



**4CULTURE – KING COUNTY**

Pursuant to 2 CFR 200.332(a)(1) Federal Award Identification

(i) <b>Agency Name (must match the name associated with its unique entity identifier)</b> 4Culture		(ii) <b>Unique Entity Identifier (i.e., DUNS)</b>	<b>King County Number for This Agreement</b>
(iii) <b>Federal Award Identification Number (FAIN)</b> SLFRP0152	(iv) <b>Federal Award Date</b> May 18, 2021	(v) <b>Federal Period of Performance Start and End Date</b> March 3, 2021 – December 31, 2026	(vi) <b>Federal Budget Period Start and End Date</b> March 3, 2021 – December 31, 2026
(vii) <b>Amount of Federal Funds <i>Obligated</i> to the agency by this action:</b> \$ 9,400,000	(viii) <b>Total Amount of Federal Funds <i>Obligated</i> to the agency</b> \$ 9,400,000	(ix) <b>Total Amount of the Federal Award <i>Committed</i> to the agency</b> \$ 9,400,000	
(x) <b>Federal Award Project Description:</b>  CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS– KING COUNTY			
(xi) <b>Federal Awarding Agency</b> DEPARTMENT OF THE TREASURY	<b>Pass-Through Entity:</b> KING COUNTY	<b>Awarding Official Name and Contact Information:</b> Dwight Dively King County Budget Director <a href="mailto:dwight.dively@kingcounty.gov">dwight.dively@kingcounty.gov</a>	
(xii) <b>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)</b> 21.027 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS		(xiii) <b>Identification of Whether the Award is R&amp;D</b> NO	
(xiv) <b>Indirect Cost Rate for the Federal Award</b> N/A	<b>Award Payment Method (lump sum payment or reimbursement)</b> REIMBURSEMENT	<b>Is the Agency a Subrecipient for the Purposes of This Agreement? ***</b> YES - Subrecipient	

\*\*\*The term "Contractor" shall refer to a contractor or subrecipient, as determined in the County's sole discretion and referenced in the FAIN table cover page.

<b>PASS-THRU ENTITY NAME</b>	King County	<b>RECIPIENT</b>	4Culture
<b>Name:</b>	Dwight Dively	<b>Name:</b>	Brian Carter
<b>Title:</b>	Director	<b>Title:</b>	Executive Director
<b>Signature:</b>	DocuSigned by: 	<b>Signature:</b>	DocuSigned by: 
<b>Date:</b>	3/19/2022 46A17B1E125748F...	<b>Date:</b>	3/21/2022 B4312561BC56432...

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

**AGREEMENT**

Contractor 4Culture  
 Project Title CSGER-PSB-4CULTURE  
 Contract Amount \$ 9,400,000  
 Contract Period From: July 1<sup>st</sup>, 2021 To December 31, 2024  
 DUNS No. (if applicable) \_\_\_\_\_ SAM No. (if applicable) \_\_\_\_\_

THIS AGREEMENT No. \_\_\_\_\_ (“Contract”) is entered into by KING COUNTY (the “County”), and 4Culture (the “Contractor”) whose address is 101 Prefontaine Pl S, Seattle, WA 98104.

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES
King Count ARPA Grant	\$9,400,000	July 1 <sup>st</sup> , 2021 through December 31, 2024

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

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

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. Contractor 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. Contractor Capacity. *Contractor agrees and confirms that it has the institutional, managerial and financial capacity to ensure proper planning, management and completion of the [Contract][Project].***
- B. Technical Assistance. *If, at any time, Contractor believes its capacity is compromised or Contractor 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 Contractor to bring the Contract into compliance.***
- C. Compliance with Act. *Contractor 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 Contractor has completed the Work in accordance with the Contract.
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 -	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.
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.
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.
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 Contractor to perform any portion of the Work covered by this Contract.
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.

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.
BDCC -	The Business Development and Contract Compliance section in King County Finance and Business Operations Division.
Certified SCS Firm -	A business that has applied for participation in King County's Contracting Opportunities Program, and has been certified as an SCS by the King County BDCC office.
Small Contractor or Supplier or "SCS" -	A business and the person or persons who own and control it that are in a financial condition which puts the business at a substantial disadvantage in attempting to compete for public contracts. The relevant financial condition for eligibility under the Contracting Opportunities Program is based on a dollar ceiling for standard business classifications that is set at fifty percent (50%) of the Federal Small Business Administration (SBA) small business size standards using the North American Industrial Classification System (NAICS), and an Owners' personal net worth less than \$1,320,000 dollars.

## 2. **Contract Services and Requirements, and Incorporated Exhibits.**

The Contractor 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
Scope of Work	A
Civil Rights Certification	B
Lobbying Certification	C
Cost Certification	D

- 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. **Contractor Responsibilities.** *The funds provided under the Contract may come from a federal source. Contractor 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 laws and regulations. As part of the invoicing process, the Contractor shall provide the County with a "Cost Certification" that funding of this Contract was used for eligible expenditures. Contractor shall also provide the County with a "Civil Rights Certification" prior to payment for work authorized by this Contract.*

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

- i. Monthly / Quarterly Expenditure Report by the 10<sup>th</sup> of month following expenditure to facilitate required quarterly County reporting.**
- ii. Payment Request Report**
- iii. Closeout Report**

**3. Contract Term.**

- A. The Contractor acknowledges that the allowed Federal Period of Performance for the federal funds provided for under this Contract is March 3, 2021 to December 31, 2024. However, the County Council has appropriated funding for this Contract only for the current appropriation year ending on December 31, 2022.
- B. This Contract shall begin on **July 1, 2021**, and shall terminate on December 31, 2024, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.

