

CPA # 6060228

INTERAGENCY AGREEMENT FOR 2019 and 2020

Between

KING COUNTY and the CITY OF SHORELINE

This two-year Interagency Agreement “Agreement” is executed between King County, a Charter County and political subdivision of the State of Washington, and the City of Shoreline, a municipal corporation of the State of Washington, hereinafter referred to as "County" and "City" respectively. Collectively, the County and City will be referred to as “Party” or “Parties.”

PREAMBLE

King County and the City of Shoreline adopted the 2001 King County Comprehensive Solid Waste Management Plan, which includes waste reduction and recycling goals. In order to help meet these goals, the King County Solid Waste Division has established a waste reduction and recycling grant program for the cities that operate under the King County Comprehensive Solid Waste Management Plan. This program provides funding to further the development and/or enhancement of local waste reduction and recycling projects and for broader resource conservation projects that integrate with waste reduction and recycling programs and services. This grant program does not fund household hazardous waste collection activities. Program eligibility and grant administration terms are discussed in the Grant Guidelines, attached to this Agreement as Exhibit B and incorporated herein by reference. Grant funding for this program is subject to the budget approval process of the King County Council.

Grant funding approved by the King County Council is available to all King County cities that operate under the King County Comprehensive Solid Waste Management Plan. The City will spend its grant funds to fulfill the terms and conditions set forth in the scope of work, which is attached hereto as Exhibit A and incorporated herein by reference. The County expects that any information and/or experience gained through the grant program by the City will be shared with the County and other King County cities.

I. PURPOSE

The purpose of this Agreement is to define the terms and conditions for funding to be provided to the City by the County for waste reduction and recycling programs and/or services as outlined in the scope of work and budget attached as Exhibit A.

II. RESPONSIBILITIES OF THE PARTIES

The responsibilities of the Parties to this Agreement shall be as follows:

A. The City:

1. Funds provided to the City by the County pursuant to this Agreement shall be used to provide waste reduction and recycling programs and/or services as outlined in Exhibit A. The total amount of funds available from this grant in 2019 and 2020 shall not exceed **\$69,336**.
2. This Agreement provides for distribution of 2019 and 2020 grant funds to the City. However, grant funds are not available until January 1, 2019.
3. During this two-year grant program, the City will submit a minimum of two (2), but no more than eight (8), progress reports to the County in a form approved by the County. Reports must be signed by a City official. These reports will include:
 - a. a description of each activity accomplished pertaining to the scope of work; and
 - b. reimbursement requests with both a Budget Summary Report Form, which is attached hereto as Exhibit D and incorporated herein by reference, and an Expense Summary Form, which is attached hereto as Exhibit E and incorporated herein by reference, unless the City has a spreadsheet similar to the Expense Summary Form already in use, in which case the City is free to use that spreadsheet instead of the Expense Summary Form. The City will submit the form or similar spreadsheet and not submit backup documentation for grant expenses. If backup documentation is submitted, SWD will not retain it. The City shall maintain this documentation in its records.

If the City chooses to submit up to the maximum of eight (8) progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County on the last day of the month following the end of each quarter (April 30, July 30, October 31, January 31) except for the final progress report and request for reimbursement, which shall be due by March 31, 2021.

If the City chooses to submit the minimum of two progress reports and requests for reimbursement during the two-year grant program, they shall be due to the County by January 31, 2020 and March 31, 2021.

Regardless of the number of progress reports the City chooses to submit, in order to secure reimbursement, the City must provide in writing to the County by the 5th working day of January 2020 and January 2021, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

4. The City shall submit a final report to the County which summarizes the work completed under the grant program and evaluates the effectiveness of the projects for which grant funds were utilized, according to the evaluation methods specified in the scope of work. The final report is due within six (6) months of completion of the project(s) outlined in the scope of work, but no later than June 30, 2021.

