of staff or inability to hire staff with technical knowledge in accounting, grant

- writing, or capacity building.
 - Closing for a significant period of time and/or moving to remote only model due to COVID-19;
 - Inability to offer services to clients at pre-pandemic level or uncompensated increases in service needs;
 - Revenue loss; or
 - Other negative impacts of the COVID-19 pandemic identified by the organization;
3. Applying or selected to serve as a subrecipient or contractor in connection with a King County COVID-19 relief program or applying for grant funding from the King County Racism is a Public Health Crisis grants;
 4. Either:
 - (a) A 501(c)(3) nonprofit headquartered in King County, with fewer than 20 full-time equivalent staff and an annual operating budget of less than \$4M at the time of application; or
 - (b) Solely for awardees of the Racism is a Public Health Crisis grants:
 - (i) A business currently registered with Washington State, located and operating in King County, primarily and directly serving King County residents, with \$5,000,000 or less in gross annual total revenue, with 50 or fewer full-time equivalent (FTE) employees, and in business since at or before January 1, 2022; or
 - (ii) Nonprofits currently registered with the State of Washington.

For grass roots organizations applying to the Racism is a Public Health Crisis grants via a fiscal sponsor, the fiscal sponsor must meet the requirements above to receive services.

OERSJ will rely on an applicant’s self-certification, under penalty of perjury, to determine eligibility for technical assistance, and provide a low-barrier list of eligible documents that CBOs applicants can submit as a part of self-certification. This is necessary to meet the CBO Technical Assistance Program’s objective to provide technical assistance to nonprofits applicants that currently lack capacity to allow meaningful participation in King County’s CLFR programs. A minimally burdensome application process ensures that nonprofits applicants most in need of technical assistance get this support and can participate in other CLFR COVID-relief programs. King County will be responsible for assigning each technical assistance provider with a caseload of eligible grantees.

Importantly, contracted technical assistance and capacity- building service providers will be responsible for confirming client eligibility and subject to documentation and other applicable requirements to comply with federal and programmatic eligibility requirements. The nonprofits applicants seeking services may be subject to documentation and other applicable requirements in applying for and securing funding opportunities with other King County CLFR COVID-relief programs, including documentation related to their own CLFR funds management, monitoring and compliance efforts. The contracted service providers will offer technical assistance to the nonprofits program participants that may be needed to comply with any such requirements.

CBOs and small businesses – particularly microbusinesses – operating in King County that serve communities who have historically and continue to experience marginalization, disproportionate negative impacts of systemic inequities, oppressions, and divestments are under-resourced. The

COVID-19 pandemic deepened these negative impacts for these CBOs and small businesses, through dramatic decreases in staff levels, operations, and revenues, that resulted in a loss of knowledge, expertise, and continuity of operations needed to successfully navigate the nonprofit and for-profit sectors, especially in capacity building. This loss has negatively impacted their operations on multiple levels including budgeting, accounting, and internal controls. It has also negatively impacted CBOs' and small businesses' ability to raise funds through channels they normally rely on, including applying for government funding and financial relief. Finally, these organizations are having trouble in hiring and/or rehiring qualified individuals to fill vacated positions, further exacerbating these impacts.

II. OBJECTIVES

King County will contract with service providers to provide institutional capacity building and technical assistance services to eligible nonprofits and small businesses, to be selected by King County OERSJ, most of whom are grantees of the County's \$25M in Grants to Start to Address Racism as a Public Health Crisis program (\$25M RPHC Grants Program).

This program will address these specific objectives:

- Provide technical assistance to CBOs and small businesses impacted by COVID-19 and participating in the \$25M RPHC Grants Program in securing funding and meeting compliance and monitoring requirements.
- Build institutional capacity for CBOs and small businesses to apply for and manage any available government funds to address the long-term impacts systemic racism, further worsened by COVID-19.
- Provide technical assistance to CBOs and small businesses in operational and strategic areas identified to assist in sustaining operations in the long-term.

Qualified service providers will serve as contractors and will work with nonprofits and small businesses in three ways:

1. creating and providing a needs assessment for each assigned non-profit and/or small business client.
2. providing the client with technical assistance in areas of need described below and reflected in the needs assessment, and
3. providing learning opportunities for the client to become more self-sufficient in their area(s) of need and process improvements.

Each nonprofit and small businesses in this TACB Program will receive up to 10 hours of capacity building or technical assistance consulting services from contracted service providers.

III. PROGRAM DESCRIPTION

The nonprofits and small businesses seeking services may be subject to documentation and other applicable requirements in applying for and securing funding opportunities with other King County grant programs, including documentation related to their own County funds management, monitoring and compliance efforts. The contracted service providers will offer up to 10 hours of technical assistance to the nonprofits and small businesses that may be needed to comply with any such requirements.