**4. Compensation and Method of Payment.**

**A. Compensation:**

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

**A. Invoicing:**

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

**C. Reimbursement for Travel:**

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

**5. Internal Control and Accounting System.**

The Contractor 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 Contractor'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 Contractor is required to verify that none of the Contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945. The Contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, 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 Contractor 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 Contractor 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 Contractor agrees to comply with the requirements of 49 CFR 29, 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. Contractor 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 Contractor in order to conduct audits or other investigations.
- iii. The Contractor 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.

### **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 Contractor 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 Contractor 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 Contractor's office to review these records. The Contractor 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 Contractor 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 Contractor in the case of audits to be conducted by the County. The Contractor 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 Contractor's address listed above, the Contractor 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 Contractor 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 Contractor shall also be responsible for the maintenance and disposal of such medical records.

### **C. Contract Monitoring and Public Records Requests**

The Contractor and the County shall engage in monitoring visits to assess the Contractor's compliance with contract requirements, quality, and practices. The County will execute monitoring visits in accordance with the applicable frequency, as prescribed by the controlling Exhibit under this Contract. The Contractor shall cooperate with the County and its agents to assess the Contractor's performance under this Contract. At the request of the County, the Contractor 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 and disclosed in accordance with [RCW Chapter 42.56](#).

If the Contractor considers any portion of any record provided to the County under this Contract, whether in electronic or hard copy form, to be protected under law, the Contractor shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If a request is made for disclosure of such portion, the County will determine whether the material should be

made available under the Act. If the County determines that the material is subject to disclosure, the County will notify the Contractor of the request and allow the Contractor fourteen (14) days to obtain an injunction in accordance with RCW 42.56.540. If the Contractor fails or neglects to take such action within said period, the County will release the portions of record(s) deemed by the County to be subject to disclosure. The County shall not be liable to the Contractor for inadvertently releasing records pursuant to a disclosure request not clearly identified by the Contractor as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET."

**D. Performance, Measurement and Evaluation**

The Contractor shall submit performance metrics and program data as set forth in Exhibits to this Contract. The Contractor 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 Contractor 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 Contractor 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. Contractor 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 Contractor is required to submit a financial reporting package as described in A through C below. All required documentation must be submitted by email to [alshields@kingcounty.gov](mailto:alshields@kingcounty.gov) by the stated due date.

- A. If the Contractor 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 Contractor 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 Contractor's fiscal year.
- B. If the Contractor is a local government in the State of Washington and is not subject to the requirements in subsection A, the Contractor 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 Contractor's fiscal year end as required by RCW 43.09.230.
- C. If the Contractor is not subject to the requirements in subsection A or B, the following apply:

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

D. Waiver:

A Contractor 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: [alshields@kingcounty.gov](mailto:alshields@kingcounty.gov) for review. If approved by the County, the Contractor may substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Contractor's Board of Directors, provided the Contractor 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 Contractor has failed to comply with any terms or conditions of this Contract, or the Contractor 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 Contractor in writing of the nature of the breach.

B. Contractor's Corrective Action Plan:

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

D. Termination or Suspension:

If the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor'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 Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and

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 Contractor'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 laws or regulations, Treasury may take available remedial actions as set forth in 2 C.F.R. 200.339.**

H. **Recoupment:**

- i. Contractor 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 Contractor'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, the funds shall be subject to recoupment by the County.***
- iii. Any funds paid to Contractor (1) in excess of the amount to which Contractor 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 Contractor 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 Contractor. 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 term specified in Section 3, Contract Term 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 term specified in Section 3. above, by providing the Contractor 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 Contractor 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 Subsection 13.B., the Contractor 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 Contractor, including but not limited to misappropriation, nonperformance of required services, or fiscal mismanagement, the Contractor shall return to the County immediately any funds, misappropriated or unexpended, that have been paid to the Contractor by the County.

**C. Termination for Non-Appropriation:**

If expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Section 3, the County may, upon ten days advance written notice to the Contractor, terminate or suspend this Contract in whole or in part.

If the Contract is terminated or suspended as provided in 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 Contractor

shall be released from any obligation to provide such further services pursuant to the Contract as are affected by the termination or suspension.

Funding or obligation under this Contract beyond the current appropriation year 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 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 Contractor is an independent contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor 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 Contractor 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 Contractor, its employees, and/or others by reason of this Contract.

The Contractor 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 Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract.

If, for any reason, the Contractor'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 Contractor shall notify the County immediately of such condition in writing. The Contractor 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. Contractors 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 Contractor may encounter personal information, licensed technology, drawings, schematics, manuals, data and other materials described as "Confidential", "Proprietary" or "Business Secret". The Contractor 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 Contractor with respect to confidential information which the Contractor can establish that: a) was in the possession of, or was rightfully known by the Contractor 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 Contractor 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 Contractor without the participation of individuals who have had access to the County's or the third party's confidential information. If the Contractor is required by law to disclose confidential information the Contractor shall notify the County of such requirement prior to disclosure.

