



City of Tukwila

## ***Community Development & Neighborhoods Committee***

- ◇ Kate Kruller, Chair
- ◇ Kathy Hougardy
- ◇ Zak Idan

Distribution:

K. Kruller	Mayor Ekberg
K. Hougardy	D. Cline
Z. Idan	C. O'Flaherty
V. Seal	L. Humphrey
D. Robertson	

**Please note revised date and start time for this meeting. →**

# **AGENDA**

**TUESDAY, MAY 29, 2018 – 6:00 PM**

**HAZELNUT CONFERENCE ROOM**

(At east entrance of City Hall)

Item	Recommended Action	Page
<b>1. PRESENTATION(S)</b>		
<b>2. BUSINESS AGENDA</b>		
a. Lodging tax applications: Starfire Sports and the Renton Chamber of Commerce. <i>Brandon Miles, Business Relations Manager</i>	a. Forward to 6/4 Consent Agenda.	<b>Pg.1</b>
b. Update on the Parks & Recreation Department's After-School Activity Program. <i>John Dunn, Recreation Superintendent</i>	b. Discussion only.	<b>Pg.35</b>
c. Grant application related to King County's Veterans, Seniors and Human Services levy. <i>Stephanie Gardner-Brown, Recreation Superintendent</i>	c. Committee decision.	<b>Pg.65</b>
d. Continued discussion on Accessory Dwelling Unit (ADU) regulations (based on discussion at the May 14 C.O.W.). <i>Nora Gierloff, Deputy Community Development Director</i>	d. Forward to 6/25 C.O.W. and 7/2 Regular Mtg.	<b>Pg.133</b>
<b>3. ANNOUNCEMENTS</b>		
<b>4. MISCELLANEOUS</b>		

**Next Scheduled Meeting:** *Tuesday, June 12, 2018*



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## INFORMATIONAL MEMORANDUM

TO: **Community Development and Neighborhoods**

FROM: **Brandon Miles, Business Relations Manager**

CC: **Mayor Ekberg**

DATE: **May 23, 2018**

SUBJECT: **Lodging Tax Application Funding Requests**

### **ISSUE**

Approval of lodging tax funding requests from Starfire Sports (\$44,500) and the Renton Chamber of Commerce (\$10,000).

### **BACKGROUND**

Starfire Sports is requesting \$44,500 in lodging tax funds to support its annual tournaments and the Renton Chamber of Commerce is requesting \$10,000 to host Renton Comic Con in the City of Tukwila in September. Both requests were reviewed by the City's Lodging Tax Advisory Committee (LTAC) at its May 22, 2018 meeting and LTAC recommends approval of the funding requests.

### **Available Lodging Tax Funds**

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion<sup>1</sup>. There is currently just over \$1.1 million in lodging tax funds available for use. This does not include revenue for the months April and May because of the two-month lag in receiving lodging tax funds from the State. Additionally, the City has budgeted to collect \$755,000 in funds in 2018.

### **Application Approval Process**

The City's Lodging Tax Advisory Committee (LTAC) reviews all requests, even by the City, for use of lodging tax funds. LTAC then forwards a list of recommended applications to the City Council for its review and consideration. If LTAC does not recommend an application be funded, that application is not forwarded to the City Council. The City Council may approve or deny any of the applications recommended by the LTAC. The City Council may also approve an application and increase or decrease the dollar amount awarded<sup>2</sup>.

The City accepts applications on a rolling basis, with the LTAC reviewing requests monthly.

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<sup>1</sup> RCW 67.28.080 (6) defines "tourism promotion" as "...activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

<sup>2</sup> On August 17, 2016, the Washington State Attorney General's Office issued an informal opinion regarding whether a municipality could change the dollar amounts recommended by the local lodging tax advisory committee. Specifically, the informal opinion states:

*"When awarding lodging tax revenues pursuant to RCW 67.28.1816(2)(b)(ii), a municipality may award amounts different from the local lodging tax advisory committee's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2), according to which the municipality must submit its proposed change to the advisory committee for review and comment at least forty-five days before final action on the proposal."*

Pending Applications

As outlined above, there are currently two pending applications, both applications have been reviewed by the LTAC and LTAC recommends approval.

1. Starfire Sports, Starfire Sports Tournament Season (\$44,500)

Starfire Sports is one of the premier soccer facilities in the United States. Since its opening in 2003, Starfire Sports has made Tukwila the epicenter of soccer in the Pacific Northwest. Annually, over 1 million people will visit the facility. Besides soccer, Starfire also hosts rugby, lacrosse, and other sporting events, as well as being a unique meetings space for private and corporate functions.

Starfire Sports is requesting 2018 lodging tax funds to assist in the promotion and facilitation of leagues, events, and tournaments. The goal is to attract visitors to create 10,000 hotel room nights and bring 1.3 million annual visitors (not unique) to the complex and Tukwila. Starfire will promote its events through email and online marketing, with regional soccer organizations and social media. The 10,000 room nights is from Starfire's own tournaments and does not include room nights generated by third parties that rent fields for their own tournaments.

A draft scope of work is attached. It is generally the same scope of work from last year's contract.

Renton Chamber of Commerce, Renton City Comicon (\$10,000)

The Renton Chamber of Commerce is requesting \$10,000 from the City's lodging tax funds to support Renton City Comicon in the City of Tukwila on September 15 and September 16. RenCon is a regional convention that focuses on the nerd and geek culture of comic books, super heroes, science, cosplace, movies, celebrities and other related areas. RenCon will be held at the new Hotel Interurban and Westfield Southcenter. This will be the third year of RenCon (first year in Tukwila), which has continued to grow year over year in attendance. Forecast for this year 4,000 attendees, including 550 estimated room nights.

There is a significant amount of media and promotion of the event leading up to the actual weekend. This media and promotion will provide the City an opportunity to promote and grow our brand in the region.

The City will be considered a presenting sponsor for the event. A draft scope of work is attached

**FINANCIAL IMPACT**

The total amount of funding requested from the lodging tax fund is \$54,500. As discussed above, the City has budgeted the collection of \$755,000 in lodging tax revenue in 2018.

