



**2017 WaterWorks Grant Program  
Grant Agreement Cover Page**

**Grant Year:** Competitive 2017/2018  
**Project Name:** Public Outreach Truck Wraps - City of Redmond  
**Recipient:** City of Redmond  
**Funding Amount:** \$20,000.00  
**Project Summary** "Wrap" two City of Redmond closed-circuit TV inspection vehicles with graphical educational outreach material. Messages include what not to flush to help prevent sewer backups/overflows and information about how untreated stormwater impacts waterways. Educating a wide audience about the sensitivity of these areas and practices can employ the public to become better stewards of the environment.

**Primary Contact:** Ernest Fix  
**Phone:** 425-556-2758  
**Email:** [ecfix@redmond.gov](mailto:ecfix@redmond.gov)  
**Start Date:** October 29, 2018  
**End Date:** July 31, 2020

**WaterWorks Grant Program  
Grant Agreement**

**AGREEMENT  
between  
City of Redmond  
and  
KING COUNTY**

This is an Agreement between **City of Redmond**, hereinafter the "RECIPIENT" and King County, a political subdivision of the state of Washington, hereinafter the "COUNTY." **This Agreement is effective as of the date of the COUNTY signatory.**

The purpose of this Agreement is to set forth the terms, conditions, and the legal and administrative relations that apply to the RECIPIENT in exchange for financial assistance in carrying out a proposed project entitled **Public Outreach Truck Wraps - City of Redmond**, hereinafter the "PROJECT."

**Section 1. Background and Recitals:**

- A. Proposed PROJECT benefit or improvement to water quality and/or the regional wastewater treatment system and its ratepayers: **"Wrap" two City of Redmond closed-circuit TV inspection vehicles with graphical educational outreach material. Messages include what not to flush to help prevent sewer backups/overflows and information about how untreated stormwater impacts waterways. Educating a wide audience about the sensitivity of these areas and practices can employ the public to become better stewards of the environment."wrap" two City of Redmond closed-circuit TV inspection vehicles with graphical educational outreach material. Messages include what not to flush to help prevent sewer backups/overflows and information about how untreated stormwater impacts waterways. Educating a wide audience about the sensitivity of these areas and practices can employ the public to become better stewards of the environment.**
- B. The COUNTY plans and proposes to remunerate the RECIPIENT for the purpose described in Subsection A above in an amount up to, but not exceeding **\$20,000.00**, hereinafter the "AWARD."
- C. This AWARD is made with the understanding that the RECIPIENT will complete the PROJECT as outlined in the Scope of Work (Exhibit A) and will fulfill reporting requirements as described under the Terms and Conditions of this Agreement.
- D. The RECIPIENT plans to contribute to this PROJECT a cash and/or in-kind match valued at **\$4,455.00**, to be verified in submitted PROJECT reports.

## **Section 2. Terms and Conditions:**

- A. The PROJECT shall be in accordance with the tasks and activities specified in the Scope of Work (Exhibit A). Any modifications must be requested in an Agreement Amendment and be approved by the Director of the Wastewater Treatment Division (WTD) in the COUNTY's Department of Natural Resources and Parks.
- B. The COUNTY will, upon execution of this Agreement, establish procedures to allow payment to the RECIPIENT of all eligible expenses for approved activities up to the limit of the AWARD. Payments are on a reimbursement basis; except in some cases at the discretion of the COUNTY, where advances of the AWARD may be made on a quarterly basis. The last payment will be withheld by the COUNTY until receipt of the final Quarterly Progress and Expense Reports and the Closeout Reports are approved.
- C. The RECIPIENT's expenditures of AWARD funds shall be separately identified in the RECIPIENT's accounting records. If requested, the RECIPIENT shall comply with other reasonable requests made by the COUNTY with respect to the manner in which PROJECT expenditures are tracked and accounted for in the RECIPIENT's accounting books and records. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles, and to meet the requirements of all applicable state and federal laws.
- D. The COUNTY will reimburse RECIPIENT for expenses on a quarterly basis, following receipt and approval of Quarterly Reports and a Closeout Report. The final payment will be held back until a close-out verifies fiscal and programmatic compliance with the terms and conditions of the agreement.
  1. The RECIPIENT shall be responsible for submitting the following PROJECT progress reports: Quarterly Reports (including narrative and expense sections), Closeout Report (including narrative and expense sections); including backup documentation such as photos, copies of articles, and financial backup such as copies of receipts.
  2. Quarterly Report narrative and expense sections shall be submitted together using the online system using the provided format and following instructions from WaterWorks grant administrators.
    - a. The Quarterly Reports are due thirty (30) days after the end of each quarter.
    - b. If no expenses are made during a quarter, no expense section is needed. However, the narrative section should still be submitted and indicate that no expenses were made during that time period.
    - c. The expense section should detail expenses and include backup documentation of expenses. The narrative section should include

documentation proving the project activities took place, such as photos, workshop agenda, volunteer sign in sheets, etc.

