

INTERAGENCY AGREEMENT FOR THE 2023-2024 RE+ CITY GRANT PROGRAM

Between

KING COUNTY and the CITY OF ALGONA

This Agreement for Award of Re+ Grant Funds (“Agreement”) is executed between King County, a charter county and political subdivision of the State of Washington, acting through its Department of Natural Resources, Solid Waste Division, and the City of Algona, 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.”

1. RECITALS

1.1 In 2022, King County launched the Re+ initiative to reinvent the region’s waste system to keep materials in use longer and reduce greenhouse gas emissions. The City of Algona signed onto the Re+ Pledge affirming their support and collaboration towards the shared vision that Re+ represents. The County developed the Re+ City Grant Program, as authorized in King County Code 10.14.025, to support Cities’ efforts to invest in, develop, and deliver on projects that help create a more circular economy, where waste is minimized, materials are kept in use longer, and natural systems are regenerated. Cities that operate under the Solid Waste Comprehensive Management Plan that have signed the Re+ Pledge are eligible to apply for this competitive funding.

1.2 King County has developed the criteria for program eligibility in the Grant Guidelines, attached hereto and incorporated herein as Exhibit A. King County has received a proposed scope of work and budget from the City and has determined that the scope of work and budget, attached hereto and incorporated herein as Exhibit B, are consistent with the Re+ Program and with the Grant Guidelines.

1.3 King County and the City desire to enter into this Agreement for the purpose of establishing the terms and conditions under which King County will provide an award of Re+ City Grant Program funding to the City subject to the budget approval process of the King County Council.

NOW THEREFORE, in consideration of mutual promises and covenants contained herein, the Parties hereby agree to the terms and conditions as follows:

2. AWARD OF GRANT; CONDITIONS OF GRANT

2.1 The Recitals are an integral part of this Agreement and are incorporated herein by this reference.

2.2 King County agrees to grant the City an award of Re+ City Grant Program funds not to exceed \$25,000.00 (the "Award") on a reimbursement basis as described in Section 2.4. The Award shall be used by the City solely for the performance of the activities described in this Agreement.

2.3 The City shall use the grant of Re+ City Grant Program funds to provide waste reduction and recycling programs and/or services as outlined in Exhibit B. The total amount of funds available from this grant in 2023 and 2024 shall not exceed **\$25,000.00**.

2.4 This Agreement provides for distribution of 2023 and 2024 grant funds to the City. Reimbursement for activities carried out and expenses incurred by the City may predate the execution date of this Agreement provided that a) the activities occurred after the City accepts the County's award notification in writing; b) the activities have been identified by the City as being within the Grant Guidelines, attached herein as Exhibit A, and Scope of Work, attached herein as Exhibit B; b) the expenses are incurred in carrying out the Scope of Work and are authorized by this Award; and c) such activities and expenses otherwise comply with all other terms of this Agreement. Reimbursements shall be paid to the City only after this Agreement has been fully executed.

2.5 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 determined by the County. Reports must be signed by a City official. These reports will include:

- a. a completed progress report, which is attached hereto as Exhibit C and incorporated herein by reference; 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. 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 31, October 31, January 31), except for the final progress report and request for reimbursement, which shall be due by March 21, 2025.

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 March 15, 2024 and March 21, 2025.

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 2024 and January 2025, the dollar amount of outstanding expenditures for which the City has not yet submitted a reimbursement request.

2.6 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.

2.7 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 B, 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 B.

2.8 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.

2.9 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.

2.10 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.

2.11 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.

2.12 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.

2.13 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 2025.

2.14 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."

2.15 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 Re+ City Grant Program. The City agrees to recognize King County on all printed materials developed or purchased using Re+ City Grant Program funds. 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.

2.16 The City will provide the King County Project Manager with the date and location of each Re+ City Grant Program-funded 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.

2.17 This project shall be administered on the City's behalf by Jessica Griess, City Clerk, or designee.

2.18 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 Algona" and/or "text provided courtesy of the City of Algona."

2.19 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.

2.20 The Re+ City Grant Program shall be administered on King County's behalf by Annie DeCosta-Klipa, Project Manager, King County Solid Waste Division, or designee.