<b>2018 Lodging Tax Overview</b>		<b>Notes</b>
<b>Revenue</b>		
Estimated Fund Balance	\$1,167,394	
Projected Lodging Tax Revenue (Budgeted)	\$755,000	This was the budgeted estimated in the adopted City budget.
<b>Expenditures</b>		
<b>Committed Funds</b>		



Seattle Southside Regional Tourism Authority	(\$292,500)	In 2017, the City approved a two-year application and contract with Seattle Southside Regional Tourism Authority. The number shown reflects the funds committed for 2018.
City of Tukwila, General Administration	(\$59,064)	Approved by City Council on February 19, 2018.
City of Tukwila Southcenter 50 Celebration	(\$90,500)	Approved by City Council on May 21, 2018.
<i>Pending Applications</i>		
Starfire Sports	(\$44,500)	Reviewed by LTAC on May 22, 2018. LTAC recommends approval.
Renton Chamber of Commerce	(\$10,000)	Reviewed by LTAC on May 22, 2018. LTAC recommends approval.
Total Approved and Pending expenditures:	(\$496,564)	
Estimated Additional Funds Available for Activities:	\$1,425,830	

**RECOMMENDATION**

Staff recommends that the City Council approve the funding request, as recommended by LTAC. Staff suggests that the applications be placed on the June 4 consent agenda.

Since the awarded funds to Starfire Sports exceeds \$40,000, staff is also requesting authorization to enter into a contract with Starfire Sports to award the funds.

**ATTACHMENTS**

- A. Starfire Sports LTAC documents, including application.
- B. Renton Chamber of Commerce LTAC documents, including application.





## Staff Memorandum

### Lodging Tax Advisory Committee Funding Request

**Name of Applicant:**

Starfire Sports

**Address:**

14800 Starfire Way, Tukwila, WA 98188

**Total Funds Requested:**

\$44,500

**About the Applicant:**

Starfire Sports, a non-profit entity, has grown into one of the premier soccer complexes in the United States. Over 1.3 million people visit the complex annually to take part in soccer tournaments; play in indoor and outdoor soccer leagues; to engage in sport specific training, soccer viewing, and attending professional soccer matches. Starfire is also the training home of the Seattle Sounders FC, which play in the Western Conference of Major League Soccer.

Opening in 2003, Starfire Sports complex has 12 outdoor fields and two indoor fields. The complex is located at Fort Dent Park, which is owned by the City of Tukwila. Also located at the Park is a small children's play area and regional trail system. The City has maintenance responsibility for the play area, trails, and parking area.

Starfire Sports regularly hosts multiday, weekend soccer tournaments, which brings in soccer teams from throughout North America. Teams stay in hotels throughout the Seattle Southside region, with a 70/30 split between Tukwila and SeaTac hotels. Players and their families can also be seen throughout Tukwila, at Westfield Southcenter, the Family Fun Center, and area restaurants.

Besides soccer, Starfire Sports has been used to host a variety of other sports and activities, including rugby, lacrosse, and quidditch. Starfire is now also home to the Seattle Seawolves, Seattle's professional rugby team. All home games this year have been soldout.

**Funds Previously****Awarded:**

Last year Starfire Sports received \$42,000 in lodging tax funds from the City.

**Funding Request Narrative:**

Starfire Sports is requesting 2018 lodging tax funds to assist in the promotion and facilitation of leagues, events, and tournaments. The goal is to attract visitors to create 10,000 hotel room nights and bring 1.3 million annual visitors (not unique) to the complex and Tukwila. Starfire will promote its events through email and online marketing, with regional soccer organizations and social media. The 10,000 room nights is from Starfire's own tournaments and does not include room nights generated by third parties that rent fields for their own tournaments.

A draft scope of work is attached. It is the same scope of work from last years contract.

**Staff Comments:**

After Westfield Southcenter, Starfire Sports is the largest draw of visitors in the City and perhaps the largest draw of overnight guests in the City. Additionally, the tournaments and leagues at Starfire bring in people throughout the Puget Sound region on day visits to the City. Participants at tournaments and leagues at Starfire can easily be identified, while at restaurants and retailers throughout the City.

National demographic data indicates that while most soccer participants are under the age of 18. While most participants might be kids, the sport reaches well beyond the kids, with parents being spectators, referees, coaches and/or administrators. These parents tend to be influential, educated, and technically savvy. Over half of households with youth soccer parents in them have a household income about \$75,000, with 35% of household having an income above \$100,000. Starfire brings these high income households the City everyday with their soccer tournaments and leagues.

One of the goals of staff is to work with Starfire to identify ways to encourage visitors of Starfire to come back to the City, even when they are not visiting for a soccer related activity.

Since its opening in 2013, Starfire has also help created positive branding for the "Tukwila" name. Starfire and its tenants, including Seattle Sounders FC, identify their physical location as being "Tukwila." Each visitor who comes to the facility leaves with a positive experience in Tukwila. Starfire has put Tukwila on the map for soccer. Many soccer fans in the northwest know of Tukwila because of attending soccer matches and playing at Starfire.

Starfire Sports has also helped the City with event production, including the Seattle Sounders FC MLS Cup send offs (2016 and 2017).

**City of Tukwila Staff**

**Recommendation to LTAC:**

Approval.

**Notes:**

Should LTAC and the City Council approve the request, a final scope of work, consistent with the approved application, will be finalized by the City and the applicant. Additionally, the applicant will need to enter a services contract with the City. Since this contract will be over \$40,000, the City Council must authorize the Mayor to sign the contract.





**Exhibit "A"**  
**Starfire**  
**2018 Scope of Services**

**General:**

Contractor shall organize, promote and facilitate tournaments, leagues and events at Starfire Sports Complex with the goal of attracting over 10,000 overnight hotel/motel room nights and 1.3 million annual visitors (not unique visitors) in a collaborative working relationship with the City of Tukwila. The purpose of this agreement is for the tracking of hotel bookings, promotions and marketing.