3. RECIPIENTS that receive approval for advance payments shall submit a request with an estimate of expenses for upcoming activities, using the form provided. The first request can cover a time period of two quarters, subsequent requests should cover one quarter. The RECIPIENT shall be responsible for submitting Quarterly Reports as stated in paragraphs D1 and D2, along with the next advance request.
4. The Closeout Report shall be submitted online using the provided format and following instructions from the WaterWorks grant administrator and will include closeout documentation.
  - a. The Closeout Report is due thirty (30) days after the end date of the PROJECT or not later than **August 31, 2020**.
- E. Failure to submit the aforementioned Quarterly Report on the PROJECT progress within ninety (90) days of the due date may be cause for the COUNTY to terminate this agreement for non-performance. Termination would require the return of any funds advanced but not already spent executing the PROJECT, as well as forfeiture of AWARD funds for activities not completed by termination date.
- F. Failure to provide all of aforementioned documentation may result in the need to withhold part or all of the AWARD.
- G. Costs eligible for payment shall be limited to those costs identified in the Budget (Exhibit B) and incurred during the effective dates of this Agreement.
- H. Any and all activities to be funded by this Agreement to the RECIPIENT shall be completed by July 31, 2020. If needed, an Agreement Amendment may be granted to extend the terms of the contract beyond the end date, adjust the scope of work, or change the budget details (but not increase the total AWARD amount), conditioned upon approval by KING COUNTY. The extension must be requested and approved at least sixty (60) days in advance of the original end date.
- I. The RECIPIENT agrees to acknowledge the COUNTY in all media, publications, and signage that are produced as part of the PROJECT. This includes press releases, public service announcements, posters, flyers, signage, Web pages, blogs, and videos. The RECIPIENT will use the wording provided in Exhibit C of this Agreement (Credit and Disclaimers).

### **Section 3. Legal and Administrative Relations:**

- A. The RECIPIENT shall maintain such records of expenditures as may be necessary to conform to generally accepted accounting principles and to meet the requirements of all applicable state and federal laws. The RECIPIENT shall maintain and submit to the COUNTY any such records as the COUNTY may require to conduct any audit of the PROJECT it may elect to conduct or to substantiate expenditures paid for by this AWARD. The RECIPIENT shall maintain and retain books and records related to the Agreement for at least three (3) years after the termination of said Agreement.
  
- B. The COUNTY's financial assistance to the RECIPIENT shall be construed by the parties as a special disbursement to the RECIPIENT to fund activities, as described herein that generally benefit the COUNTY's efforts to leverage or complement the water quality mission of the regional wastewater system. The COUNTY's sole obligation under this agreement shall be to provide funds to the RECIPIENT and this agreement shall not be construed as a contract for services between the RECIPIENT and the COUNTY, or as establishing a principal agent relationship between the COUNTY and the RECIPIENT. No joint venture or partnership is formed as a result of this Agreement.
  
- C. The RECIPIENT shall be solely responsible for the recruiting, training, and supervision of its employees and volunteers. Individuals hired and paid by the RECIPIENT shall not, in any event, be construed to be employees of, or contractors to, the COUNTY and the RECIPIENT shall defend, indemnify and hold harmless the COUNTY from any and all claims arising from any contention that said individuals are employees of, or contractors to, the COUNTY. This condition shall survive the termination of this Agreement. All actions undertaken under the funding provided by the terms of this agreement are, as between the COUNTY and the RECIPIENT, the sole responsibility of the RECIPIENT. No employees, agents, volunteers, or contractors of RECIPIENT shall be deemed, or represent themselves, to be employees of the COUNTY.
  
- D. RECIPIENT agrees for itself, its successors, assigns or by others including, without limitation, all persons directly or indirectly employed by RECIPIENT, or any agents, contractors, subcontractors, consultants, subconsultants, volunteers, licensees or invitees of RECIPIENT, to defend, indemnify, and hold harmless the COUNTY, its appointed and elected officials, and employees from and against liability for all claims, demands, suits, and judgments, including costs of defense thereof for injury to persons, death, or property damage which is caused by, arises out of, or is incidental to RECIPIENT's exercise of rights, privileges, and obligations under this Agreement, except for the COUNTY's sole negligence. RECIPIENT's obligations under this section shall include, but not be limited to all of the following: (i) The duty to promptly accept tender of defense and provide defense to the COUNTY with legal counsel acceptable to the COUNTY at RECIPIENT's own expense; (ii) Indemnification of claims made by RECIPIENT's own employees or agents; and (iii) Waiver of RECIPIENT's immunity under the industrial insurance provisions of Title 51 R.C.W. but only to the extent necessary to indemnify the COUNTY, which waiver has been mutually negotiated by the Parties.