E. Indemnification:

To the maximum extent permitted by law, Contractor 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 Contractor, its directors, officers, employees, or agents, relating in any way to the Contractor's performance or nonperformance under the Contract. These indemnification obligations shall survive the termination of the Contract. The Contractor 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 Contractor, 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 Contractor 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 Contractor.

- F. Return of Unused Funds: If Contractor has any unspent funds on hand as of the earlier of December 31, 2024 or the termination of this Contract under Section 3 or Section 13, Contractor shall return all unspent funds to the County within ten (10) calendar days.

**15. False Statements.**

***Contractor 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 [enter project FAIN] 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 Contractor or third persons for the actions of the Contractor 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 Contractor.***

**18. Protection for Whistleblowers.**

- A. ***In accordance with 41 U.S.C. § 4712, Contractor 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 Contractor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.***
- C. Contractor 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), Contractor is encouraged to adopt and enforce on-the-job seat belt policies and programs for its their 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), Contractor 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 Contractor, at its own cost, shall have procured and will maintain for the duration of this Contract, insurance as specified in the Minimum Scope and Limits of Insurance. The County reserves the right to require complete, certified copies of all required insurance policies at any time.

Each insurance policy shall be written on an "occurrence" form; except that professional liability, errors and omissions, will be acceptable on a "claims made" form.

If coverage is approved and purchased on a "claims made" basis, the Contractor warrants

continuation of coverage, either through policy renewals or the purchase of an extended discovery period, if such extended coverage is available, for not less than three years from the date of completion of the Work which is the subject of this Contract.

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 Contractor under this Contract. The Contractor shall assess its own risks and, if it deems 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 Contractor shall maintain limits no less than,

- i. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, and for those policies with aggregate limits, a \$2,000,000 aggregate limit. CG 00 01 current edition, including Products and Completed Operations
- ii. Workers' Compensation: Statutory requirements of the State of residency, and
- iii. Employers' Liability or "Stop Gap" coverage: \$1,000,000
- iv. Cyber Liability/Technology E&O: \$1,000,000 Per Claim or Occurrence/Aggregate.

#### B. Other Insurance Provisions and Requirements

The insurance coverage(s) required in this Contract are to contain, or be endorsed to contain the following provisions:

All Liability Policies except Workers Compensation and Professional Liability:

- i. The County, its officers, employees and agents are to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the Contractor in connection with this Contract. Such coverage shall be primary and non-contributory insurance as respects the County, its officers, officials, employees and agents. Additional Insured Endorsement shall be included with the certificate of insurance, "CG 2010 11/85" or its equivalent is required.

All Policies:

- a. The Contractor's insurance coverage shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.
- b. Any deductibles or self-insured retentions must be declared to, and approved by, the County. The deductible and/or self-insured retention of the policies shall not limit or apply to the Contractor's liability to the County and shall be the sole responsibility of the Contractor
- c. Coverage shall not be suspended, voided, canceled, reduced in coverage or in



limits, until after forty-five (45) Days prior written notice, has been given to the County.

- d. Insurance coverage is to be placed with insurers with a Bests' rating of no less than A: VIII, or, if not rated with Bests', with minimum surpluses the equivalent of Bests' surplus size VIII.

Professional Liability, Errors and Omissions insurance coverage may be placed with insurers with a Bests' rating of B+. Any exception must be approved by the County.

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

#### C. Subcontractors

The Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates of insurance and policy endorsements for each Subcontractor. Insurance coverages provided by Subcontractors as evidence of compliance with the insurance requirements of this Contract not provided by the Contractor, shall be subject to all of the requirements stated herein.

#### D. Work Site Safety

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

## 22. **Assignment.**

Contractor 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 Contractor 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 Contractor 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](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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor to the County for any breach in the performance of Contractor's duties.

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

### **B. "Subcontract" Defined:**

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

### **C. Required Clauses for Subcontracts:**

The Contractor shall include Sections:

<b>Section #</b>	<b>Description</b>
1	Contractor capacity, technical assistance, compliance with Act and Definitions section
5	Internal Control and Accounting System
7	Maintenance of Records
8	Evaluations and Inspections
11	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
34	Services Provided in Accordance with Law and Rule and Regulation
35	Applicable Law
40	Payment Procedures: Prompt Payment for Subcontractors
46	Background Checks
47	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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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.

F. Small Contractors and Suppliers Policy:

**Policy**

It is King County policy that Small Contractors and Suppliers (SCS) have equitable opportunities to participate in the performance of goods and services contracts issued by King County, and that contractors and subcontractors shall afford equal opportunity in employment while providing supplies and services for and to King County.

## **Inquiries and Information Regarding King County Certified SCS Firms**

Direct inquiries on how to apply for SCS certification, or to obtain a list of King County Certified Firms to the King County Business Development and Contract Compliance (BDCC) office by telephone at 206-477-9734. Information about becoming a King County Certified SCS Firm, as well as a Directory of King County Certified Firms is available at: <http://www.kingcounty.gov/bdcc>.