1. As needed, contractor shall refer teams and event directors directly to Seattle Southside Regional Tourism Authority (SSRTA), a destination marketing organization for the City, for assistance with lodging, restaurants, attractions, transportation companies, etc. or directly to the City.
2. Contractor will encourage and, where possible, require other 3<sup>rd</sup> party organizers holding tournaments and events at Starfire to utilize Seattle Southside (Tukwila, SeaTac, and Des Moines) lodging businesses. Contractor will provide 3<sup>rd</sup> party organizers a one page promotional flyer as an attachment (to be provided by the City) to its rental agreements.
3. Contractor shall provide a prominently placed City of Tukwila logo to the sponsor section of the landing page of [www.starfiresports.com](http://www.starfiresports.com) website.
4. Contractor will promote City of Tukwila attractions and activities through its marketing department, league information, and tournament relations via links in email signatures and information in event documents. Information may be regarding non-city activities. Attractions and events promoted by the City, with the contractor, cannot be in conflict with the business interests of Starfire Sports.
5. Contractor and City shall work in conjunction to provide content in the regular e-newsletters from Starfire Sports about Tukwila attractions and activities. Attractions and events promoted by the City, with the contractor, cannot be in conflict with the business interests of Starfire Sports.
6. In all collateral, press releases, medias, etc. where a location is mentioned, contractor shall always identify the location of Starfire as being located in "Tukwila." Contractor shall encourage third parties operating at or hosting events at Starfire to also list the location as "Tukwila."

7. Provide a minimum of two social media post per month promoting activities, dining, shopping, and/or hotels in the City. Content to be provided by the City and approved by Contractor.
8. As deemed most appropriate by Contractor, use the #Tukwila or the name "Tukwila" in social media posts on Facebook, Twitter, Google+ and/or Instagram.
9. Contractor shall make available free meeting space, during regular operating hours by the Contractor, for the City, provided City events do not conflict with paid meeting reservations.
10. Contractor shall work with the City to promote events in the City, including but not limited to City sponsored events, events sponsored by third parties, and grand openings of businesses within the City. Events promoted by the City, with the contractor, cannot be in conflict with the business interests of Starfire Sports and its tenants.
11. The City of Tukwila shall also be considered a tournament partner for 2018. As a tournament partner the City shall be receive the following benefits:
  - a. City included as part of the Tournament naming/logo (e.g. The Starfire AstroTurf® Cup, Tukwila, WA).
  - b. Visibility on [www.starfiresports.com](http://www.starfiresports.com) homepage, youth tournaments landing page, tournament event page, and drop-down navigation menu
  - c. 300px by 300px placement on the tournament event page and tournament landing page of starfiresports.com
  - d. 300px by 300px placement in all registration and announcement emails related to the tournaments
  - e. (6) Banners displayed during each day of the tournaments; banners to be provided by City
  - f. (1) 10' x 10' booth during each day of the sponsored tournaments
  - g. (1) PA Announcement mention every 4 hours during each day of the tournaments
  - h. (1) 8.5" x 11" promotional flyer in all sponsored tournament(s) coach's packets
  - i. (1) 100px by 75px placement in two Starfire newsletters
  - j. (1) Marketing email sent to all tournament participants
  - k. (1) Rotating placement in the Starfire Media Center during the tournament season
  - l. Mentions via Starfire's social media platforms
  - m. Opportunities for City officials to participate in Tournament award presentations

## Application to the City of Tukwila for Use of 2018 Lodging Tax Funds

Event or Activity Name (if applicable):	Starfire Sports Tournament Season
Amount of Lodging Tax Requested:	\$44,500
Applicant Organization:	Starfire Sports
Federal Tax ID Number:	47-0887811
Mailing Address:	14800 Starfire Way, Tukwila WA 98188
Primary Contact Name:	Ben Oliver
Primary Contact Phone:	(206) 267-7417
Primary Contact Email Address:	beno@starfiresports.com

Check all the service categories that apply to this application:

- ☒ Tourism promotion or marketing.
- ☒ Operation of a special event or festival designed to attract tourists.
- ☒ Operation of a tourism-related facility owned or operated by a non-profit organization.
- ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

- ☐ An entity engaged in tourist marketing or tourism promotion.
- ☒ Non-Profit (501(c)(3) or 501 (c)(6)) (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)
- ☐ Municipality (City, Town, or County of Washington State)

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I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2018. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

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

\_\_\_\_05/14/2018\_\_\_\_\_  
Date:

**1) Describe your tourism-related activity or event.**

Starfire directly manages 13 soccer tournaments up from 11 in 2017 and over 30 third party events. These events draw people from all over the county, Canada and further aboard. Starfire Sports projected 2018 total attendance is over 1,300,000 visits.

**2) Tukwila's brand signature experience is built on the following themes:**

- *Family Entertainment*
- *Shopping*
- *Fun with Friends*

**Describe how your event, activity, or festival builds on one or all the themes listed above:**

Starfire Sports soccer tournaments embody everything that is the Tukwila signature experience. Nothing bring friends and family together like team sports, and Starfire Sports is the epicenter of soccer in the Pacific Northwest. Each year, Starfire tournaments draw tens of thousands of players and spectators to the area. Players bond with their friends and teammates as they celebrate the big wins and support each other through the tough losses--all while their family members cheer them on. Many of our attendees are attracted to our events due to our convenient location close to a variety of restaurants and shopping--especially at Southcenter Mall, where a lot of time is spent enjoying the area between matches!

**3) If an event, list the event name, date(s), and projected overall attendance.**

2018 Starfire Tournaments and third party events. Projected to be in excess of 1,300,000

**4) Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?**

Both

**5) Describe why visitors will travel to Tukwila to attend your event/activity/facility.**

Starfire Sports is the epicenter of soccer not only here in the Pacific Northwest but nationwide. As not only the home of our Seattle Sounders FC and the Seattle Seawolves we are host to over 42 annual events ranging from the recreational youth players to professional players. Starfire's own tournaments bring over 110 teams in annually from Canada alone while our leagues and youth programs bring hundreds of day visitors to Tukwila every day of the week.

**6) Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).**

Starfire offers programs and events for people from all geographical areas with teams traveling from Germany to participate in our youth tournaments, the local community kids who just want to come down and kick a ball to the professional athletes from National Teams, Major League Soccer and Mayor League Rugby who are here for trainings and games, to the players who participate in any one of our youth or adult programs.

2018 will see an increase in marketing to Canadian, California and Hawaiian team for our tournaments.

**7) Describe the prior success of your event/activity/facility in attracting tourists.**

Starfire Sports generates over 115,000 unique visitors and 1,250,000 visits annually. Of these visitors, roughly 7% travel more than 50 miles and stay in the area approximately 2-4 nights at a time. An average Starfire ran tournament will use between 350 and 500 room nights over one weekend.

**8) If this your first time holding the event/activity/facility provide background on why you think it will be successful.**

No we have been running these event with increased growth due to marketing efforts for over 14 years.