In the event it is necessary for the COUNTY to incur attorney's fees, legal expenses, or other costs to enforce the provisions of this section, all such fees, expenses, and costs shall be recoverable from RECIPIENT. The provisions of this Section 3.D shall survive the expiration, abandonment, or termination of this Agreement.

- E. Nothing in this Agreement shall be construed as prohibiting the RECIPIENT from undertaking or assisting projects developed outside the purview of this Agreement, or entering into agreements with other parties to undertake said projects in accordance with whatever terms and conditions may be agreed to between the RECIPIENT and other parties.
- F. The COUNTY shall be under no obligation to continue this agreement and may request partial or full reimbursement of payments it made to the RECIPIENT should the RECIPIENT fail to perform according to the terms and conditions of this Agreement, whether or not failure to perform is within the RECIPIENT's control.
- G. This Agreement may be amended at any time by written concurrence of the parties through a formalized Amendment Agreement Form and will terminate upon fulfillment of all obligations contained herein.
- H. The COUNTY may terminate this Agreement immediately for cause. If this Agreement is terminated the RECIPIENT shall return any unused portion of the funds advanced up to the date of termination.
- I. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.
- J. In its performance under this Agreement the RECIPIENT shall not discriminate against any person on the basis of sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression, age except by minimum age, and retirement provisions, unless based upon a bona fide occupational qualification, and the RECIPIENT shall not violate any of the terms of chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, or any other applicable federal, state, or local law or regulation regarding nondiscrimination in employment.
- K. Authority: Representations and Warranties. Each signatory to this Agreement represents and warrants that he or she has full power and authority to execute and deliver this Agreement on behalf of the entity for whom he or she is signing.
- L. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all counterparts together shall constitute but one and the same instrument. The exchange of copies of this Agreement and of signature pages by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective

execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by facsimile shall be deemed to be their original signatures for all purposes.

M. The effective date of this agreement is the date of COUNTY signatory.

AGREEMENT SIGNATURE PAGE

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City of Redmond by:

Signature: \_\_\_\_\_

*John Marchione*

John Marchione, Mayor

Date: \_\_\_\_\_

*9/26/2018*

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KING COUNTY by:

Signature: \_\_\_\_\_

*Chris Townsend*

Chris Townsend, Section Manager, Wastewater Treatment Division

Date: \_\_\_\_\_

*10/29/18*



## **EXHIBIT A: SCOPE OF WORK**

The task(s) set forth below summarize the RECIPIENT's activities to be performed under this agreement to complete the PROJECT. All activities in the following tasks, including deliverables, must be completed by the expiration date of this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

**Goal One:** Create a model for water quality outreach messaging that neighboring agencies can replicate and implement in their jurisdictions.

**Activities:** Develop graphic designs that can be easily customized with city/utility district logos, contact info, etc; make these designs available and share them with representatives from neighboring agencies through channels such as ROADMAP and APWA.

Goal of two other agencies using this project as a template for their own outreach materials.

Once our designs are developed, implemented, and shared, evaluate how many other agencies use them for their own outreach.

We will also track any feedback received by our local media and citizens on the truck messaging. We will also track the number of events the trucks attend during the grant period post applying the wrap.

**Goal Two:** Reduce the number illicit discharges to the stormwater system.

**Activities:** Using our asset management program, compare the number of illicit discharges reported before and after the implementation of the messaging.

We track our IDDE incidents via our asset management software program called Lucity. We will see if there has been a reduction of incidents reported, such as paint being poured down catch basins, and compare the numbers pre and post the truck wrap application.

**Goal Three:** Reduce the amount of fats, oils, and grease (FOG) and other waste, such as rags and wipes, entering the sanitary sewer system.

**Activities:** The City's 23 sewer lift station wet wells are typically cleaned once per month. We will measure the FOG "mat" thickness before and after the implementation of this project.

We will measure the depth of our wet well mats before the truck wrap application and after one year of the truck wraps being out in the public and see if the mats depth shrink in size after the trucks have been on the road with the messaging for one year.