3. DURATION OF AGREEMENT

This Agreement shall become effective on the date of execution of the Agreement by both the County and the City, and shall terminate on June 30, 2025. The City shall not incur any new charges after December 31, 2024. However, this Agreement allows for disbursement of grant funds to the City for County-approved programs initiated between the City's acceptance of the award notification from the County to the City in writing, and the later execution of the Agreement provided that the City complies with the reporting requirements of Section 2.4 of the Agreement.

4. TERMINATION

4.1. 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.

4.2. King County may also terminate this Agreement, in whole or in part, for lack of appropriation, upon thirty (30) days prior written notice to the City. In accordance with King County Code 4A.100.070, if King County terminates this Agreement for non-appropriation, then King County's costs associated with such termination, if any, shall not exceed the appropriation for the biennium in which termination occurs.

4.3 This Agreement may be terminated by either Party, in whole or in part, for cause prior to the termination date specified in Section 3 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, or statements as specified in Section 2.5 and Section 2.7

4.4 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.

4.5 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.

5 AMENDMENTS

This Agreement may be amended only by written agreement of the 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. Amendments 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. Funds may be moved between tasks in the scope of work, attached as Exhibit B, upon written notification by the City to King County and written approval by the County.

6 HOLD HARMLESS AND INDEMNIFICATION

The City agrees to indemnify, defend and hold harmless King County, and its elected or appointed officials, employees and agents, from all suits, claims, alleged liability, actions, losses, costs, expenses (including reasonable attorney's fees), penalties, settlements and damages of whatsoever kind or nature arising out of, in connection with, or incident to any acts or omissions of the City, its employees, agents, contractors or subcontractors in performing its obligations under this Agreement, except of the County's sole negligence.

The City'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 and at the City's own expense; (ii) Indemnification of claims made by the City's own employees or agents; and (iii) Waiver of the City'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 The City. The provisions of this Section 6 shall survive the expiration, abandonment, or termination of this Agreement.

7 INSURANCE

7.1 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 the City's behalf pursuant to this Agreement. A valid Certificate of Insurance and additional insured endorsement is attached to this Agreement as Exhibit F, unless Section 7.2 applies.

7.2 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 acknowledgment of self-insurance is attached to this Agreement as Exhibit F.

7.3 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) or the Association of Washington Cities (AWC) Risk Management Service Agency risk pool, a written acknowledgment/certification of current membership is attached to this Agreement as Exhibit F.

8. ENTIRE CONTRACT; NO WAIVER OF DEFAULT

This Agreement is the complete expression of the agreement of the County and the 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.

9. TIME IS OF THE ESSENCE

The County and the City recognize that time is of the essence in the performance of this Agreement. The Scope of Work set forth in Exhibit B shall be completed by the City no later December 31, 2024. In the event that the Scope of Work is not completed by this date, then King County shall retain any unexpended Award funds.

10. 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.

11 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:

Annie DeCosta Klipa, Project Manager, or a provided designee
King County Solid Waste Division
Department of Natural Resources and Parks
adecostaklipa@kingcounty.gov

If to the City:

Jessica Griess, City Clerk, or a provided designee
City of Algona
200 Washington Blvd
Algona, WA 98001