5. If the City accepts funding through this grant program for the provision of waste reduction and recycling programs and projects for other incorporated areas of King County, the City shall explain the relationship with the affected adjacent city or cities that allows for acceptance of this funding and the specifics of the proposed programs and projects within the scope of work document related thereto.
6. The City shall be responsible for following all applicable Federal, state, and local laws, ordinances, rules, and regulations in the performance of work described herein. The City assures that its procedures are consistent with laws relating to public contract bidding procedures, and the County neither incurs nor assumes any responsibility for the City's bid, award, or contracting process.
7. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall discriminate on the basis of race, color, sex, religion, nationality, creed, marital status, sexual orientation, age, or presence of any sensory, mental, or physical handicap in the employment or application for employment or in the administration or delivery of or access to services or any other benefits under this Agreement as defined by King County Code, Chapter 12.16.
8. During the performance of this Agreement, neither the City nor any Party subcontracting under the authority of this Agreement shall engage in unfair employment practices as defined by King County Code, Chapter 12.18. The City shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders and regulations that prohibit such discrimination. These laws include, but are not limited to, RCW Chapter 49.60 and Titles VI and VII of the Civil Rights Act of 1964.
9. The City shall use recycled paper for the production of all printed and photocopied documents related to the fulfillment of this Agreement. The City shall use both sides of paper sheets for copying and printing and shall use recycled/recyclable products wherever practical.
10. The City shall maintain accounts and records, including personnel, financial, and programmatic records, and other such records as may be deemed necessary by the County, to ensure proper accounting for all project funds and compliance with this Agreement. All such records shall sufficiently and properly reflect all direct and indirect costs of any nature expended and service provided in the performance of this Agreement.

These records shall be maintained for a period of six (6) years after termination hereof unless permission to destroy them is granted by the Office of the State Archivist in accordance with RCW Chapter 40.14. These accounts shall be subject to inspection, review, or audit by the County and/or by federal or state officials as so authorized by law.
11. The City shall maintain a record of the use of any equipment that costs more than \$1,000 and is purchased with grant funds from King County for a total period of three (3) years. The records shall be compiled into a yearly evaluation report, a copy of which shall be submitted to King County by March 31 of each year through the year 2023.

12. The City agrees to credit King County on all printed materials provided by the County, which the City is duplicating, for distribution. Either King County's name and logo must appear on King County materials (including fact sheets, case studies, etc.), or, at a minimum, the City will credit King County for artwork or text provided by the County as follows: "artwork provided courtesy of King County Solid Waste Division" and/or "text provided courtesy of King County Solid Waste Division."
13. The City agrees to submit to the County copies of all written materials which it produces and/or duplicates for local waste reduction and recycling projects which have been funded through the waste reduction and recycling grant program. Upon request, the City agrees to provide the County with a reproducible copy of any such written materials and authorizes the County to duplicate and distribute any written materials so produced, provided that the County credits the City for the materials.
14. The City will provide the King County Project Manager with the date and location of each Recycling Collection Event provided by the City, as well as copies of any printed materials used to publicize each event, as soon as they are available but no later than thirty (30) days prior to the event. If there is any change in the date or the location of an event, the City will notify the County a minimum of thirty (30) days prior to the event. If the event brochure is required for admission to the City's event, the City is exempt from having to provide the brochure to King County.
15. If the City accepts funding through this grant program for the provision of recycling collection events for adjacent areas of unincorporated King County, the City shall send announcements of the events to all residences listed in the agreed upon areas listed in Exhibit A. The announcements and all other printed materials related to these events shall acknowledge King County as the funding source.
16. This project shall be administered by Cameron Reed, Environmental Programs Specialist, or designee.

B. The County:

1. The County shall administer funding for the waste reduction and recycling grant program. Funding is designated by the city and is subject to the King County Council's budget approval process. Provided that the funds are allocated through the King County Council's budget approval process, grant funding to the City will include a base allocation of \$10,000 per year with the balance of funds to be allocated according to the City's percentage of King County's residential and employment population. However, if this population based allocation formula calculation would result in a city receiving less than \$10,000 per year, that city shall receive an additional allocation that would raise their total grant funding to \$10,000 per year.

2. Within forty-five (45) days of receiving a request for reimbursement from the City, the County shall either notify the City of any exceptions to the request which have been identified or shall process the request for payment. If any exceptions to the request are made, this shall be done by written notification to the City providing the reason for such exception. The County will not authorize payment for activities and/or expenditures which are not included in the scope of work and budget attached as Exhibit A, unless the scope has been amended according to Section V of this Agreement. King County retains the right to withhold all or partial payment if the City's report(s) and reimbursement request(s) are incomplete (i.e., do not include proper documentation of expenditures and/or adequate description of each activity described in the scope of work for which reimbursement is being requested), and/or are not consistent with the scope of work and budget attached as Exhibit A.
3. The County agrees to credit the City on all printed materials provided by the City to the County, which the County duplicates, for distribution. Either the City's name and logo will appear on such materials (including fact sheets, case studies, etc.), or, at a minimum, the County will credit the City for artwork or text provided by the City as follows: "artwork provided courtesy of the City of Shoreline" and/or "text provided courtesy of the City of Shoreline."
4. The County retains the right to share the written material(s) produced by the City which have been funded through this program with other King County cities for them to duplicate and distribute. In so doing, the County will encourage other cities to credit the City on any pieces that were produced by the City.
5. The waste reduction and recycling grant program shall be administered by Lucy Auster, Project Manager, King County Solid Waste Division, or designee.