Our main goal for this project is to develop an outreach platform that will help share water quality messages with as many community members as possible. Our hope is that increased awareness of water quality, environmental, and infrastructure maintenance concerns helps promote behavior change and reduces unintentional negative impacts to regional waterways and utilities.

**EXHIBIT B: BUDGET**

Costs are limited to those approved by the COUNTY in the current Budget. Costs should be reasonable and necessary to carry out the task. All activities and PROJECT expenditures must be completed according to this agreement unless otherwise modified through an Agreement Amendment Form and approved by the COUNTY in writing.

Any work performed or costs incurred prior to the effective date of this agreement will be at the sole expense of the RECIPIENT.

An Agreement Amendment must be completed and approved to change a scope of work, request an extension, or if the budget expenditure category might deviate more than ten percent (10% of Grand Total). For more information, contact your grant administrator.

A	B	C	D	E	F	G
BUDGET CATEGORY	ITEMS: Description (rate or unit x quantity)	GRANT AWARD	CASH MATCH	IN-KIND MATCH	CATEGORY SUBTOTAL	SOURCE OF MATCH (indicate if pending or secured)
Staff salaries & benefits					\$0:00	
Staff salary using billing or fully burdened rates	Salary + benefits for one Fleet employee to transport vehicles to get vinyl wraps applied (\$91/hr x 5 vehicles)			\$455.00	\$455:00	City or Redmond Fleet Personnel
Project supplies, materials, and equipment					\$0:00	
Commercial services	Vinyl wrap production and installation	\$20,000.00			\$20,000:00	
Consultant/contractor services	Graphic design services			\$4,000.00	\$4,000:00	Provided by 811 Call Before You Dig as indicated in letter of support.
Transportation					\$0:00	
Other costs					\$0:00	
<b>Project Subtotal</b>		<b>\$20,000:00</b>	<b>\$0:00</b>	<b>\$4,455:00</b>	<b>\$24,455:00</b>	
<b>Overhead</b>					<b>\$0:00</b>	
<b>Grand TOTAL</b>		<b>\$20,000:00</b>	<b>\$0:00</b>	<b>\$4,455:00</b>	<b>\$24,455:00</b>	

## EXHIBIT C: ACKNOWLEDGEMENTS AND DISCLAIMERS



**King County**

Department of Natural Resources and Parks  
**Wastewater Treatment Division**

**Logo and logo standards:** For electronic versions of the official logos and logo standards, contact your grant administrator. **The above logo must be included on all printed documents and electronic media** produced in carrying out the PROJECT. This includes signage, posters, documents, brochures, flyers, newsletters, newspaper advertising, Web pages, blogs, and videos.

**Credit for materials produced as part of the PROJECT:** Acknowledge PROJECT funding by including the following sentence with the logo:

**This project is funded by the King County Wastewater Treatment Division**

If your PROJECT has multiple funders, it can say:

**This project is funded in part by the King County Wastewater Treatment Division**

**Disclaimer language:** For items where opinions or advice or a list of organizations or businesses are included in the copy (e.g., an interpretive panel, a guidebook, or a directory), please add the following disclaimer sentence:

**The content herein does not constitute an endorsement by King County government, its employees, or its elected and appointed officials.**

## **EXHIBIT D: AGREEMENT TERMS AND PROCEDURES**

**ACKNOWLEDGMENT:** Please acknowledge KING COUNTY in all written and electronic media (publications, signage, press releases, public service announcements, posters, flyers, Web pages, videos, PowerPoint presentations, etc.). Refer to Exhibit C for further information.

**ADVANCE:** Advance payments are allowed in some cases at the discretion of the COUNTY; documentation of payments made from advances shall be submitted to the COUNTY and approved prior to any further payments of AWARD funds.

**AGREEMENT AMENDMENT:** This document must be completed and approved to change a scope of work, request an extension, or if the budget (Exhibit B) might deviate in any PROJECT cost categories by an amount equal to or greater than ten percent (10%) of the total AWARD amount. This form is available from your grant administrator.

**BALANCE OF AWARD:** Any amount of your AWARD not spent on this PROJECT must be returned to KING COUNTY, if an advance was issued.

**CLOSEOUT REPORT:** This report documents the successful completion of the PROJECT according to the scope of work. The Closeout Report is due thirty (30) days after the end of your agreement period and must be submitted online, following instructions from the WaterWorks grant administrator. This includes two sections:

1. Financial Closeout documenting the records of expenditures for the PROJECT (reconcile your project expenses, award, cash, and in-kind match).
2. Narrative Closeout documenting the successful completion of the PROJECT according to the scope of work. The final report will include a narrative, outreach materials, copies of communication materials, and tools created for and about the PROJECT.