**9) Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.**

Starfire will promote our events through email and online marketing/advertising/social media and new partners being formed with surrounding States. Our events will be listed on regional soccer organization websites, including Washington Youth Soccer, BC Soccer, and Washington State Adult Soccer Association. We will also promote through email marketing to the Starfire database and those of local and regional soccer organizations, including statewide organizations and local soccer clubs.

Events such as the US Open Cup, Seattle Seawolves matches, Seattle Sounders Women matches and Starfire's own 13 tournaments attracts visitors from all over Washington State as well as Alaska, Oregon, Idaho, Montana, California, Nevada and Canada to name a few. Most visitors, if not all, lodge and shop within approximately a 5 mile radius of Starfire Sports. Starfire works with local business' to help promote their products and services' ensuring the visiting dollar stays within the nearby community.

**10) As part of the City's branding process, the City committed to using the "Tukwila" name above other names often used to describe the City (or parts of the City), such as "Southcenter" or "Seattle."**

- a) If you are existing entity currently operating in the City does your entity list its physical location as being in Tukwila? If not, why? (Note: This question is only with the city being used to describe your location, it does not apply to out of area marketing, which may say "Seattle").

Yes we are very proud to call Tukwila home.

- b) If you are proposing a new activity, festival, or event will it be described as occurring in "Tukwila?"

N/A

- c) If you are proposing a marketing program please outline how the "Tukwila" name will be used, promoted, used in promotional materials and used in social media.

Tukwila will not only be integrated into publications, promotions and the appropriate use of "Tukwila" #hashtags when using social media but also on all tournament branded materials including clothing.

In the past this integration has seen the media talk more about Tukwila with regards to soccer, Starfire, the Sounders and now the Seawolves also.

**11) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)**

As a direct result of your proposed tourism-related service, provide an estimate of:	
a. Overall attendance at your proposed event/activity/facility.	1,300,000
b. Number of people who will travel fewer than 50 miles for your event/activity.	150,000
c. Number of people who will travel more than 50 miles for your event/activity.	10,000
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	18%
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	5,000+/-
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	4,750+/-
g. Number of paid lodging room nights resulting from your proposed event/ activity/facility ( <i>for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights</i> )	10,000+

**12) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc.?**

Team surveys and SSRTA Event Impact Calculator

**13) Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?**

No

**14) Are you applying funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?**

No agreement has been met at this time but in the past, we received a room rebate



**15) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?**

Our annual marketing budget is just under \$24,000 without the support of LTAC funding that allows us to market to out of State teams any abroad.

*Please see attached the Event Impact Calculator information for a couple of our tournaments last year.*

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Completed applications should be submitted to:

Lodging Tax Advisory Committee  
c/o Brandon Miles  
City of Tukwila  
6200 Southcenter Blvd  
Tukwila, WA 98188

Or,

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)





## Event Impact Calculator Detail - Starfire Spring Classic 2017 - 08/02/2017

### Event Summary

Key Parameters		Key Metrics	
Event Name:	Starfire Spring Classic 2017	Business Sales (Direct):	\$1,114,656
Organization:	Starfire Sports	Business Sales (Indirect):	\$638,434
Event Type:	Sports: Youth Amateur	Business Sales (Total):	\$1,753,089
Start Date:	06/15/2017	Jobs Supported (Direct):	317
End Date:	06/19/2017	Jobs Supported (Indirect):	40
Overnight Attendees:	1225	Jobs Supported (Total):	357
Day Attendees:	3885	Local Tax:	\$43,938
:		Net Direct Local Tax ROI:	\$37,598
:		Est. Room Nights Demand:	1,663

### Direct Business Sales

#### Sales by Source

Attendees Spending:	\$1,004,061	Exhibitor Spending:	\$305
Organizer Spending:	\$110,289	Total Event Spending:	\$1,114,656

#### Business Sales by Sector

Industry	Attendees	Organizer	Exhibitor	Total
Lodging	\$249,390	\$0*	\$0	\$249,390
Transportation	\$125,850	\$3,550*	\$195	\$129,595
Food & Beverage	\$318,965	\$48,371*	\$0	\$367,336
Retail	\$205,026	\$0	\$0	\$205,026
Recreation	\$104,830	\$0	\$0	\$104,830
Space Rental	\$0	\$24,729*	\$0	\$24,729
Business Services	\$0	\$33,640*	\$110	\$33,750
Totals	\$1,004,061	\$110,289	\$305	\$1,114,656

\* indicates that the calculator's model defaults were used

### Economic Impact Details

	Direct	Indirect/Induced	Total
<b>Business Sales</b>	<b>\$1,114,656</b>	<b>\$638,434</b>	<b>\$1,753,089</b>
<b>Personal Income</b>	<b>\$397,340</b>	<b>\$201,352</b>	<b>\$598,693</b>
<b>Jobs Supported</b>			
Persons	317	40	357
Annual FTEs	12	2	13
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$103,593</u>	<u>\$56,344</u>	<u>\$159,938</u>
<u>State Total</u>	<u>\$68,521</u>	<u>\$13,547</u>	<u>\$82,067</u>

Sales	\$62,982	\$10,375	\$73,357
Income	\$0	\$0	\$0
Bed	\$0		\$0
Other	\$5,538	\$3,172	\$8,711
<b>Local Total</b>	<b>\$37,598</b>	<b>\$6,340</b>	<b>\$43,938</b>
Sales	\$29,069	\$4,788	\$33,857
Income	\$0	\$0	\$0
Bed	\$2,494		\$2,494
Per Room Charge	\$3,325		\$3,325
Tourism District	\$0		\$0
Restaurant	\$0	\$0	\$0
Other	\$2,710	\$1,552	\$4,262
Property Tax	\$12,772	\$5,083	\$17,855

#### Event Return On Investment (ROI)

##### Direct

Direct Tax Receipts	\$37,598
DMO Hosting Costs	\$0
Direct ROI	\$37,598
Net Present Value	\$37,598
Direct ROI (%)	0

##### Total

Total Local Tax Receipts	\$43,938
Total ROI	\$43,938
Net Present Value	\$43,938
Total ROI (%)	0

#### Estimated Room Demand Metrics

Room Nights Sold:	1,663	:
Room Pickup (block only):	400	:
Peak Room Nights:	454	:
Total Visitor Days:	7,403	:



## Event Impact Calculator Detail - Xtreme Cup - 10/17/2017

### Event Summary

Key Parameters		Key Metrics	
Event Name:	Xtreme Cup	Business Sales (Direct):	\$1,160,557
Organization:	Starfire Sports	Business Sales (Indirect):	\$674,607
Event Type:	Sports: Youth Amateur	Business Sales (Total):	\$1,835,164
Start Date:	08/17/2017	Jobs Supported (Direct):	337
End Date:	08/21/2017	Jobs Supported (Indirect):	41
Overnight Attendees:	810	Jobs Supported (Total):	378
Day Attendees:	7390	Local Tax:	\$43,734
:		Net Direct Local Tax ROI:	\$37,034
:		Est. Room Nights Demand:	1,099

### Direct Business Sales

#### Sales by Source

Attendees Spending:	\$1,031,913	Exhibitor Spending:	\$349
Organizer Spending:	\$128,296	Total Event Spending:	\$1,160,557

#### Business Sales by Sector

Industry	Attendees	Organizer	Exhibitor	Total
Lodging	\$207,778	\$0*	\$0	\$207,778
Transportation	\$144,075	\$5,697*	\$223	\$149,995
Food & Beverage	\$344,313	\$55,281*	\$0	\$399,594
Retail	\$216,661	\$0	\$0	\$216,661
Recreation	\$119,087	\$0	\$0	\$119,087
Space Rental	\$0	\$28,261*	\$0	\$28,261
Business Services	\$0	\$39,056*	\$126	\$39,182
Totals	\$1,031,913	\$128,296	\$349	\$1,160,557

\* indicates that the calculator's model defaults were used

### Economic Impact Details

	Direct	Indirect/Induced	Total
<b>Business Sales</b>	<b>\$1,160,557</b>	<b>\$674,607</b>	<b>\$1,835,164</b>
<b>Personal Income</b>	<b>\$417,918</b>	<b>\$210,366</b>	<b>\$628,284</b>
<b>Jobs Supported</b>			
Persons	337	41	378
Annual FTEs	13	2	14
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$108,340</u>	<u>\$59,264</u>	<u>\$167,604</u>
<u>State Total</u>	<u>\$70,629</u>	<u>\$14,314</u>	<u>\$84,943</u>

Sales	\$64,862	\$10,962	\$75,825
Income	\$0	\$0	\$0
Bed	\$0		\$0
Other	\$5,766	\$3,352	\$9,118
<b>Local Total</b>	<b>\$37,034</b>	<b>\$6,700</b>	<b>\$43,734</b>
Sales	\$29,936	\$5,060	\$34,996
Income	\$0	\$0	\$0
Bed	\$2,078		\$2,078
Per Room Charge	\$2,199		\$2,199
Tourism District	\$0		\$0
Restaurant	\$0	\$0	\$0
Other	\$2,821	\$1,640	\$4,462
Property Tax	\$13,298	\$5,393	\$18,691

#### Event Return On Investment (ROI)

##### Direct

Direct Tax Receipts	\$37,034
DMO Hosting Costs	\$0
Direct ROI	\$37,034
Net Present Value	\$37,034
Direct ROI (%)	0

##### Total

Total Local Tax Receipts	\$43,734
Total ROI	\$43,734
Net Present Value	\$43,734
Total ROI (%)	0

#### Estimated Room Demand Metrics

Room Nights Sold:	1,099	:
Room Pickup (block only):	907	:
Peak Room Nights:	300	:
Total Visitor Days:	8,511	:





## Event Impact Calculator Detail - Labor Day Cup - 10/17/2017

### Event Summary

Key Parameters		Key Metrics	
Event Name:	Labor Day Cup	Business Sales (Direct):	\$2,028,990
Organization:	Starfire Sports	Business Sales (Indirect):	\$1,152,511
Event Type:	Sports: Youth Amateur	Business Sales (Total):	\$3,181,501
Start Date:	08/31/2017	Jobs Supported (Direct):	513
End Date:	09/05/2017	Jobs Supported (Indirect):	67
Overnight Attendees:	1575	Jobs Supported (Total):	580
Day Attendees:	7925	Local Tax:	\$79,882
:		Net Direct Local Tax ROI:	\$68,436
:		Est. Room Nights Demand:	2,679

### Direct Business Sales

#### Sales by Source

Attendees Spending:	\$1,834,610	Exhibitor Spending:	\$530
Organizer Spending:	\$193,849	Total Event Spending:	\$2,028,990

#### Business Sales by Sector

Industry	Attendees	Organizer	Exhibitor	Total
Lodging	\$506,320	\$0*	\$0	\$506,320
Transportation	\$223,801	\$7,920*	\$339	\$232,060
Food & Beverage	\$560,022	\$83,960*	\$0	\$643,983
Retail	\$358,365	\$0	\$0	\$358,365
Recreation	\$186,103	\$0	\$0	\$186,103
Space Rental	\$0	\$42,923*	\$0	\$42,923
Business Services	\$0	\$59,045*	\$191	\$59,237
Totals	\$1,834,610	\$193,849	\$530	\$2,028,990

\* indicates that the calculator's model defaults were used

### Economic Impact Details

	Direct	Indirect/Induced	Total
<b>Business Sales</b>	<b>\$2,028,990</b>	<b>\$1,152,511</b>	<b>\$3,181,501</b>
<b>Personal Income</b>	<b>\$719,550</b>	<b>\$366,549</b>	<b>\$1,086,099</b>
<b>Jobs Supported</b>			
Persons	513	67	580
Annual FTEs	21	3	24
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$188,145</u>	<u>\$102,063</u>	<u>\$290,208</u>
<u>State Total</u>	<u>\$125,094</u>	<u>\$24,455</u>	<u>\$149,548</u>

Sales	\$115,012	\$18,728	\$133,741
Income	\$0	\$0	\$0
Bed	\$0		\$0
Other	\$10,081	\$5,726	\$15,808
<u>Local Total</u>	<u>\$68,436</u>	<u>\$11,446</u>	<u>\$79,882</u>
Sales	\$53,083	\$8,644	\$61,726
Income	\$0	\$0	\$0
Bed	\$5,063		\$5,063
Per Room Charge	\$5,358		\$5,358
Tourism District	\$0		\$0
Restaurant	\$0	\$0	\$0
Other	\$4,933	\$2,802	\$7,735
Property Tax	\$23,249	\$9,155	\$32,404

#### Event Return On Investment (ROI)

##### Direct

Direct Tax Receipts	\$68,436
DMO Hosting Costs	\$0
Direct ROI	\$68,436
Net Present Value	\$68,436
Direct ROI (%)	0