Qualified service providers can be nonprofit organizations, CBOs, tribes and tribal organizations, public or governmental agencies serving communities in King County, or private consultants.

This RFA does not allow for subcontracting. Qualified service providers will be required to support small businesses and/or CBOs directly, rather than act as a pass-through agency.

Qualified service providers must have demonstrated experience working with CBOs and expertise in any of the following areas:

- Grant writing and grant budget development
- Accounting
- Application of 2 CFR 200
- Setting up internal controls
- Grant management
- Designing data collection methods
- Strategic planning
- Long-term budget development
- Governance structures
- Standard operating policies and procedures
- Staff structure
- Acquisition/subscription, implementation, and deployment of technology solutions (e.g., CRM, project management software, accounting software)

IV. PERFORMANCE INDICATORS

- Number of organizations assisted
- Percentage of Needs Assessment completed based on total clients assigned
- Types of services provided to CBOs and small businesses
- Other outputs including but not limited to: policies developed, materials provided to organizations, training materials, strategic plans, processes mapped
- Recipient satisfaction – survey by PSB/OERSJ
- Customer testimonies

V. PROGRAM PERIOD

The period of contractor performance is expected to be December 2023 to December 2024, or when funds are expended, whichever is sooner.

VI. KEY MILESTONES AND DELIVERABLES

Milestone/deliverable	Anticipated Timeline
Application form submittal	Due October 25, 2023
Application Review and Evaluation	October 25 – November 3, 2023
Notify Selected Applicants	November 3, 2023

Contract Execution & Award Signing	November 6 – 27, 2023
Workplan	2 weeks following award signing
Start scheduling assigned clients for initial 1 to 2-hour intake for needs assessment	December 2023 – January 15, 2024
Completed Needs Assessment per assigned client	March 1, 2024
Invoices/requests for reimbursement for services provided to assigned clients	Monthly (template attached)
Quarterly progress reports	2 weeks following end of the calendar quarter (i.e., April 15, 2024 for Q1.2024) (template attached)
Final report	30 days following the end of the period of performance (template attached)

VII. PROGRAM BUDGET

The funding total of \$350,000 is designated for OERSJ for the CBO Technical Assistance Program. It will be allocated for:

- Cost of subject matter expert consulting services (e.g., assessments of and assistance with strengthening governance, internal controls, operations).

**King County Coronavirus Local Fiscal Recovery
Fund Provider Contract – Attachment 4
CIVIL RIGHTS CERTIFICATION FORM**

The funds provided to the Provider named below (hereinafter referred to as the “Provider”) are available under section 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act.

Provider understands and acknowledges that:

As a condition of receipt of federal financial assistance from the Department of the Treasury, with monies distributed through King County, Provider provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to Provider, the use or rent of Federal land or property at below market value, Federal training, a loan of Federal personnel, subsidies, and other arrangements with the intention of providing assistance. Federal financial assistance does not encompass contracts of guarantee or insurance, regulated programs, licenses, procurement contracts by the Federal government at market value, or programs that provide direct benefits.

The Civil Rights Restoration Act of 1987 provides that the provisions of the assurances apply to all of the operations of Provider’s program(s) and activity(ies), so long as any portion of Provider’s program(s) or activity(ies) is federally assisted in the manner prescribed above

Provider certifies the following:

1. Provider ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
2. Provider acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency,” seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Provider understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, Provider shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Provider understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in Provider’s programs, services, and activities.
3. Provider agrees to consider the need for language services for LEP persons when Provider develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.
4. Provider acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Provider and its successors, transferees, and assignees for the period in which such assistance is provided.
5. Provider shall comply with Title VI of the Civil Rights Act of 1964, which prohibits Providers of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as

implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.

6. Provider understands and agrees that if any real property or structure is provided or improved with the aid of federal financial assistance by the Department of the Treasury, this assurance obligates Provider, or in the case of a subsequent transfer, the transferee, for the period during which the real property or structure is used for a purpose for which the federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is provided, this assurance obligates the Provider for the period during which it retains ownership or possession of the property.
7. Provider shall cooperate in any enforcement or compliance review activities by the Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. Provider shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Provider shall maintain a complaint log and inform the Department of the Treasury of any complaints of discrimination on the grounds of race, color, or national origin, and limited English proficiency covered by Title VI of the Civil Rights Act of 1964 and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, pending or completed, including outcome. Provider also must inform the Department of the Treasury if Provider has received no complaints under Title VI.
9. Provider must provide documentation of an administrative agency's or court's findings of non-compliance of Title VI and efforts to address the non-compliance, including any voluntary compliance or other agreements between the Provider and the administrative agency that made the finding. If Provider settles a case or matter alleging such discrimination, Provider must provide documentation of the settlement. If Provider has not been the subject of any court or administrative agency finding of discrimination, please so state.
10. The United States of America has the right to seek judicial enforcement of the terms of this assurances document and nothing in this document alters or limits the federal enforcement measures that the United States may take in order to address violations of this document or applicable federal law.