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

City of Algona

Troy Linnell, Mayor Pro Tem
City of Algona

Date

King County

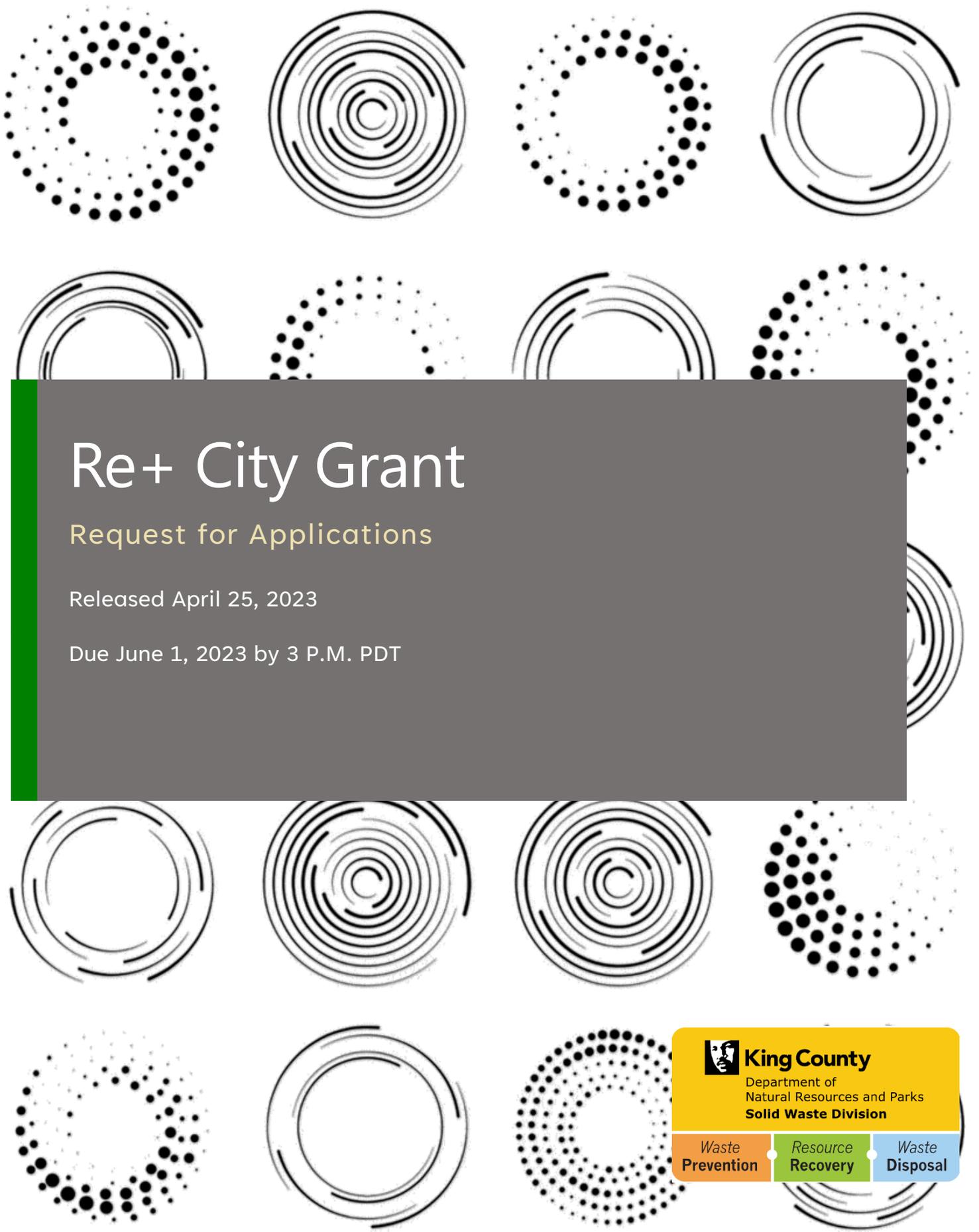
BY _____
Pat D. McLaughlin, Director
Solid Waste Division

For Dow Constantine, King County Executive

Date



Reducing single use items. Reusing everything that can be. Recycling what's left. Renewing communities. Rethinking what's possible.



Re+ City Grant

Request for Applications

Released April 25, 2023

Due June 1, 2023 by 3 P.M. PDT



King County

Department of
Natural Resources and Parks
Solid Waste Division

Waste
Prevention

Resource
Recovery

Waste
Disposal



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II. Request for applications

Release Date:	April 25, 2023
Due Date:	June 1, 2023 by 3:00 p.m. PDT
Contact	circulargrants@kingcounty.gov
Funding:	Up to \$50,000 per grant (\$100,000 for joint-city proposals) will be awarded from a total budget of \$300,000 in King County Solid Waste Division funding.