### **Utilization Requirements and Compliance:**

- i. SCS Utilization Requirements. The Contractor shall ensure that at least the SCS Utilization Requirement percent identified in the Contractor's Proposal of the total value of the Contract, as amended shall be performed by Certified SCS Firms over the life of this Agreement.
- ii. Amendments to Contract. If the total price for all executed work is increased as a result of adding additional Work, the Contractor shall ensure that at least the SCS Utilization Requirement percent identified in Contractor's Proposal of the total value of the Contract, as amended, shall be performed by a Certified SCS firms over the life of this Agreement.
- iii. Counting SCS Participation. The County will only count the participation of Certified SCS Firms towards the percent requirement in Contractor's Proposal Exhibit E that perform a commercially useful function according to custom and practice in the industry. A commercially useful function is defined as a specific Scope of Work the SCS has the management and technical expertise to perform using its own workforce and resources.
- iv. A Certified SCS Firm may further subcontract a portion of the work, provided that the majority of work (at least 51% of the subcontract amount) is actually being performed by the Certified SCS Firm that has the contract. No credit will accrue for a Certified SCS Firm acting merely as a passive conduit of funds to a Non-Certified SCS Firm.
  - a. If a Certified SCS Firm is performing at least 51% of the subcontract amount, 100% of the subcontract amount will be counted.
  - b. No credit shall accrue to a Certified SCS Firm that subcontracts more than 49% of its work.
- v. Compliance with the SCS Utilization Requirements
  - a. Contractor's compliance with the SCS Utilization Requirements is a material condition of the Contract. Business Development and Contract Compliance (BDCC) will evaluate the Contractor's compliance with the SCS Utilization Requirement against the of the total value of the Contract, as amended over the life of this Agreement.
  - b. If during the term of the Contract, the Contractor determines that it will be unable to comply with the SCS Utilization Requirement, the Contractor shall make a written request for a reduction or modification of the requirement to BDCC at [opportunity@kingcounty.gov](mailto:opportunity@kingcounty.gov). The email shall be titled "Request for Modification of SCS utilization requirement." The request shall include the contract number, contract title and written documentation of all factors that contributed to the Contractor's inability to comply with the SCS Utilization Requirements, including, but not limited to the following:

- 1) A summary of tasks completed by Certified SCS Firms on the Project, and an explanation of any shortfall in SCS Work identified in the proposal and Contract documents for performance by Certified SCS Firms;
- 2) Efforts made to identify additional SCS subcontracting opportunities remaining on the Project, or on an ongoing basis, for performance by Certified SCS Firms;
- 3) Outreach and solicitation of proposals from additional Certified SCS Firms for work on the project; and
- 4) Project factors that reduced or restricted the ability of Certified SCS Firms to perform their committed Work.

BDCC will evaluate the request for a reduction or modification and shall provide a written letter of determination to the Contractor. If appropriate, Contract Specialist shall request that a Contract Amendment be prepared by the County reducing the SCS Utilization Requirement.

- c. King County Code Chapter 2.97 and the administrative rules implementing the ordinance are hereby incorporated into this Contract by reference. The Contractor's unexcused failure to comply with the ordinance, administrative rules, and provisions of this Contract shall be deemed a material breach of Contract and may subject the Contractor to either: (i) a suspension for a period of not more than six (6) months or (ii) a debarment for a period not more than two (2) years, from consideration for award of contracts with the County. King County may withhold progress payments or the final payment, and seek any other remedy allowed by law.
- d. Before imposing any sanction, the Contract Specialist shall first provide written notice of a potential violation to the Contractor. The Contractor shall have an opportunity to submit a written reply within ten (10) days from the date the notice of a potential violation is mailed to the Contractor. The Administrator shall notify the Contractor in writing of his or her final determination.

G. Diversity Compliance Management System (DCMS) Reports:

The Contractor shall report monthly in the DCMS website located at <https://kingcounty.diversitycompliance.com>. Telephone 206-263-9745 for assistance. Such information shall be submitted prior to the County processing and paying any invoice. Reporting requirements include:

- i. Payment Reports for Subcontractor and Suppliers. The Contractor must submit Payment Reports for all subcontractors and suppliers electronically using the DCMS.
  - a. Once work has commenced, the Contractor shall submit a Payment Report for subcontractor and suppliers detailing amounts paid to each subcontractor and supplier for the previous invoice not later than the 15th day of the month.
  - b. The Contractor shall notify and instruct all subcontractor and suppliers performing Work to date, to sign into the DCMS and verify payments received for each reporting period.
- ii. Upon completion of all Work and as a condition precedent to final payment, the

Contractor shall complete the last Payment Report and identify this document as “final” and submit this document into the DCMS. The final Payment Report must list the name of and dollar amount paid to each subcontractor and supplier used by the Contractor. Failure to submit the final Payment Report may result in withholding of payments or the final payment.

- iii. Add Subcontractor and Suppliers. The Contractor shall add all firms used on the Project electronically using the DCMS.
- iv. The Contractor must submit other information as requested by the County to verify firms working on the Project and compliance with requirements for the use of certified firms. The County may add, delete, or change the information required by the Contractor, as necessary.

H. Sanctions for Violations:

Any violation of the mandatory requirements of the provisions of this Section shall be a material breach of Contract, for which the Contractor may be subject to damages, withholding payment and any other sanctions provided for by Contract and by applicable law.