III. DURATION OF AGREEMENT

This Agreement shall become effective on either January 1, 2019 or the date of execution of the Agreement by both the County and the City, if executed after January 1, 2019, and shall terminate on June 30, 2021. The City shall not incur any new charges after December 31, 2020. However, if execution by either Party does not occur until after January 1, 2019, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between January 1, 2019 and the later execution of the Agreement provided that the City complies with the reporting requirements of Section II.A of the Agreement.

IV. TERMINATION

- A. This Agreement may be terminated by King County, in whole or in part, for convenience without cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice.
- B. This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section III, upon thirty (30) days advance written notice. Reasons for termination for cause may include but not be limited to: nonperformance; misuse of funds; and/or failure to provide grant related reports/invoices/statements as specified in Section II.A.3. and Section II.A.4.
- C. If the Agreement is terminated as provided in this section: (1) the County will be liable only for payment in accordance with the terms of this Agreement for services rendered prior to the effective date of termination; and (2) the City shall be released from any obligation to provide further services pursuant to this Agreement.
- D. Nothing herein shall limit, waive, or extinguish any right or remedy provided by this Agreement or law that either Party may have in the event that the obligations, terms and conditions set forth in this Agreement are breached by the other Party.

V. AMENDMENTS

This Agreement may be amended only by written agreement of both Parties. Amendments to scopes of work will only be approved if the proposed amendment is consistent with the most recently adopted King County Comprehensive Solid Waste Management Plan. Funds may be moved between tasks in the scope of work, attached as Exhibit A, only upon written request by the City and written approval by King County. Such requests will only be approved if the proposed change(s) is (are) consistent with and/or achieves the goals stated in the scope and falls within the activities described in the scope.

VI. HOLD HARMLESS AND INDEMNIFICATION

The City shall protect, indemnify, and hold harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or issues whatsoever occurring from actions by the City and/or its subcontractors pursuant to this Agreement. The City shall defend at its own expense any and all claims, demands, suits, penalties, losses, damages, or costs of any kind whatsoever (hereinafter "claims") brought against the County arising out of or incident to the City's execution of, performance of, or failure to perform this Agreement. Claims shall include but not be limited to assertions that the use or transfer of any 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.

VII. INSURANCE

- A. The City, at its own cost, shall procure by the date of execution of this Agreement and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with performance of work pursuant to this Agreement by the City, its agents, representatives, employees, and/or subcontractors. The minimum limits of this insurance shall be \$1,000,000 general liability insurance combined single limit per occurrence for bodily injury, personal injury, and property damage. If the policy has an aggregate limit, a \$2,000,000 aggregate shall apply. Any deductible or self-insured retentions shall be the sole responsibility of the City. Such insurance shall cover the County, its officers, officials, employees, and agents as additional insureds against liability arising out of activities performed by or on behalf of the City pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit C, unless Section VII.B. applies.
- B. If the Agency is a Municipal Corporation or an agency of the State of Washington and is self-insured for any of the above insurance requirements, a written acknowledgement of self-insurance is attached to this Agreement as Exhibit C.
- C. If the Agency is a Municipal Corporation or an agency of the State of Washington and is a member of the Washington Cities Insurance Authority (WCIA), a written acknowledgement/certification of current membership is attached to this Agreement as Exhibit C.

VIII. ENTIRE CONTRACT/WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and City hereto, and any oral or written representations or understandings not incorporated herein are excluded. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of this Agreement unless stated to be such through written approval by the County, which shall be attached to the original Agreement.

IX. TIME IS OF THE ESSENCE

The County and City recognize that time is of the essence in the performance of this Agreement.

X. SEVERABILITY

If any section, subsection, sentence, clause or phrase of this Agreement is, for any reason, found to be unconstitutional or otherwise invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

XI. NOTICE

Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent to the King County Solid Waste Division and the City at the addresses provided below:

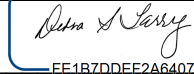
Lucy Auster, Project Manager, or a provided designee
King County Solid Waste Division
Department of Natural Resources and Parks
201 South Jackson Street, Suite 701
Seattle, WA 98104-3855

If to the City:

Cameron Reed, Environmental Programs Specialist, or a provided designee
City of Shoreline
17500 Midvale Avenue North
Shoreline, WA 98133

IN WITNESS WHEREOF this Agreement has been executed by each Party on the date set forth below:

City of Shoreline



FF1B7DDDF2A6407

Debbie Tarry, City Manager

3/27/2019

Date

King County



BY 48F50BF2E1E7460...