Re+ City Grant Information Session:

Tuesday, May 2, 2023 from 3-4 p.m. PDT

<https://us06web.zoom.us/j/89616566652?pwd=czdXaWVQcXVpZHA1ZzExSEhDUGQ3Zz09>

Meeting ID: 896 1656 6652

Passcode: 489517

One tap mobile

+12532050468,,89616566652#,,,,*489517# US

+12532158782,,89616566652#,,,,*489517# US (Tacoma)

Submitting an application

Proposals will be received through [the online platform](#) before 3 p.m. PDT on June 1, 2023. The services procured through this Request for Application (RFA) shall be provided in accordance with the following and the attached instructions, requirements, and specifications. Applicants are responsible for checking [the online platform](#) for updates, clarifications, or Addenda to this RFA. Any Addenda to the RFA will also be sent via email to all applicants.

Interested parties may submit questions in writing before May 29 at 3 p.m. PDT by emailing circulargrants@kingcounty.gov. Responses to questions received will be posted to the Frequently Asked Questions document posted on [the online platform](#).



Applicants are encouraged to complete their applications early to avoid any difficulties or errors in submission. The King County Solid Waste Division (SWD) is not responsible for any technical difficulties that an Applicant may experience, and late submissions will result in the rejection of a proposal.

III. Background

King County Solid Waste Division (SWD) is responsible for the public solid waste system that serves the people and communities of unincorporated King County and most cities within King County.

At SWD, our work delivers on the goal of zero wasted resources to the landfill by 2030. King County's [Re+ Program](#) is a key part of delivering this goal. It provides a roadmap for a healthy environment and economy by reinventing the current waste management system, preventing material generation, and finding a new purpose for the 70% of recyclable materials that go to the Cedar Hills Regional Landfill each day. Preventing, reusing, and recycling materials has significant benefits for people living and working in King County, including tackling the climate emergency by reducing greenhouse gases that are emitted throughout the lifecycle of materials and products.

Equity and Social Justice (ESJ) is foundational to the work of King County and SWD. SWD seeks to invest in community-informed projects that recognize and address the disparities in communities. We aim to ensure that all people, regardless of who they are and where they live, have the opportunity to thrive with full and equal access to opportunities, power, and resources.

IV. Grant description

The new Re+ City Grant Program supports projects that further King County's goal of zero waste of resources, which commits King County to stop sending materials of value to Cedar Hills Regional Landfill by 2030. The grants are intended to help King County cities invest in, develop, and deliver on projects that help create a more circular economy, where waste is minimized, materials are kept in use longer, and natural systems are regenerated. A list of project ideas is available on [the online platform](#).

A. Focus areas

The success of Re+ relies on both upstream prevention and downstream recycling actions, while also reducing inequities that persist in our County. Recognizing the need



for a whole system approach, the Re+ City Grant has three focus areas intended to support different approaches to create a more circular economy:

1. **Prevention and Reuse:** This includes projects that reduce materials used or purchased, create infrastructure to use reusable products, increase food rescue, and promote sharing or donating items.
2. **Recycling:** This includes projects that create or expand markets for recycled material, including organics, currently produced in the King County solid waste system. These grants could also support projects that improve the quality, increase the quantity, and/or grow the demand for utilizing recycled materials or increase recycling in residential or business communities.
3. **Equity and Social Justice:** This includes projects that benefit frontline communities. Frontline communities often experience the earliest and most acute impacts of climate change, face historical and current inequities, and have limited resources and/or capacity to adapt.

B. Priority materials

Projects that address the following materials will be awarded higher points in the grant scoring process (see evaluation criteria for details):

- Plastic
- Paper
- Organics (includes food waste, yard waste, and wood)

These materials are a priority to SWD because they represent over 75% of materials of value sent to Cedar Hills Regional Landfill. Applications can also include projects that address other materials but will likely need to demonstrate significant benefits to be awarded grant funding.

C. Projects not funded by this program

Projects that are not eligible for this grant program include but are not limited to:

- Routine operation and maintenance costs
- Collection events for recyclable materials
- Collection of garbage or household hazardous waste items
- Household hazardous waste education
- Environmental clean-up of illegal activities (i.e. trash and litter cleanup)
- Lobbying and attempts to influence legislation

D. Minimum and maximum funding awards

A total of \$300,000 in grant funding is available for the 2023-24 biennium. Matching funds are not required for this grant opportunity.