I hereby certify that I have read and understood the obligations described above, that Provider is in compliance with the above-described nondiscrimination requirements, and by my signature on this document, acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any information submitted in conjunction with this document could subject me to punishment under federal, civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code, Sec. 1001, et seq. and punishment under federal law.

Printed Name

Signature

Title

Date

**King County Coronavirus Local Fiscal Recovery Fund
Provider Contract – Attachment 5
COST CERTIFICATION**

I certify that:

1. I have authority and approval from the governing body on behalf of _____ (“Provider”) to accept proceeds from King County (the “County”) per the Contract by and between the County and Provider from the County’s allocation of the Coronavirus Local Fiscal Recovery Fund (“CLFR”) as created by the American Rescue Plan Act of 2021, Section 9901 (“ARPA”) for eligible costs included on the corresponding invoice voucher for report period _____ through _____.
2. I understand that as additional federal guidance becomes available, an amendment to the Contract between the County and Provider may become necessary and agree to execute necessary amendments.
3. I understand the County will rely on this certification as a material representation in processing reimbursements or payment requests.
4. I understand the Provider receiving funds pursuant to this certification shall retain documentation of all uses of the funds, including but not limited to invoices and/or sales receipts in a manner consistent with §200.333 Retention requirements for records of 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Such documentation shall be produced to the County upon request and may be subject to audit by the State Auditor.
5. **I understand any funds provided pursuant to this certification cannot be used to pay or reimburse costs for which Provider has received any other funding, whether state, federal or private in nature, for that same cost.**

I hereby certify that I have read the above certification, and that the information and my statements provided herein by me are true and correct to the best of my knowledge, and by my signature on this document, acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document could subject me to punishment under federal and/or civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code, Sec. 1001, et seq. and punishment under federal law.

Printed Name

Signature

Title

Date

**King County Coronavirus Local Fiscal Recovery Fund
Provider Contract – Attachment 6
LOBBYING CERTIFICATION**

The undersigned certifies, to the best of the undersigned’s knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions, as attached.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that I have read the above certification, and that the information and my statements provided herein by me are true and correct to the best of my knowledge, and by my signature on this document, acknowledge my understanding that any intentional or negligent misrepresentation or falsification of any of the information in this document could subject me to punishment under federal and/or civil liability and/or in criminal penalties, including but not limited to fine or imprisonment or both under Title 18, United States Code, Sec. 1001, et seq. and punishment under federal law.

Printed Name

Signature

Title

Date

Exhibit A - Invoice Template

KING COUNTY PROGRAM INFORMATION

King County Program ID:	CSGER-OESJ-CBOTA
Funding Source:	ARPA / CLFR
King County Grant Manager:	Phyllis Sutton
Division:	Executive Dept. (OERSJ)
CFDA #:	21.027

CLFR Expenditure Category:	2: Negative Economic Impacts
CLFR Expenditure Sub-category:	2.34 Assistance to Impacted Nonprofit
CPA #:	

KING COUNTY EBS BUDGET INFORMATION

P:	
O:	
E:	
T:	
A:	

APPROVED BUDGET

Eligible Expense Category	Budget Amount
Salaries	
Fringe Benefits	
Equipment (> \$5,000 per unit)	
Supplies	
Subawards - Contracted Services	
Subawards - Subrecipients	
Other Direct Costs	
Indirect Costs	

\$0.00



SUBRECIPIENT/CONTRACTOR INFORMATION

Organization Name:	
Contact Person Name:	
Contact Person Email:	
Organization Address:	
Address Line 2:	
DUNS No.:	
King County Supplier #:	
PSB Contract #:	
Grant/Contract Period:	

Program Name:

INVOICE/ PAYMENT HISTORY

INVOICE No.	SUBMITTAL DATE	DATES COVERED	REQUESTED AMOUNT	PAID AMOUNT
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				