Pat D. McLaughlin, Director
Solid Waste Division

For Dow Constantine, King County Executive

3/27/2019

Date

City of Shoreline
2018/19 Waste Reduction & Recycling (WRR) Program
Grant Application for \$69,336
\$34,836 in 2019 and \$34,500 in 2020

1. Task: Business Recycling Outreach

Total WRR cost: \$25,336

Consistency with Plan

In King County's *Final Draft 2019 Comprehensive Solid Waste Management Plan* (Plan) (p. 4i), Sustainable Materials Management policy 2 states, "Enhance, develop, and implement waste prevention and recycling programs that will increase waste diversion from disposal using a combination of tools...[including] "education and promotion, [and] incentives..."

On page 4-16, the Plan identifies organics as one of the priority materials for recycling. On page 4-17, the plan lists "participation levels in diversion programs" as one of the challenges to recycling this material. On page 4-18, food and food-soiled paper are ranked as high priority based on evaluation metrics including "disposed tons, disposed volume, GHG emissions if recycled rather than landfilled, ability to influence the county's recycling rate, and market strength."

On page 4-19, the Plan states that "the grant monies can be used to support a number of activities, including...continuing to implement and improve general recycling programs...[and] improving opportunities for the collection and/or composting of organic materials," and "broadening resource conservation programs that integrate waste prevention and recycling programs."

On page 4-33, the plan states that "because of the diversity of businesses in the region, a more individualized approach is needed to increase recycling in this sector" and that "one area with significant room for improvement is the diversion of food scraps and food-soiled paper."

Goal Statement

The goal of this project is to increase the amount of organic and recyclable material diverted from the landfill by increasing the number of businesses in Shoreline that participate in curbside single-stream and organics recycling.

Project Description

Recycling service is embedded in garbage rates for commercial accounts through Recology, the City's contracted waste hauler. 84% of business accounts in Shoreline use this service. Organics recycling service is not embedded for business customers but is available through Recology or other haulers, and costs roughly equivalent to similar-sized garbage service. Only 17% of businesses currently use this service.

In 2019-2020, the City will develop, implement and evaluate a program to increase participation in curbside single-stream and/or organics recycling by businesses in Shoreline. The program will use community-based social marketing methods to identify which recycling streams and business sectors to target for the greatest impact (i.e. promoting composting by food businesses or single-stream recycling across all business sectors). Once specific recycling behaviors and audiences have been identified, the City will research the perceived benefits and barriers of those behaviors for those businesses. This will allow the City to directly address these barriers and benefits to participation in curbside organics/single-stream recycling by businesses in Shoreline.

Performance Objectives

In 2019, the City will use service level data from Recology to identify and survey businesses in Shoreline that participate in curbside single-stream and/or organics recycling as well as those that do not, to identify the perceived benefits and barriers to participation. The estimated impact of different recycling behaviors will be considered.

In 2019, the City will use results from the barrier and benefit research to select tools to promote adoption of curbside single-stream and/or compostable recycling by these businesses. Tools selected will specifically address barriers or increase perceived benefits of the desired recycling behavior. These will include one or more of the following:

- Door-to-door outreach from trained community members, waste hauler staff, or City staff
- Targeted mailings
- Waste audits, staff trainings and other technical assistance from waste hauler or City staff
- Educational materials, and in-person assistance provided in specific non-English languages
- Incentives, such as free organics recycling service for a set period and compostable products to replace non-compostable take-out containers and service ware, for businesses that sign up for organics recycling service
- Partnering with community organizations to promote composting/recycling behaviors
- Promotion of EnviroStars green business recognition program.

In 2019 and 2020, the program will be advertised to Shoreline businesses using a combination of mailed letters and postcards, door to door outreach, local news outlets, community organizations web and social media.

The program will be evaluated by November 2019, using one or more of the metrics described in the evaluation section below. As recommended by this evaluation, the program will be adapted or expanded in 2020, with a final evaluation completed by November 2020. Results of this evaluation will be included in the grant report including lessons learned and recommendations for the program moving forward.

\$25,336 of grant funds will be used in 2019 and 2020 to pay for printing and mailing of promotional materials, surveys, and educational materials/signage, compensating extra help staff or trained community members to conduct door-to-door outreach and providing incentives such as compostable product swaps or free yard waste service for businesses.