- Minimum grant award: \$20,000
- Maximum grant award for a single-city proposal: \$50,000
- Maximum grant award for a joint-city proposal: \$100,000

V. Grant eligibility

King County cities that have signed the Re+ Pledge and are within the King County waste system are eligible for this funding opportunity. Cities may apply before their Council has signed the Re+ Pledge, but will not be eligible to receive an award unless the Pledge is signed by June 30, 2023. The Cities of Seattle and Milton are not in the King County waste system and are ineligible to apply.

Eligible cities are encouraged to work together to leverage funds and have a greater influence on waste prevention and recycling. Eligible cities may apply jointly for a maximum award of \$100,000. All cities included in the joint proposal must have signed the Re+ Pledge by June 30, 2023.

Eligible cities may also subcontract with other entities, such as non-profits, consulting firms, or businesses, to implement their grant-funded projects.

If you have questions about the Re+ Pledge or eligibility, please email circulargrants@kingcounty.gov.

VI. Applying for a grant

A. How to apply

Proposals will be received through [the online platform](#) before 3 p.m. PDT on Thursday, June 1, 2023. If you experience technical difficulties with the online platform leading up to the due date, please email circulargrants@kingcounty.gov. Late submissions will result in the rejection of a proposal.

You may email questions to circulargrants@kingcounty.gov prior to Monday, May 29 at 3 p.m. PDT. Responses to all questions will be shared via the Frequently Asked Questions document posted on [the online platform](#).

B. Grant information session

An online grant information session will be held on Tuesday, May 2 at 3:00 p.m. PDT at the Zoom link below. This meeting will be recorded and posted to [the online](#)





[platform](#). Prospective applicants are encouraged to attend, but attendance is not mandatory.

<https://us06web.zoom.us/j/89616566652?pwd=czdXaWVQcXVpZHA1ZzExSEhDUGQ3Zz09>

Meeting ID: 896 1656 6652

Passcode: 489517

One tap mobile

+12532050468,,89616566652#,,,,*489517# US

+12532158782,,89616566652#,,,,*489517# US (Tacoma)

Questions arising at the grant information session or in subsequent communication with King County will be documented and answered in written form. A copy of the questions and answers will be posted in the Frequently Asked Question document posted on [the online platform](#).

C. Timeline

Below is the anticipated timeline for the 2023-24 cycle of the Re+ City Grants:

Tuesday, April 25	Request for applications released
Tuesday, May 2	Pre-proposal meeting
Thursday, June 1	Grant applications due
June – early July	Evaluations (date is approximate and subject to change)
Mid-July	Awards announced (date is approximate and subject to change)
Mid-August onward	Grant agreements signed (date is approximate and subject to change)

D. Project duration

Projects must be completed by December 31, 2024. The start date will be determined based on the timing of award notifications. After receiving an award notification, cities may begin projects and spend funds before signing a grant agreement. Reimbursement requests will not be processed until after grant agreements are signed by both parties. The city assumes the risk of expending funds before the grant agreement is signed.



VII. Evaluation

A. Evaluation criteria

Applications will be evaluated and given a score based on the quality of response within each area outlined below:

- Overview
- Environmental and climate impact
- Equitable impact
- Budget
- Team and partners

Detailed evaluation criteria will be shared during the application window.

B. Application review process

Proposals will be scored by a team of evaluators consisting of community representatives and Solid Waste Division staff. The evaluation team will provide their award recommendations to Solid Waste Division leadership for final approval.

During the grant review process, applicants may be contacted for clarification or to negotiate changes in the project activities, timeline, or grant amount.

VIII. Grant administration

A. Requests for reimbursement

The Re+ City Grant is a reimbursement-based grant. No matching funds are required. Cities may submit as few as one request for reimbursement per year during the funding cycle. Alternatively, 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.

B. Progress reports

Progress reports describing program activities, accomplishments, and evaluation results must accompany each request for reimbursement. A template will be provided to cities when the grant agreements are executed.