**ELIGIBLE CHARGES:** Only expenses in the categories listed in the budget page of this grant agreement can be covered by this AWARD and only up to the indicated amount without prior authorization.

**FINANCIAL RECORDS:** Maintain a record of your expenditures to conform to generally accepted accounting principles. Retain records for at least three (3) years after the end date of your agreement. It is highly recommended that if you use a computer to track your project expenses you assign a code to this grant. If you keep track of your expenses manually, you will need to make copies of your receipts or other "manual" documents. This way, you will be able to document your expenses.

**MATCH:** Keep track of cash and/or in-kind match amount as it is described in your budget (Exhibit B) because it must be documented in your Financial Closeout Report (Exhibit H).

**MILESTONE:** Milestones are considered significant actions or events marking important progress or change in the stage of development of the

**QUARTERLY REPORTS:** This report includes two sections; a progress section that provides a status report on the progress of activities and goals identified in the scope of work; and an expense section for reimbursement of costs each quarter. The quarterly reports are due thirty (30) days after the end of each quarter.

**SCOPE OF WORK):** Keep track of your activities as they relate to the scope of work you provided. You will have to document the progress when submitting your Quarterly Reports and Closeout Report.

**START DATE:** The start date of this agreement is the date of the COUNTY signatory. Expenses can be posted as of the start date of your agreement but not sooner. (Same thing as Effective Date.)

## **EXHIBIT E: FUNDING AUTHORITY**

The funding authority for this AWARD comes from the COUNTY, through its Department of Natural Resources and Parks, which operates a regional system of sewage treatment and conveyance facilities for which it collects charges from local governments. Said charges constitute the source of revenue for operation of the COUNTY's sewage treatment system. By agreement with said local governments, this revenue can be used only to fund expenditures that are related to the development, operation, maintenance, and replacement and improvement of said system. By budget authority, the COUNTY funds activities related to the regional water quality objectives advanced by the development of the sewage treatment system.

# City Agreement Routing Form

The Project Administrator should complete the top section of this form, once Department Head/Designee signature has been obtained, attach the specified number of agreement originals to this form (have the contractor/supplier sign all original copies before routing) and forward the documents to the City Clerk for internal city routing. The City Clerk will route the agreement to the Risk Manager for approval of insurance and indemnification requirements, to the City Attorney for approval as to legal form and to the Mayor for signature. The City Clerk will then attest/authenticate the Mayor's signature and will forward this form and remaining agreement(s) to Project Administrator.

Project Title: Waterworks Grant  
Type of Service: Grant - Community Engagement / Education  
Supplier/Contractor Name: King County  
Contract/Agreement Amount, Original: \$20,000 Amended Amount: \_\_\_\_\_  
Council Approval Date: 9/18/2018 Nature of Funding: Grant  
Project Administrator: ERNEST FIX Mail Stop: MOC PW Phone: 425-556-2758  
Anticipated Agreement Start Date: 09/28/2018 Estimated Completion Date: 09/28/2019

Does this contract contain the purchase of technology related items/services?  YES  NO  
If Yes, route to: I.S. Manager (3SFN)

I.S. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Will federal funds be used to pay for all or part of contract?  YES  NO  
If Yes, check for debarment at [www.sam.gov](http://www.sam.gov)  
(print results and keep a copy in project file)

Department Head/  
Designee Signature: T.A. Cuthender Date: 9/25/18

Comments:

Account Numbers/ Distribution: 405.21103.00480.53150  
NIGP/Commodity Code: 99999

**ROUTING PROCESS:** (2 copies)

To: City Clerk \_\_\_\_\_ CX Date 9/26/18  
(for routing and tracking)  
Risk Manager \_\_\_\_\_ [Signature] Date 9/27/18  
(Signature or initials)  
City Attorney \_\_\_\_\_ [Signature] Date 9/25/18  
(Signature or initials)  
(Note: If contract exceeds Mayor's authorized signing limits, route to City Clerk (3NFN) for council approval)  
Mayor \_\_\_\_\_ [Signature] Date 9/26/18  
(Signature or initials)  
City Clerk \_\_\_\_\_ CX Date 9/27/18  
(Signature or initials)

**NOTE:** The agreement becomes fully executable once the Mayor has signed it. The Project Administrator may then forward one set of originals to the Contractor/Consultant and work may begin. The City's original will be retained by the City Clerk. Once all signatures have been obtained, forward a copy of this form to Accounts Payable, with payment instructions.

Finance use ONLY Supplier Id \_\_\_\_\_ Date Received \_\_\_\_\_ Agreement # 8815