##### Total

Total Local Tax Receipts	\$79,882
Total ROI	\$79,882
Net Present Value	\$79,882
Total ROI (%)	0

#### Estimated Room Demand Metrics

Room Nights Sold:	2,679	:
Room Pickup (block only):	1,133	:
Peak Room Nights:	583	:
Total Visitor Days:	13,177	:



## Event Impact Calculator Detail - Sounders FC Cup 2017 - 08/02/2017

### Event Summary

Key Parameters		Key Metrics	
Event Name:	Sounders FC Cup 2017	Business Sales (Direct):	\$1,166,762
Organization:	Starfire Sports	Business Sales (Indirect):	\$650,155
Event Type:	Sports: Youth Amateur	Business Sales (Total):	\$1,816,917
Start Date:	07/20/2017	Jobs Supported (Direct):	318
End Date:	07/24/2017	Jobs Supported (Indirect):	45
Overnight Attendees:	1500	Jobs Supported (Total):	362
Day Attendees:	1500	Local Tax:	\$47,872
:		Net Direct Local Tax ROI:	\$41,416
:		Est. Room Nights Demand:	2,036

### Direct Business Sales

#### Sales by Source

Attendees Spending:	\$1,068,847	Exhibitor Spending:	\$275
Organizer Spending:	\$97,641	Total Event Spending:	\$1,166,762

#### Business Sales by Sector

Industry	Attendees	Organizer	Exhibitor	Total
Lodging	\$364,415	\$0*	\$0	\$364,415
Transportation	\$112,985	\$2,084*	\$176	\$115,245
Food & Beverage	\$300,441	\$43,490*	\$0	\$343,932
Retail	\$196,266	\$0	\$0	\$196,266
Recreation	\$94,739	\$0	\$0	\$94,739
Space Rental	\$0	\$22,234*	\$0	\$22,234
Business Services	\$0	\$29,832*	\$99	\$29,931
Totals	\$1,068,847	\$97,641	\$275	\$1,166,762

\* indicates that the calculator's model defaults were used

### Economic Impact Details

	Direct	Indirect/Induced	Total
<b>Business Sales</b>	<b>\$1,166,762</b>	<b>\$650,155</b>	<b>\$1,816,917</b>
<b>Personal Income</b>	<b>\$408,113</b>	<b>\$210,270</b>	<b>\$618,383</b>
<b>Jobs Supported</b>			
Persons	318	45	362
Annual FTEs	12	2	14
<b>Taxes And Assessments</b>			
<u>Federal Total</u>	<u>\$107,547</u>	<u>\$57,974</u>	<u>\$165,520</u>
<u>State Total</u>	<u>\$72,668</u>	<u>\$13,795</u>	<u>\$86,463</u>

Sales	\$66,870	\$10,565	\$77,435
Income	\$0	\$0	\$0
Bed	\$0		\$0
Other	\$5,797	\$3,230	\$9,028
<u>Local Total</u>	<u>\$41,416</u>	<u>\$6,457</u>	<u>\$47,872</u>
Sales	\$30,863	\$4,876	\$35,739
Income	\$0	\$0	\$0
Bed	\$3,644		\$3,644
Per Room Charge	\$4,072		\$4,072
Tourism District	\$0		\$0
Restaurant	\$0	\$0	\$0
Other	\$2,837	\$1,581	\$4,417
Property Tax	\$13,369	\$5,137	\$18,506

#### Event Return On Investment (ROI)

##### Direct

Direct Tax Receipts	\$41,416
DMO Hosting Costs	\$0
Direct ROI	\$41,416
Net Present Value	\$41,416
Direct ROI (%)	0

##### Total

Total Local Tax Receipts	\$47,872
Total ROI	\$47,872
Net Present Value	\$47,872
Total ROI (%)	0

#### Estimated Room Demand Metrics

Room Nights Sold:	2,036	:
Room Pickup (block only):	192	:
Peak Room Nights:	556	:
Total Visitor Days:	6,622	:



## Staff Memorandum

### Lodging Tax Advisory Committee Funding Request

**Name of Applicant:**

Renton Chamber of Commerce

**Address:**

625 S. 4<sup>th</sup> St; Renton, WA; 98507

**Total Funds Requested:**

\$10,000

**About the Applicant:**

The Renton Chamber of Commerce serves businesses primarily within the City of Renton; however, many Tukwila businesses are also members of the Renton Chamber.

Two years ago, the Renton of Chamber of Commerce launched the Renton Comic Con (RenCon) and has been growing the event for the last two years. For 2018, RenCon will be calling the Southcenter District of the Tukwila home, utilizing event space at the new Hotel Interurban and Westfield Southcenter.

**Funds Previously Awarded:**

None. First year requesting funding.

**Funding Request Narrative:**

The Renton Chamber of Commerce is requesting \$10,000 from the City's lodging tax funds to support RenCon in the City of Tukwila on September 15 and September 16. RenCon is a regional convention that focuses on the nerd and geek culture of comic books, super heroes, science, cosplace, movies, celebrities and other related areas. RenCon will be held at the new Hotel Interurban and Westfield Southcenter. This will be the third year of RenCon, which has continued to grow year over year in attendance. Forecast for this year 4,000 attendees, including 550 estimated room nights.

The City will be considered a presenting sponsor for the event. A draft scope of work is attached.

**Staff Comments:**

Bringing RenCon to Tukwila allows the City to help develop and support a growing regional event. In its first two years of existence RenCon attendance has continued to grow. Besides the event weekend itself, Rencon has an existing and robust digital presence that the City can use to promote the City and build our overall brand. The event is consistent with the brand

pillars established in our adopted brand from last year, specifically “family entertainment and “fun with friends.”

**City of Tukwila Staff**  
**Recommendation to LTAC:**  
Approval.

**Notes:**

Should LTAC and the City Council approve the request, a final scope of work, consistent with the approved application, will be finalized by the City and the applicant. Additionally, the applicant will need to enter a services contract with the City.



**DRAFT**  
**Rencon**  
**2018 Scope of Services**

**General:**

Rencon is a third-year event with a 2018 goal of bringing 5,000 attendees and creating 400+ hotel room nights for the weekend of its convention. This event will work in collaboration with Seattle Southside Chamber of Commerce, Seattle Southside Regional Tourism Authority, and the City of Tukwila. This scope of works lays out tracking, promotion, and marketing plans of the applying contractor.