C. Accrual reporting

By the 5th working day of January 2024 and January 2025, cities must notify the Solid Waste Division of the amount of their total expenditures for work that has been completed in the previous year but for which a request for reimbursement has not yet been submitted. Solid Waste Division will use this information to accrue expenditures.

D. Amendments

Amendments to grant Interagency Agreements (IAAs) are unnecessary unless the city wishes to significantly change its scope of work. In general, a significant change would be one in which the city wishes to add or delete a task from its scope of work. Amendments 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. 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 the Solid Waste Division when considering changes to their scopes to determine if an amendment is needed.

Re+ City Grant Program – Agreement with the City of Tukwila

Scope of Work and Budget

Initiative Title: Organic Solutions: Empowering Food Businesses for Sustainable Waste Management

Funding Amount: \$83,000.00

Initiative Summary:

This project will support food service businesses across the City of Tukwila, the City of Burien, and the City of Maple Valley in setting up organics services and establishing best practices to comply with the new Organics Management Law. The cities will work with a consultant to identify and perform outreach at priority businesses for organics service, with a focus on frontline businesses that need to comply by 2024 and 2025. This project is a collaboration between the City of Tukwila, the City of Burien, and the City of Maple Valley.

Project Description:

A key pillar of the project is providing technical assistance for food service businesses to begin composting their food scraps through organics service. This project aims to reduce barriers to food scraps composting and set both large and small businesses up for success.

Task 1: Planning, Development, and Evaluation

- Review existing compost services, client lists of businesses within each municipality, and the new Organics Management Law.
- Identify priority businesses, with a focus on frontline businesses that may be impacted by the Organics Management Law.
- Identify or develop education and outreach materials that can be used to target any food waste-generating facility. The materials will be available in the top 3 most common languages for the municipalities. Applicable materials will be printed for distribution.
- Develop potential survey questions, outreach protocols, staff training, and determine data tracking processes.

Task 2: Site Visits and Outreach

- Visit identified priority businesses to conduct outreach and provide educational materials about the Organics Management Law.
- Provide technical assistance to identified businesses, which includes working with the business to set up organics service, a walk-through of the site, providing one starter slim jim for back-of-house food waste collection, working with the business to determine where the organics cart will be placed, and providing additional outreach and educational materials as needed.
- Conduct follow-up visits to check for contamination in the organics bin.
- Conduct surveys with businesses to assess the effectiveness of the program and understand lessons learned.

Project Outcomes:

Projected outcomes from this project include:

- Increase the number of businesses in each city (25 per city) that subscribe to organics service

- Increase the tonnage of organics collected in each city by 25-50%
- Support frontline community members who own or manage food service businesses in understanding the Organics Management Law

Project Deliverables:

Projected deliverables from this project include:

- A list of priority businesses in each city that will likely be impacted by the Organics Management Law in the next 4 years
- In-language educational materials identified and/or developed
- Organics technical assistance provided to approximately 75 businesses
- Post-surveys to assess program effectiveness and lessons learned

Budget:

Item	Estimated Timing by Quarter	Expenditure Type	Unit Price	Quantity	Amount Paid by Grant
Project planning, development, and evaluation	All quarters	Personnel for other project team members	\$140	185	\$25,900
Site visits and outreach	All quarters	Personnel for other project team members	\$140	365	\$51,100
Supplies, such as slim jims and signage	All quarters	Supplies and materials	N/A	N/A	\$5,400
Translation services	All quarters	Translations of materials	N/A	N/A	\$600
					\$ 83,000

Line items in the above table can be transferred with written approval by the King County Project Manager. A contract amendment will be required for any changes that increase the overall price of the contract.

Re+ City Grant Progress Report

Grantee:	City of Algona
Contract/CPA #:	6407428
Contract Title:	City of Algona Recycling and Composting Education and Voucher Program
Report Date:	

This progress report must be submitted with each request for reimbursement to demonstrate the completion of deliverables and progress of the project. By submitting this form to King County’s Project Manager, the grantee attests to the accuracy of the information provided in this form and the accompanying reimbursement request.

Description of activities

A. For the current period, describe the process made towards completing your grant project scope. Click or tap here to enter text.