Impact Objectives

Based on 2018 service level data, there are 573 business accounts in Shoreline, generating an average of 554 pounds of garbage per account per week. 86% of businesses use single-stream recycling service (494 accounts), and 17% subscribe to organics recycling service (98 accounts). The City has also identified 100 restaurants that do not currently use organics recycling service. It is expected that this program will increase the rate of participation in curbside single-stream and/or organics recycling by businesses in Shoreline and that the amount of material disposed of as garbage by these businesses will decrease.

Evaluation

This program will be evaluated against pre-program baselines for cost of delivery and impact on level of service and diversion rates to identify the lowest cost, most effective tools for increasing participation in curbside recycling by businesses. Data collected to evaluate this task will include:

- Service level data from waste hauler, including number of businesses subscribing to service, tonnage by stream and overall diversion rate

- Follow-up survey data from businesses on effectiveness of specific program elements, such as technical assistance, promotional materials, or incentives.
- Overall cost of delivery, including but not limited to grant monies expended to develop and implement the program

2. Task: Earth Day Every Day Event (2) Total WRR cost: \$28,000

Consistency with Plan

Policy S-4 on page 4i of the King County Plan states “prevent waste generation by focusing on upstream activities including encouraging sustainable consumption behaviors, such as buying only what one needs, buying durable, buying secondhand, sharing, reusing, repairing, and repurposing.”

On pages 4-19, the Plan states that “The grant monies can be used to support a number of activities, including encouraging and promoting waste reduction; improving opportunities for the collection and/or composting of organic materials; increasing demand for recycled and reused products,” and “providing product stewardship opportunities” among other actions.

Goal Statement

To promote environmental protection, sustainability, waste reduction, and product stewardship norms and behaviors among residents.

Project Description

Since 2003, the City has offered an annual “Earth Day Every Day Event” that provides educational materials, products and tools integrating waste reduction, recycling, product stewardship, water quality, resource conservation, natural yard care and climate protection messages. This established and well-attended annual event encourages and equips residents to practice sustainable and safe techniques in their homes and gardens, in order to protect their health and the environment.

Performance Objectives

In April 2019 and 2020, the City will offer its annual “Earth Day Every Day Event,” integrating sustainability and environmental protection messages with tools that encourage waste reduction and product stewardship, such as natural yard care products, reusable products made from recycled materials, home waste diversion products and techniques, green building techniques, and stewardship opportunities. The City will partner with Central Market to host the event and will invite local environmental organizations, agencies and businesses to provide interactive educational displays and direct technical assistance at the event to encourage residents to implement sustainable practices in their daily lives.

The City will create and mail a flyer advertising the event to the approximately 22,000 households in the city, and will advertise the event on its website, social media feeds, and in other regular City publications.

Products that promote waste reduction, recycling, product stewardship and the use of recycled products, will be distributed at the event at a reduced rate or at no charge. In exchange, residents will provide their names and contact information, as well as agree to complete and return a brief survey evaluating the event and products offered. Items to be distributed may include the following:

- Natural yard care products (i.e. compost, worm castings, native plants, manual weed pullers)
- Reusable products to replace single-use plastics (i.e. shopping bags, water bottles, straws, food containers, lunch boxes, etc)

- Tools for collecting and diverting organics at home (i.e. kitchen compost pails, green cones, compost bins and kits)
- Tools for promoting product stewardship (i.e. drying rack for plastic bags)

In 2019 and 2020, \$28,000 of grant funds will be used to purchase materials and supplies for the event as described above.

Impact Objectives

At the spring event in 2018, an estimated 900 residents were in-attendance. It is anticipated that in 2019 and 2020, approximately 1,800 residents will be reached by this event. It is expected that most of these residents will use the tools provided to reduce the amount of waste they produce, recycle more, purchase products made from recycled materials, and/or use durable products.

Evaluation

Event attendees that receive a free or low cost product will provide their contact information and will commit to completing a future survey, in exchange for receiving the product. Surveys will be sent to these participants in fall 2019 and 2020 and will evaluate the effectiveness of the event at promoting waste reduction behaviors.

3. Task: Year-round Household Battery Recycling Total WRR cost: \$14,000

Consistency with Plan

The goal of the Sustainable Materials Management policy described on page 4i of the King County Plan is “Achieve Zero Waste of Resources--to eliminate the disposal of materials with economic value—by 2030... through a combination of efforts in the following order of priority:

- a. Waste Prevention and reuse,
- b. Product stewardship,
- c. Recycling and composting, and
- d. Beneficial use.”