**25. Conflict of Interest.**

***Contractor understands and agrees it must maintain a conflict of interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict of interest policy is applicable to each activity funded under this award. Contractor and subrecipients 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 Contractor 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 Contractor 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 Contractor to the remedies stated in this contract, or otherwise available to the County at law or in equity.

B. Penalties:

The Contractor 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 Contractor 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 Contractor 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. Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor;
- ii. No County employee or any member of the County employee's immediate family has a financial interest in the Contractor as identified below:
  - a. Ownership of over five percent of the stock or other form of interest in the Contractor; and
  - b. Receipt of any compensation, gift or thing of value from the Contractor;
- iii. No officer or director of the Contractor 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 Contractor to administrative sanctions and remedies for breach.
- v. Any other information known to the Contractor about any interest or relationship whatsoever between any County employee, including any member of his or her immediate family, and the Contractor, other than what is designated above.
- vi. Alternative Compliance. If a Contractor is seeking authorization from King County for alternative compliance with the requirements of the King County Consultant Disclosure, the Contractor 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 Contractor and the County in the five years immediately preceding the presently contemplated contract, including the amount of money paid



by the County to the Contractor, is maintained by Procurement & Payables.

**26. Equipment Purchase, Maintenance, and Ownership.**

A. Equipment Maintenance:

The Contractor 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 Contractor shall be responsible for all proper care and maintenance of the equipment, including securing and insuring such equipment.

B. Equipment Ownership:

The Contractor 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 Contractor by operation of law or for any other reason, the Contractor hereby perpetually and irrevocably assigns, transfers and quitclaims such rights to the County. The County agrees to and does hereby grant to the Contractor 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 Contractor 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 Contractor 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 Contractor 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 Contractor 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, Contractor 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.

<b>KING COUNTY</b>	<b>CONTRACTOR</b>
Dwight Dively	Brian Carter
Director, PSB	Executive Director
Seattle, WA	Seattle, WA
206-263-9687	206-263-2186
dwight.dively@kingcounty.gov	brian.carter@4culture.org

**34. Services Provided in Accordance with Law and Rule and Regulation.**

The Contractor 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. ***Contractor 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. Contractor also agrees to comply with all other applicable federal laws, regulations, and executive orders, and Contractor shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this Contract.***
- C. ***Federal regulations applicable to this award include, without limitation, the following:***
- D. **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; and***
  - vi. ***Subpart F, Audit Requirements.***
- E. ***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.***

- F. 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.***
- G. 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.***
- H. 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.***
- I. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20.***
- J. New Restrictions on Lobbying, 31 C.F.R. Part 21.***
- K. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations.***
- L. Generally applicable federal environmental laws and regulations.***
- M. 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. Contractor 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.***

**N. PROHIBITION ON PROVIDING FUNDS TO THE ENEMY (2 CFR 183)**

- i. The Contractor 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 Contractor 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 Contractor 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 Contractor 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.

**O. 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. Contractor 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.

**P. DOMESTIC PREFERENCES FOR PROCUREMENTS (CFR 200.322)**

- i. As appropriate and to the extent consistent with law, the Contractor 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.

**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 Contractor 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 Contractor operations such as a work stoppage.
- B. Continue operations during a prolonged event such as a pandemic.

If the Contractor does not have any such plan as of the start of this Contract, the Contractor 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 Contractor plans to continue to provide the services described in or funded by this Contract.

**39. Contractor Certification.**

By signing this Contract, the Contractor 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.**

For Work Accepted by the County the Contractor shall furnish invoices to King County, PSB, 401 Fifth Ave, Seattle, WA 98104. All invoices shall contain the following information:

- A. Invoice date
- B. Purchase order number (if provided by King County)
- C. Ship to address/location
- D. Remit address
- E. Item number(s)
- F. Description of supplies or services
- G. Quantities
- H. Unit prices
- I. Subtotal and totals amount
- J. Discount terms or amount, if applicable
- K. 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 Contractor for Accepted Work, upon acceptance of payment Contractor waives any claims for the Work covered by the invoice.

If the Contractor 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 Contractor 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 Contractor receives from the County.

**41. Pricing.**

Prices shall remain firm for the duration of the Contract. The Contractor may request a price change(s) in writing delivered to the County. The Contractor 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 Contractor 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.

**42. 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.

**43. 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.

**44. 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 Contractor 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.

**45. 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.

**46. Background Checks.**

Contractor warrants and represents that each and every Contractor 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.

Contractor 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 Contractor'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. Contractor 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 Contractor will assign alternative staff who have passed the background check to meet the requirements of the Contract.