1. Contractor will co-brand City of Tukwila as a presenting sponsor and will be included on all marketing and event promotion.
2. Contractor will use #Tukwila or equivalent name or tagging on all social media platforms no less than 6 times a month, leading up to event.
3. Contractor shall provide largest co-branded footprint of all sponsors on website, press kits, and posters/flyers.
4. Contractor will promote City of Tukwila in all community events leading up to event. This currently includes Renton River Days, Renton River Days Parade, Auburn City Parade, Stormtroopers Clean Up, Lake City Days Parade.
5. Contractor agrees to work with City of Tukwila and provide resources for any geek themed community events or publicity stunts. This could include police dance offs, cleanups, or any original promotion the city comes up with.
6. Contractor shall include City of Tukwila's brand in all Rencon related eblast and newsletters. This will include Renton Chamber of Commerce, Seattle South Side Chamber of Commerce, and any other Chambers that join this regional project.
7. In all collateral, press releases, medias (including tv and radio), etc. where a location is mentioned, contractor shall identify Rencon as being in "Tukwila."
8. Contractor shall provide the City of Tukwila a booth (if desired) at both event footprints. This would include the inline store at the mall and Hotel Interurban.
9. Contractor shall provide the City of Tukwila (if desired) 2 minute 'spot' before the premiere of Rencon's film at AMC theatre screening.
10. Contractor shall provide 'a sponsored by' panel to the City of Tukwila. This panel will be of the cities choice.
11. If any VIP bags or bags for RenCon attendees Contractor shall allow the City of Tukwila to place an item in the bags.
12. No later than December 31, 2018 Contractor shall deliver to the City a report outlining the following metrics for the event:
  - a. Total Number of Attendees.
  - b. Total Number of Paid Attendees

- c. Social Media Engagement
- d. Number of press mentions and articles for the event.
- e. The information outlined the table below, which is required to be collected under Washington State Law:

As a direct result of your proposed tourism-related service, provide the actuals of:	
a. Overall attendance at your proposed event/activity/facility.	
b. Number of people who traveled fewer than 50 miles for your event/activity.	
c. Number of people who traveled more than 50 miles for your event/activity.	
d. Of the people who traveled more than 50 miles, the number of people who traveled from another country or state.	
e. Of the people who traveled more than 50 miles, the number of people who stayed overnight in Tukwila.	
f. Of the people staying overnight, the number of people who stayed in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	
g. Number of paid lodging room nights resulting from your event/activity/facility (for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)	

\*Methodology (Descriptions below from the Lodging Tax Expenditure Reporting System Website):

**Direct Count:** Actual count of visitors using methods such as paid admissions or registrations, clicker counts at entry points, vehicle counts or number of chairs filled. A direct count may also include information collected directly from businesses, such as hotels, restaurants or tour guides, likely to be affected by an event.

**Indirect Count:** Estimate based on information related to the number of visitors such as raffle tickets sold, redeemed discount certificates, brochures handed out, police requirements for crowd control or visual estimates.

**Representative Survey:** Information collected directly from individual visitors/participants. A representative survey is a highly structured data collection tool, based on a defined random sample of participants, and the results can be reliably projected to the entire population attending an event and includes margin of error and confidence level.

**Informal Survey:** Information collected directly from individual visitors or participants in a non-random manner that is not representative of all visitors or participants. Informal survey results cannot be projected to the entire visitor population and provide a limited indicator of attendance because not all participants had an equal chance of being included in the survey.

**Structured Estimate:** Estimate produced by computing known information related to the event or location. For example, on jurisdiction estimated attendance by dividing the square footage of the event area by the international building code allowance for persons (3 square feet).

## Application to the City of Tukwila for Use of 2018 Lodging Tax Funds

Event or Activity Name (if applicable):	Renton City Comicon
Amount of Lodging Tax Requested:	\$10,000
Applicant Organization:	Renton Chamber of Commerce
Federal Tax ID Number:	91-0495211
Mailing Address:	625 S. 4 <sup>th</sup> St. Renton, WA, 98057
Primary Contact Name:	Ben Andrews
Primary Contact Phone:	253-861-7755
Primary Contact Email Address:	<u>bandrews@gorenton.com</u>

Check all the service categories that apply to this application:

☒ **Tourism promotion or marketing.**

☒ **Operation of a special event or festival designed to attract tourists.**

- ☐ Operation of a tourism-related facility owned or operated by a non-profit organization.
- ☐ Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

- ☐ An entity engaged in tourist marketing or tourism promotion.

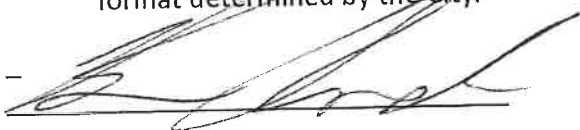
☒ **Non-Profit (501(c)(3) or 501 (c)(6)) (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)**

- ☐ Municipality (City, Town, or County of Washington State)

I am an authorized agent of the organization/agency applying for funding. I understand that:

☒ I am proposing a tourism-related service for 2018. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.

☒ My agency will be required to submit a report documenting economic impact results in a format determined by the City.



5/18/2018

1) **Describe your tourism-related activity or event.** RenCon is a regional convention that focuses on the Nerd and Geek culture of comic books, super heroes, science, cosplay, movies, celebrities and related areas.

2) **Tukwila's brand signature experience is built on the following themes:**

- ☐ ***Family Entertainment***
- ☐ ***Shopping***
- ☐ ***Fun with Friends***

**Describe how your event, activity, or festival builds on one or all the themes listed above:**

RenCon is a family centric event that has activities and events for the family no matter the age, size or ethnicity. There are activities and events for both kids as well as adults such as starters themes booths and activities for the kids and panels on science for the adults. As far as shopping, RenCon hosts over 50 vendors and artists who cater to the needs and wants of those looking to purchase their favorite comic book, geek tee shirt, drawing from the best artists and many more. A weekend filled with fun for friends and family is the foundational element of the event. Our cosplay events and community brings friends together from all parts of the region, state and across the country.

3) **If an event, list the event name, date(s), and projected overall attendance.**

RenCon is slated to happen September 15th - 16th, 2018.

2016 Attendance: 1,500

2017 Attendance: 2,800

2018 Projected : 4,000

4) **Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?**

We have both attendees and tourists that attend for just one day and for the entire weekend. Many of the guest and attendees come for the two-day event. But we also get occupied room nights for the VIP party the night before on the 14<sup>th</sup>.