B. Check all deliverables completed to date.

- Education and voucher program materials developed
- Education and voucher program materials translated into Spanish
- One round of education and voucher program outreach conducted
- Two round of education and voucher program outreach conducted
- Three round of education and voucher program outreach conducted
- Four or more rounds of education and voucher program outreach conducted

C. Which communities (geographically and/or demographically) did the project engage with or have an impact on?

Click or tap here to enter text.

D. For the current reporting period, describe the actions you have taken that contribute to equity and social justice in the region.

Click or tap here to enter text.

Outcomes

A. Material prevention or recycling to date:

Material	Pounds reduced	Pounds recycled
Mixed paper		
Mixed plastic		
Food waste		
Yard trimmings		
Mixed metals		

Dimensional lumber		
Other materials (please specify and add lines as necessary)		

- B. Number of jobs created to date: [Click or tap here to enter text.](#)

- C. Number of engagements to date:
 - Residents [Click or tap here to enter text.](#)
 - Businesses [Click or tap here to enter text.](#)
 - Other organizations [Click or tap here to enter text.](#)

- D. Project-specific metrics to date:
 - Number of vouchers distributed [Click or tap here to enter text.](#)
 - Number of vouchers redeemed at a transfer stations [Click or tap here to enter text.](#)
 - Percent change in tonnage of waste going to Cedar Hills Regional Landfill [Click or tap here to enter text.](#)
 - Percent change in the number of recycling and yard waste bins [Click or tap here to enter text.](#)

Narrative

- A. Describe any challenges or lessons learned during this reporting period.
[Click or tap here to enter text.](#)

- B. Describe any successes or anecdotes you would like to share.
[Click or tap here to enter text.](#)

- C. Are there any upcoming milestones that you would like King County Solid Waste Division to be aware of (e.g. events we may be able to attend or promote)?
[Click or tap here to enter text.](#)

- D. Do you anticipate any challenges in achieving the project scope within the contract period? If yes, please explain.
[Click or tap here to enter text.](#)

Re+ City Grant
2023-2024 Grant Cycle
City of Algona
Reimbursement Request # _____
Date _____
Contract # 6407428

Expense Summary Form

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



Certificate of Coverage

Certificate holder: City of Algona 200 Washington Blvd Algona, WA 98001	Policy number: None Term of certificate: 1/1/2023 – 1/1/2024 Annual re-issue: Yes
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RE: King County Solid Waste Division - Circular Grants

Please be advised that the **City of Algona** is a member of the Association of Washington Cities Risk Management Service Agency (AWC RMSA) and participates in the self-insured and loss-pooling programs checked below, which are administered by the AWC RMSA for its members.

Type of coverage	Limits	Deductible
<input checked="" type="checkbox"/> All risk property coverage	\$250 million per occurrence	\$0
<input checked="" type="checkbox"/> Liability coverage	\$15 million per occurrence	\$0
<input checked="" type="checkbox"/> Employee fidelity blanket coverage	\$1 million per occurrence	\$0
<input checked="" type="checkbox"/> Comprehensive auto liability	\$15 million per occurrence	\$0
<input checked="" type="checkbox"/> Cyber liability	\$3 million per occurrence	\$0
<input checked="" type="checkbox"/> Pollution liability	\$2 million per occurrence	\$0

Under the AWC RMSA Coverage Agreement issued to the member referenced above, and within the limits and provisions of the above program, AWC RMSA has agreed to provide, to the certificate holder named above, defense, payment, and loss or indemnification funding in accordance with the terms of the Coverage Agreement, with the exception that no defense or indemnity is available for claims arising from the sole negligence of the certificate holder with respect to the referenced operations or activities.

AWC RMSA is not an insurance company and therefore cannot name an additional insured or loss payee.

Cancellation: Should the above described coverage be cancelled before the expiration date thereof, the AWC RMSA will provide notice to its members in accordance with its Coverage Agreement. Failure to provide such notice to the certificate holder shall impose no obligation or liability of any kind upon the AWC RMSA.

This certificate is issued for information only and gives no rights to the certificate holder. This certificate does not amend, extend, or alter the coverage provided by the AWC RMSA.

Carol Wilmes
Director of Member Pooling Programs

cc: **City of Algona**