**47. Subaward Language.**

***Pursuant to 2 C.R.F. Part 200.320, an agency must make a determination whether the scope of work falls under a Subrecipient or Contractor relationship. The non-Federal entity may concurrently receive Federal awards as a recipient, a subrecipient, and a contractor, 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 or a contractor. The Federal awarding agency may supply and require recipients to comply with additional guidance to support these determinations provided such guidance does not conflict with this section.***

**A. 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. 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. 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 or a contractor, 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 or a procurement contract.**

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

<b>(i) Subrecipient agency name (which must match the name associated with its unique entity identifier);</b>	
<b>(ii) Subrecipient agency's unique entity identifier (i.e. DUNS);</b>	
<b>(iii) Federal Award Identification Number (FAIN) or Federal;</b>	<b>SLFRP0152</b>
<b>(iv) Federal Award Date;</b>	<b>March 3, 2021 through [December 31,</b>

	<b>2024]</b>
<b>(v) Subrecipient agency Period of Performance Start and End Date;</b>	<b>March 3, 2021 through [December 31, 2024]</b>
<b>(vi) Amount of Federal Funds Obligated to the subrecipient agency by this action;</b>	
<b>(vii) Total Amount of Federal Funds Obligated to the subrecipient agency;</b>	
<b>(viii) Total Amount of the Federal Award committed to the subrecipient;</b>	
<b>(ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA)</b>	<b>CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS – KING COUNTY</b>
<b>(x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official</b>	<b>Federal Awarding Agency:</b> <b>DEPARTMENT OF THE TREASURY</b>  <b>Pass-Through Entity:</b> <b>KING COUNTY</b> <b>Dwight Dively</b> <b>King County Budget Director</b> <b>dwight.dively@kingcounty.gov</b>
<b>(xi) 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;</b>	<b>21.027 (May 28, 2021)</b>
<b>(xii) Identification of whether the award is R&amp;D; and</b>	<b>No</b>
<b>(xiii) Indirect cost rate for the Federal Award</b>	
<b>Is the agency a subrecipient for the purposes of this agreement?</b>	<b>Yes</b>

**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.***

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

KING COUNTY

CONTRACTOR

DocuSigned by:

*Dwight Dively*

Signature

Dwight Dively

Name

3/19/2022

Date

DocuSigned by:

*Brian Carter*

Signature

Brian Carter

Name

3/21/2022

Date



## EXHIBIT A

## 4CULTURE GRANT PROGRAM SCOPE OF WORK

### I. INTRODUCTION

On May 26, 2021, King County Council passed Ordinance 19289, which allocated \$9,400,000 for grant programs to be administered by the Cultural Development Authority of King County (4Culture), a public corporation established by King County (County) pursuant to RCW 35.21.730, et seq., that serves four cultural program areas in the region - arts, heritage, historic preservation, and public art. This funding is being provided to support 4Culture's COVID-19 recovery and response strategies, including funding for grants for organizations and individual cultural and creative workers in King County that have been adversely affected by closures, cancellations, and loss of work during the COVID-19 public health emergency. These grants will address the effects COVID-19 has had on arts and culture throughout the region.

### II. PROGRAM DESCRIPTION & OBJECTIVES

The County anticipates support for cultural and educational programs will serve a fundamental governmental purpose and results in additional public benefits to the region's economy of preventing job losses, bankruptcies, and permanent closures, while also maintaining the viability of the arts to be enjoyed by county residents and visitors that will generate tax revenues in the county.

King County seeks to achieve the following outcomes with the money provided to 4Culture by supporting the following programs:

#### A. 4Cultural Recovery Fund for Individuals

This program aims to stabilize the finances of cultural producers in King County who have lost a minimum of \$1,000 in income in 2020 due to the public health crisis. Disaster relief grants will be offered to support individuals that, for purposes of these programs, meet a definition of a cultural producer to stabilize their living situation and stimulate cultural production and income generation. Grants between \$1,000 - \$12,000 will be provided to eligible individuals until funds are expended. Grant award amounts will be determined by proof of loss as reported in the Adjusted Gross Income on IRS tax forms between 2019 and 2020. Weighted scoring criteria based on equity and income will be developed to determine final award allocations to be determined.

##### *Application process for individuals*

Applicants must provide official tax documents for fiscal years 2019 and 2020 that demonstrate an income loss for 2020 as compared to 2019. Peer-selection panels will evaluate and score eligible applications based upon published selection criteria and will provide equity investments to applicants using equity scoring criteria.

##### *Eligibility criteria for individuals*

- Cultural Producer (as defined below)
- Reside in King County at the time of application (2021)

- Over the age of 18
- Not a 4Culture board, staff, or advisory committee member
- Applicant demonstrates a direct financial loss from the outbreak of the COVID-19 virus including but not limited to:
  - loss of income (e.g., wages, commissions, gigs, ticket/art/book sales, clients, etc.); or
- Applicant demonstrates a need and use of grant funds to recover from a minimum loss of \$1,000 resulting from the COVID-19 pandemic.

For the purposes of this program, “*cultural producer*” is to be defined as an individual whose current or primary occupation, is or is planned to be within 4Culture’s program areas: arts, heritage, preservation, or public art. This may include:

- Generative and interpretive artists working in the disciplines of public art, dance, theater, music, media, literature, and the visual arts;
- Sole proprietors of cultural businesses including freelance curators and consultants;
- Individuals working in the fields of heritage and historic preservation including, public history, cultural/ethnic heritage, archives, curation, museum (education, interpretation, exhibits), historic restoration, archeology, and research.