Sustainable Materials Management Policy S-2 on page 4i of the Plan is to “Enhance, develop, and implement waste prevention and recycling programs that will increase waste diversion from disposal using a combination of tools:

- a. Infrastructure,
- b. Education and promotion,
- c. Incentives,
- d. Mandates,
- e. Enforcement, and
- f. Partnerships.”

On page 4-19, the Plan states that “The grant monies can be used to support a number of activities, including: encouraging and promoting waste reduction; improving opportunities for the collection of specific commodities... increasing demand for recycled and reused products... and providing product stewardship opportunities.”

Goal Statement

To decrease the amount of household batteries in the solid waste stream by increasing access to recycling opportunities; to promote the norm of product stewardship for household batteries; and to reduce the need for new natural resources by recycling and reusing battery components.

Project Description

Since January 2002, the City has collected household batteries year-round for residents at various locations throughout the City, including several schools, drug stores, and municipal buildings. In 2017, 6,419 pounds of batteries were collected and recycled through this program.

WRR funds in the amount of \$14,000 will be used to continue this popular program in 2019 and 2020 to pay for the vendor's cost to recycle the batteries.

Performance & Impact Objectives

An estimated 6,000 pounds of household batteries will be recycled in both 2019 and in 2020 from the citywide collection sites, diverting these materials from the landfill and providing the community access to this important recycling opportunity.

Evaluation

The pounds of household batteries collected will be recorded and reported to King County Solid Waste.

WRR 2019/20 Budget Detail
\$69,336

2019

Staff costs

None \$ 0.00

Admin & Supplies

Business Outreach supplies \$ 1,500

Earth Day event materials \$14,000

Consultant & contract services

Business Outreach Services \$10,000

Household battery collection recycling services \$7,000

Printing & distribution costs

Business Outreach (1) printing/mailing \$ 1,336

Total 2019: \$34,836

2020

Staff costs

None \$ 0.00

Admin & Supplies

Business Outreach supplies \$ 1,500

Earth Day event materials \$14,000

Consultant & contract services

Business Outreach Services \$10,000

Household battery collection recycling services \$7,000

Printing & distribution costs

Business Outreach (1) printing/mailing \$ 1,000

Total 2020: \$34,500

2019-2020 Grant Guidelines

Program Eligibility:

The King County Solid Waste Division (SWD) has prepared a Recycling Case Studies document with a number of innovative projects recently implemented by King County and several cities aimed at influencing waste prevention and recycling consistent with the King County Comprehensive Solid Waste Management Plan (Comp Plan) and the County's goals. SWD encourages consideration of these case study ideas in the development of grant proposals. Furthermore, in an effort to encourage collaboration, leveraging, and potential joint projects between cities and other partners, the Case Studies and the WRR application information has been shared with selected regional environmental firms.

Grant funds may be used for a variety of Waste Reduction & Recycling (WRR) related programs consistent with the Comp Plan. Cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Cities may choose to use their funding on one program or a combination of programs. For WRR program ideas, please refer to the Case Studies document (Attachment 4), which includes the topics below.

Examples of innovative projects:

- King County SWD: Multicultural Recycling Outreach - Recicla Mas! Es Fascilisimo.
- City of Bellevue: Multifamily Organics Recycling Technical Assistance.
- City of Issaquah Recycling Outreach: Waste Wise Multifamily Outreach.
- City of Bothell: Recycling Vouchers/Special Items Recycling Event.
- Cedar Grove Composting, Inc.: Increasing Food Waste Diversion in Diverse Communities.
- City of Redmond: Redmond Commercial Organics Collection.
- Olympia School District: Purchase of Bulk Milk Containers for Schools.
- Cities of Kirkland, Bellevue, Redmond, and Bothell: City Partnership - Eco Lunch Eastside Initiative/Reusable Lunch Kits.
- King County SWD: EcoConsumer Program Repair Events.

Please contact Lucy Auster at 206-477-5268 or lucy.auster@kingcounty.gov if you have questions about specific program eligibility, consistency with the Comp Plan, and/or are interested in obtaining a list of the environmental firms that SWD has provided notice to regarding this grant program.

The following are not eligible for funding:

- Collection of garbage, except for residual garbage related to the collection of recyclables.
- Collection of any household hazardous waste items including, but not limited to:
 - > treated wood,
 - > paint,
 - > lead acid batteries,
 - > oil, gasoline, and antifreeze,
 - > fluorescent lights.
- Household Hazardous Waste (HHW) education programs.