\$0.00

\$0.00

2021-2022 INVOICE FORM

King County Department Name	
Phyllis Sutton Performance, Strategy and Budget Chinook Office Building 401 Fifth Ave, Suite 810 Seattle, WA 98104	
Contractor/Subrecipient (Payable to):	
Organization:	0
Attn:	0
Email or Contact:	0
Address, Line 1:	0
Address, Line 2:	0
DUNS #:	0

King County Accounts Payable ONLY	
Purchase Order # / CPA#:	0
Supplier Name:	0
Supplier #:	0
Supplier Pay Site:	ACH
Remit Address:	0
	0
Invoice Date:	
Invoice #:	
Amount to be Paid:	
Note to AP:	
Remit Description:	
Internal contact & phone:	



Program ID: CSGER-OESJ-CBOTA	CPA # 0	PSB Contract #: 0	Grant/Contract Period 0	Invoice #	Federal CFDA # 21.027
Invoice Type/Frequency (select one):	Monthly		Invoice Service Period:		

Eligible Expense Category	Budget Amount	A: This Invoice/ Reimbursement Request	B: Total Previously Invoiced	A+B: Cumulative Through This Invoice	Remaining Budget
Salaries	-	-	-	-	-
Fringe Benefits	-	-	-	-	-
Equipment (> \$5,000 per unit)	-	-	-	-	-
Supplies	-	-	-	-	-
Subawards - Contracted Services	-	-	-	-	-
Subawards - Subrecipients	-	-	-	-	-
Other Direct Costs	-	-	-	-	-
Indirect Costs	-	-	-	-	-
	-	-	-	-	-
Total	-	-	-	-	-

Invoice Total: \$ -

I, the undersigned, do hereby certify under penalty of perjury, that this is a true and correct claim for reimbursement of services rendered. I understand that any false claims, statements, documents, or concealment of material fact may be prosecuted under applicable Federal and State laws. This certification includes any attachments which serve as supporting documentation to this reimbursement request. Record retention is required under Department of Treasury Guidance until 12/31/2032.

Approval By: Date:

(Contractor Authorized signature as set forth in Contract)

KC ASD ONLY - GENERAL									
Funding Sources:									
Source	P	O	E	T	A	Budget	This Invoice: Approved for Payment	Prior Payments	Available Balance
ARPA / CLFR	0	0	0	0	0	-	-		-
Total:							-	-	-
Comments:									
ASD Program/Project Manager Approval for Payment							Date		

Exhibit B - Progress Report Template

PROGRAM PROGRESS REPORT



Program ID:	CSGER-OESJ-CBOTA
Organization Name:	Click or tap here to enter text.
CPA#:	Click or tap here to enter text.
Reporting Period:	Click or tap here to enter text.

1. PROGRAM PRIORITIES FOR THIS REPORTING PERIOD:

Provide a short summary or list of activities prioritized for this period.

Click or tap here to enter text.

2. PROGRAM ACCOMPLISHMENTS THIS REPORTING PERIOD:

For each program objective listed in the Scope of Work, discuss activities carried out by your organization during this reporting period. Include reporting metrics as available (Quantitative and Qualitative). Attach relevant data as needed with this submittal.

Click or tap here to enter text.

3. PROGRAM CHALLENGES:

What, if any, challenges did you face during this reporting period and what actions did you take to address these challenges. If there are any changes to your project goal(s), objective(s) or activities due to challenges faced, please note them in your response.

Click or tap here to enter text.

4. PROGRAM EQUITY:

Describe how the organization is ensuring this program is inclusive and serving diverse community needs.

Click or tap here to enter text.

Submitted by: Click or tap here to enter text.

Date Submitted: Click or tap to enter a date.



Program ID:	CSGER-OESJ-CBOTA
Organization Name:	Click or tap here to enter text.
CPA#:	Click or tap here to enter text.
Performance Period Covered by This Report:	Click or tap here to enter text.

1. PROGRAM OUTCOMES

What measurable and qualitative outcomes did you achieve with this grant funding (report against the performance indicators set in the contract/grant agreement)? What impact do you think this project has had to date? Highlight or attach success stories.

Click or tap here to enter text.

2. PROGRAM CHALLENGES

What, if any, challenges did you face implementing this grant program and what actions did you take to address these challenges?

Click or tap here to enter text.

3. LESSONS LEARNED

What are the lessons you learned from undertaking this project?

Click or tap here to enter text.

4. PROGRAM EQUITY

Describe how the organization ensured this program was inclusive and served diverse community needs.

Click or tap here to enter text.

5. LONG-TERM SUSTAINABILITY OUTLOOKS

How have these grant funds been able to support the long-term viability and sustainability of your operations or program?

Click or tap here to enter text.

Submitted by: Click or tap here to enter text.

Date Submitted: Click or tap to enter a date.