#### **B. 4Cultural Recovery Fund for Organizations**

This program aims to increase employment opportunities and public program offerings by King County cultural organizations. Disaster relief grants will be offered to small and mid-sized nonprofit cultural organizations with annual revenue of less than \$1 million to stabilize operations, stimulate rehiring, and relaunch public programs. Grant awards will be assessed by reviewing gross revenue as reported on 2019 and 2020 Form 990s or Form 1040s for each organization and award amounts of up to 80% of loss will be provided to eligible organizations. 4Culture will collaborate with the City of Seattle by sharing a single application form. Awards will be made separately, with the City of Seattle and 4Culture independently determining awards and issuing separate contracts.

##### *Application process for organizations*

Applicants must provide official tax documents for fiscal years 2019 and 2020 that demonstrate a revenue loss for the 2020 season as compared to 2019. Applicants that utilize a fiscal year that does not match the calendar year must use the two consecutive fiscal years from 2019 to 2021 that best represent their pre-pandemic revenue and the effect of the pandemic. Staff will review applications materials and determine eligibility based on the eligibility criteria. Staff provide eligible applicants to a panel of reviewers who review and score applications using the selection criteria.

##### *Eligibility criteria for organizations*

- Demonstrate a three-year minimum operating history
- Demonstrate a record of artistic, cultural, or historic preservation accomplishment within King County through one of the following conditions:
  - Receive a previous Sustained Support award from 4Culture.
  - Receive a minimum average Public Benefit score of 1 point out of a possible 5 points across all reviews during the 2022 Sustained Support grant panel process. Each panelist individually provides a Public Benefit score after reviewing each application.

##### *Selection criteria for organizations*

To qualify for 4Culture Recovery Funds, eligible organizations must:

- Clearly state plans to remain in operation through 2022 and rebuild capacity lost since the start of the COVID-19 pandemic.

- Plan to offer public benefit through their programs and activities in 2022. Demonstrated organizational adaptability in response to the challenges of COVID-19 and programmatic flexibility in response to their community needs.
- Show at least a \$1,000 reduction in revenue from 2019 to 2020 due to the pandemic.

### III. PERFORMANCE INDICATORS

4Culture will report the following metrics by grant program:

- Number of applicants
- Number of awards
- Amount of awards
- Number of awards under contract
- Number of payments made

### IV. KEY MILESTONES AND DELIVERABLES

Milestone	Date
<b>Cultural Recovery Fund for Organizations</b>	
Grants for organizations announced	September 2021
Applications due (Organizations)	November 5, 2021
Conduct final eligibility check: collect and verify financial documentation and confirm awards	March 15, 2022
Grantees approved by Board Motion	March 23, 2022
Allocated awards documentation submitted to PSB	April 1, 2022
Contracting process	+30 days
Organization grant award payments made	+15 days
<b>Cultural Recovery Fund for Individuals</b>	
Grants for individuals announced	January 4, 2022
Applications Due (Individuals)	February 2, 2022
Grantees approved by Board Motion	April 27, 2022
Conduct final eligibility check: collect and verify financial documentation and confirm awards	+30 days
Allocated awards documentation submitted to PSB	May 1, 2022
Contracting process	+30 days
Individuals grant award payments made	+15 days

#### *Deliverables*

#	Deliverable	Short Description	Interval
1	Program design documents	Documentation of program design including Request for Applications, scoring criteria, and funding allocation methodology	Due with first monthly Invoice
2	Invoice	<ul style="list-style-type: none"> <li>• Monthly invoice, with cumulative expenditure summary by eligible activity</li> <li>• General Ledger/Expenditure report and supporting documentation of receipts</li> </ul>	Monthly
3	Phone Check-in	<ul style="list-style-type: none"> <li>• Check-ins between 4Culture and KC staff to review program progress and discuss any emerging issues</li> </ul>	Monthly



<b>4</b>	Progress Report (template attached)	<ul style="list-style-type: none"> <li>Narrative progress report for activities completed during the reporting period</li> <li>Performance Indicators indicated in Section III above</li> <li>List of awarded grants</li> </ul>	Quarterly, by 15 <sup>th</sup> day of the month following the calendar quarter
<b>5</b>	Final Report Narrative (template attached)	<ul style="list-style-type: none"> <li>Narrative Final Program Report for all Program activities completed</li> <li>Cumulative Performance Indicators for full period of performance</li> </ul>	Due with the Final Invoice

## V. PROGRAM PERIOD

The program performance period shall be July 1, 2021, through December 31, 2022.

## VI. PROGRAM BUDGET AND BILLING

Program	Total Program Budget	King County Contribution	4Culture Contribution
Administration	\$1,400,000	\$1,400,000	\$0
4Cultural Recovery Fund for Individuals	\$3,000,000	\$3,000,000	\$0
4Cultural Recovery Fund for Organizations	\$5,000,000	\$5,000,000	\$0
<b>TOTAL</b>	<b>\$9,400,000</b>	<b>\$9,400,000</b>	<b>\$0</b>

Administration will include staff time spent directly on the program implementation, as well as compensation to the review panel, legal fees, and other fees related to the online grant portal.

Grant funds will be distributed to provide relief to organizations and individual cultural producers that demonstrate a significant loss of income in 2020. Through an eligibility proposal and considerations document, 4Culture will demonstrate that the cultural and creative industries experienced widespread losses due to public health mandated lockdowns, closures and social distancing to limit the spread of COVID-19.