Cities should pursue funding for HHW collection or education programs through the King County Local Hazardous Waste Management Program (LHWMP) or the Washington State Department of Ecology Local Solid Waste Financial Assistance (LSWFA) Program.

Grant Administration

Requests for Reimbursement:

Cities may submit one request for reimbursement per year during the funding cycle, due no later than March 19, 2019 and March 17, 2020. However, cities may submit requests for reimbursement as frequently as quarterly. A Budget Summary Report Form and an Expense Summary Report Form must be used when submitting requests for reimbursement and will be provided to Cities when the grant agreements are executed.

Accrual Reporting:

By the 5th working days of January 2019 and January 2020, cities must notify SWD of the amount of their total expenditures for work that has been completed but for which a request for reimbursement has not yet been submitted.

Progress and Final Reports

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. A final report describing the outcome of grant-funded activities is due with the final request for reimbursement. If, however, the city does not have the results of its program evaluation by the end of the grant cycle, the final narrative report may be submitted no later than six months after the end of the grant cycle (June 30, 2019). (Note: The final request for reimbursement would still need to be submitted by March 17, 2020.) All progress and final reports must be signed by a city official. Signed reports may be scanned and emailed.

Amendments

Formal amendments to grant Interagency Agreements (IAAs) are unnecessary unless the city wishes to significantly change its scope of work and/or budget. In general, a significant change would be one in which the city wishes to add or delete a task from their scope of work. A minor change, such as moving dollars between tasks, would only require written notification, which may be submitted via e-mail. However, the city should contact SWD when considering changes to their scopes and budgets to determine if a formal amendment is needed.



12-Dec-18

Cert#: 11832

P.O. Box 88030

Tukwila, WA 98138

Phone: 206-575-6046

King County Solid Waste Division
Attn: Lucy Auster
201 S. Jackson St, Suite 701
Seattle, WA 98104

Fax: 206-575-7426

RE: City of Shoreline
King County Waste Reduction and Recycling Grant 2019-2020

Evidence of Coverage

The above captioned entity is a member of the Washington Cities Insurance Authority (WCIA), which is a self insured pool of over 155 public entities in the State of Washington.

WCIA has at least \$4 million per occurrence limit of liability coverage in its self-insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of the member. Liability coverage includes general liability, automobile liability, stop-gap coverage, errors or omissions liability, employee benefits liability and employment practices liability coverage.

WCIA was created by an interlocal agreement among public entities and liability is self funded by the membership. As there is no insurance policy involved and WCIA is not an insurance company, your organization cannot be named as an additional insured.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Roscoe".

Rob Roscoe
Deputy Director

cc: Sara Lane
Cameron Reed

cletter

BUDGET SUMMARY REPORT FORM
2019-2020 Waste Reduction & Recycling Grant Program

City: _____	Date: _____
Address: _____	Phone: _____
_____	Invoice #: _____
_____	Report Period: _____
Preparer's Name: _____	Contract #: _____

Total amount requested this period:	_____
Total amount previously invoiced:	_____
Original interlocal amount:	_____
Total amount charged to date:	\$ _____ -
Amount remaining for completion of interlocal:	\$ _____ -

Task #	Scope of Work Description (Task/title)	Budget	Current Quarter Costs	Amount Previously Invoiced	Remaining Balance
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
TOTALS		\$ -	\$ -	\$ -	\$ -

For King County Use

Contract # _____ 0

Project 1126942 Org 720122 Exp.Account 54150 Task 22.000'

Purchase Order # _____ Requisition # _____ Receipt _____

Supplier # _____ Supplier Pay Site _____ Invoice # _____ Payment Type _____

Total charges this period are approved for payment: \$ _____

Project Manager: _____ Date _____

**King County Waste Reduction Recycling Grant
2019/2020 Grant Cycle**

Expense Summary Form

City of _____
Reimbursement Request # _____
Date _____
Contract # _____

Task Title & No.	Vendor	Date of Service	Item Description	Invoice No.	Amount Paid
Total					0

Certificate Of Completion

Envelope Id: 3E5FE7F1147B46EC84BA5F6C81B1C966	Status: Completed
Subject: WRR Agreement; City of Shoreline CPA# 6060228	
Source Envelope:	
Document Pages: 22	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Maryela Medina
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5th Ave
	Suite 600
	Seattle, WA 98104
	mmedina@kingcounty.gov
	IP Address: 162.248.185.11