4Culture will submit monthly invoices for reimbursement for administrative costs and upon milestones for grant awards to beneficiaries. See below for the minimum invoice documentation requirements.

### *Documentation for administrative expenses:*

Administrative expenses include staff time spent directly on the program implementation as well as compensation to the review panel, legal fees, and other fees related to the online grant portal. These expenses will be paid monthly upon receipt of staff timesheets and invoices for other expenses. In addition to the invoice template, 4Culture will provide at minimum:

- For payroll: timesheets with designated time allocations to Federal Grant process, hourly rate, benefit rate
- Copies of agreements and invoices for consulting services or other non-personnel costs
- GL Report showing administrative spending by month

### *Documentation for awards to beneficiaries:*

King County will advance funds (subject to approval from King County Finance and Business Operations Division (FBOD) and review of 4Culture internal controls) to 4Culture in the amount of 100% of the allocated grant awards approved by the 4Culture Board of Directors. Minimum documentation needed for King County to advance funds to 4Culture for Beneficiary awards includes the following:

- A Board-approved staff report
- Proof of eligibility – 2019 and 2020 Tax Returns

**NOTE:** 2020 and 2021 Tax returns may be submitted by organizations that are not on a January 1 – December 31 fiscal year if it better represents the impact of the pandemic on their organization.

- King County W9s
- Copy of Duplication of benefits review
- Copies of beneficiary grant agreements

Documentation needed to liquidate the advance:

Within **five (5) business days** of receipt by 4Culture of funds advanced by King County, 4Culture will provide proof of payment to organizations/individuals, such as GL report listing each vendor payment per month.

If reconciliation of the first installment does not account for the entire budget, the second payment will be made to the limit of 100% of the remainder of the contract if new grant awards are allocated.

## Exhibit B

## **King County Coronavirus Local Fiscal Recovery Fund Assurances of Compliance with Civil Rights Requirements**

### **AMERICAN RESCUE PLAN ACT OF 2021, SECTION 9901**

The funds provided to Contractor are available under section 603 of the Social Security Act, as added by section 9901 of the American Rescue Plan Act.

The Contractor 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, the contractor named below (hereinafter referred to as the "Contractor") provides the assurances stated herein. The federal financial assistance may include federal grants, loans and contracts to provide assistance to the Contractor's beneficiaries, 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 the Contractor's program(s) and activity(ies), so long as any portion of the Contractor's program(s) or activity(ies) is federally assisted in the manner prescribed above

The Contractor certifies the following:

1. Contractor 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. Contractor 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). Contractor 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, Contractor 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. Contractor 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 the Recipient's programs, services, and activities.

3. Contractor agrees to consider the need for language services for LEP persons when Contractor 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. Contractor acknowledges and agrees that compliance with the assurances constitutes a condition of continued receipt of federal financial assistance and is binding upon Contractor and Recipient's successors, transferees, and assignees for the period in which such assistance is provided.
5. The sub-grantee, contractor, subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients 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. Contractor 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 the Recipient, 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 Contractor for the period during which it retains ownership or possession of the property.
7. Contractor 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. The Contractor shall comply with information requests, on-site compliance reviews and reporting requirements.
8. Contractor 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. Contractor also must inform the Department of the Treasury if Contractor has received no complaints under Title VI.
9. Contractor 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 Contractor and the administrative agency that made the finding. If the Contractor settles a case or matter alleging such discrimination, the Contractor must provide documentation of the settlement. If Contractor has not been the subject of any court or administrative agency finding of discrimination, please so state.

10. If the Contractor makes sub-awards to other agencies or other entities, the Contractor is responsible for ensuring that sub-recipients also comply with Title VI and other applicable authorities covered in this document State agencies that make sub-awards must have in place standard grant assurances and review procedures to demonstrate that that they are effectively monitoring the civil rights compliance of sub- recipients.
11. 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 the Contractor 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.**

Brian Carter  
Printed Name

Executive Director  
Title

DocuSigned by:  
Brian Carter  
B43125618C50432...  
Signature

3/21/2022  
Date

## EXHIBIT C

## CERTIFICATE OF LOBBYING ACTIVITIES

## APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Contract/Procurement No. \_\_\_\_\_

The undersigned certifies, to the best of his or her knowledge and belief, that:

- B. 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.
- C. 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.
- D. 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.**

**The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.**

Date: 3/21/2022

Company Name: 4Culture

Authorized Signature: 

DocuSigned by:

643125018C50432...

Printed Name/Title: Brian Carter, Executive Director

**King County Coronavirus Local Fiscal Recovery Fund  
COST CERTIFICATION**

I, Brian Carter, am the Executive Director of 4Culture,  
and I certify that:

1. I have authority and approval from the governing body on behalf of 4Culture to accept proceeds from the County per the Contract for COVID-19 recovery funds by and between the County and 4Culture 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 expenditures included on the corresponding invoice voucher for report period March 3, 2021 through December 31, 2024.
2. I understand that as additional federal guidance becomes available, an amendment to the Contract between the County and 4Culture 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 4Culture 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 for expenditures for which the 4Culture has received any other funding whether state, federal or private in nature, for that same expense.**

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.

Brian Carter  
Printed Name

Executive Director  
Title

DocuSigned by:  
Brian Carter  
Signature  
3/21/2022  
Date