Record Tracking

Status: Original 1/25/2019 12:03:38 PM	Holder: Maryela Medina mmedina@kingcounty.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County Metro	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Lucy Auster lucy.auster@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 146.129.28.40	Sent: 1/25/2019 12:23:09 PM Viewed: 1/25/2019 12:45:20 PM Signed: 1/25/2019 12:45:25 PM

Electronic Record and Signature Disclosure:
Accepted: 1/25/2019 12:45:20 PM
ID: c383ee52-6ab1-489f-b43a-a1222935f7c3

Josh Marx Josh.Marx@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 66.87.68.215 Signed using mobile	Sent: 1/25/2019 12:45:28 PM Viewed: 1/25/2019 2:18:21 PM Signed: 1/25/2019 2:18:42 PM
---	---	---

Electronic Record and Signature Disclosure:
Accepted: 1/25/2019 2:18:21 PM
ID: 74cec7c9-623e-437d-8697-816f3398e47d

Jeff Gaisford Jeff.Gaisford@kingcounty.gov Security Level: Email, Account Authentication (None)	Completed Using IP Address: 198.49.222.20	Sent: 1/25/2019 2:18:45 PM Viewed: 1/26/2019 2:27:24 PM Signed: 1/26/2019 2:34:16 PM
---	---	--

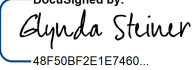
Electronic Record and Signature Disclosure:
Accepted: 1/26/2019 2:27:24 PM
ID: 8f6890f2-db02-4db5-b045-0240d9e19b95

Jesse Gonzalez jesse.gonzalez@kingcounty.gov CEO Carahsoft OBO King County ITD Security Level: Email, Account Authentication (None)	Completed Using IP Address: 146.129.27.33	Sent: 1/26/2019 2:34:19 PM Viewed: 1/28/2019 12:54:10 PM Signed: 1/28/2019 12:54:58 PM
---	---	--

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Debbie Tarry dtarry@shorelinewa.gov City Manager Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: <small>FE1B7DDEF2A6407...</small></p> Signature Adoption: Uploaded Signature Image Using IP Address: 146.129.242.52	Sent: 1/28/2019 12:55:01 PM Viewed: 3/27/2019 8:47:02 AM Signed: 3/27/2019 8:48:11 AM

Electronic Record and Signature Disclosure:
 Accepted: 3/27/2019 8:47:02 AM
 ID: cdadb9d4-ee90-4cd1-b9e4-0dfe40782526

Glynda Steiner gsteiner@kingcounty.gov Security Level: Email, Account Authentication (None)	 <p>DocuSigned by: <small>48F50BF2E1E7460...</small></p> Signature Adoption: Pre-selected Style Using IP Address: 146.129.28.157	Sent: 3/27/2019 8:48:14 AM Viewed: 3/27/2019 9:44:35 AM Signed: 3/27/2019 9:53:32 AM
---	---	--

Electronic Record and Signature Disclosure:
 Accepted: 9/1/2018 6:17:26 PM
 ID: 5a951004-0948-4081-ab68-110761eca75f

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp

Cameron Reed creed@shorelinewa.gov Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 1/28/2019 12:55:00 PM Viewed: 3/5/2019 8:24:39 AM
---	---	--

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Kate Blyth kate.blyth@kingcounty.gov Security Level: Email, Account Authentication (None)	<div style="border: 2px solid blue; padding: 5px; text-align: center; font-weight: bold; color: blue;">COPIED</div>	Sent: 3/27/2019 8:48:15 AM
---	---	----------------------------

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/27/2019 8:48:15 AM
Certified Delivered	Security Checked	3/27/2019 9:44:35 AM
Signing Complete	Security Checked	3/27/2019 9:53:32 AM
Completed	Security Checked	3/27/2019 9:53:32 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO King County ITD (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after signing session and, if you elect to create a DocuSign signer account, you may access them for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign 'Withdraw Consent' form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO King County ITD:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bob.johnson@kingcounty.gov

To advise Carahsoft OBO King County ITD of your new e-mail address

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at bob.johnson@kingcounty.gov and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

To request paper copies from Carahsoft OBO King County ITD

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO King County ITD

To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to bob.johnson@kingcounty.gov and in the body of such request you must state your e-mail, full name, US Postal Address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari™ 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum

Enabled Security Settings:	Allow per session cookies
----------------------------	---------------------------

** These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

Acknowledging your access and consent to receive materials electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the 'I agree' button below.

By checking the 'I agree' box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO King County ITD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO King County ITD during the course of my relationship with you.