5) **Describe why visitors will travel to Tukwila to attend your event/activity/facility.**

The event has been held in Renton for the last two years. We've found there is a hold subsection of this culture that find ECCC (Emerald City Comicon) too large and expensive. The geographic location of our attendees from 2017 is located below.

Renton	37.22%
Seattle	28.29%
Tukwila	18.44%
Kent	3.09%
Tacoma	2.06%

Federal Way	1.60%
Issaquah	1.48%
Covington	1.37%
Bellevue	1.14%
Maple Valley	1.14%
Auburn	0.91%
Olympia	0.91%
Fife	0.68%
Everett	0.45%
Marysville	0.45%
Bremerton	0.34%
Edmonds	0.34%

- 6) **Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).** Our target attendees are mostly between the ages of 16 - 45 but also extend outside those age brackets. They are those involved with the Geek and nerd Culture of science fiction, comic books, movies and the like.
- 7) **Describe the prior success of your event/activity/facility in attracting tourists.**  
This is our third year running Rencon and in the last two years we have doubled our attendance. Our first year we had 1,500 attendees. Last year we had over 3,000. We are hoping to hit between 5,000 to 6,000 attendees this year.
- 8) **If this your first time holding the event/activity/facility provide background on why you think it will be successful.** See above.
- 9) **Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.**  
Part of the fun of RenCon is the natural partnerships with local businesses. Our marketing team will reach out and procure hotel deals from Tukwila partners and post these on our website for registrants. The same will be done with partnering restaurants and retailers. Our program will have a list of partners and their discounts. Attendees will have the opportunity to take advantage of these deals outside of convention hours.
- 10) **As part of the City's branding process, the City committed to using the "Tukwila" name above other names often used to describe the City (or parts of the City), such as "Southcenter" or "Seattle."**
- a) **If you are existing entity currently operating in the City does your entity list its physical location as being in Tukwila? If not, why? (Note: This question is only with the city being used to describe your location, it does not apply to out of area marketing, which may say**

**“Seattle”).**

RenCon’s physical “office’ location is located in the city of Renton. RenCon was developed in Renton and our roots are in Renton. We are investigating this year of surrounding areas such as Tukwila to expand our reach, find the best venues and engage a larger audience.

- b) If you are proposing a new activity, festival, or event will it be described as occurring in “Tukwila?”**

Yes it will be advertised as being held in Tukwila and hold to all branding requirements that the city may request.

- c) If you are proposing a marketing program please outline how the “Tukwila” name will be used, promoted, used in promotional materials and used in social media.**

**11) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)**

As a direct result of your proposed tourism-related service, provide an estimate of:	
a. Overall attendance at your proposed event/activity/facility.	6,000
b. Number of people who will travel fewer than 50 miles for your event/activity.	4,000
c. Number of people who will travel more than 50 miles for your event/activity.	1,500
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	200
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	800
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	700
g. Number of paid lodging room nights resulting from your proposed event/ activity/facility (for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights)	550

**12) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc.?**

**13) Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?**

We are also applying to Renton and the SSRTA for \$10,000 apiece.

**14) Are you applying funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?**

\$10,000

**15) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?**

The over-all estimated budget will be \$100,000. Out of that we are requesting \$10,000 or 10%

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Completed applications should be submitted to:

Lodging Tax Advisory Committee  
c/o Brandon Miles  
City of Tukwila  
6200 Southcenter Blvd  
Tukwila, WA 98188

Or,

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)

Questions?

LTAC Contact:

Brandon J. Miles

(206) 431-3684

[Brandon.Miles@Tukwilawa.gov](mailto:Brandon.Miles@Tukwilawa.gov)







## **INFORMATIONAL MEMORANDUM**

**TO: Community Development and Neighborhoods Committee**

**FROM: Rick Still, Director Parks & Recreation**

**BY: John Dunn, Parks & Recreation Superintendent**

**CC: Mayor Ekberg**

**DATE: May 23, 2018**

**SUBJECT: After School Activities Program Update**

### **ISSUE**

Presentation of the Parks & Recreation (P&R) After School Activities Program (ASAP) at Tukwila Community Center.

### **BACKGROUND**

During the 2015/16 school year, a free afterschool enrichment program known as "REACH" was held at Cascade View, Thorndyke and Tukwila elementary schools. This program was administered by the Tukwila School District and partially funded by the City of Tukwila (\$100,000). The YMCA was contracted to administer academic interventions for students and Tukwila P&R was contracted to provide recreation activities and homework help. During this same time, P&R coordinated a fee based after school program at the Tukwila Community Center (TCC).

In the spring of 2016, P&R was notified that the Tukwila School District's (TSD) intent would be to not renew the contract with the YMCA. The district expressed their interest in working solely with P&R for an after school program. After discussion with district staff, P&R agreed to expand the ASAP site at Tukwila Community Center, and provide additional opportunities for students to participate at a free or reduced rate. During the 2017/2018 budget process, City Council agreed to provide P&R with the same funding that had previously been allocated to the Tukwila School District. The funding, in the amount of \$100,000, was to help with the expansion of the program at the TCC beginning in January 2017.

In fall 2016, P&R staff worked with the school social workers and principals to identify youth that would benefit from the afterschool recreation program. Program expansion started in January 2017 and slowly grew as the families were being referred to TCC over the course of the spring semester, but by the end of the school year there was a total of 80 youth registered.

### **DISCUSSION**

With the expansion of the after school program, there has been steady growth in the program participation. We have had great feedback from both the youth participants and their families, regarding the importance of this program. Families have expressed appreciation for the variety of programming, fun and health-oriented atmosphere, and having this program at the Tukwila Community Center. The expansion has brought more participants from Cascade View and Thorndyke elementary schools participating in the program. The support that TSD has provided the youth through a variety of transportation alternatives have also helped the expansion to grow.

**FINANCIAL IMPACT**

Currently, the program has 98 registered participants of the 100 slots. Staff initially estimated that 1/3 of the participants would be paying full price for this program, 1/3 receiving a 50% discount and 1/3 participating for free. Currently, 1/3 of the program participants paying full price, and almost 2/3 participating for free. This creates a deficit for revenue recovery. Also, due to program structure, there are no limitations to the free enrollment. It is possible that if the first 100 kids registered qualified for free participation, there could be zero revenue.

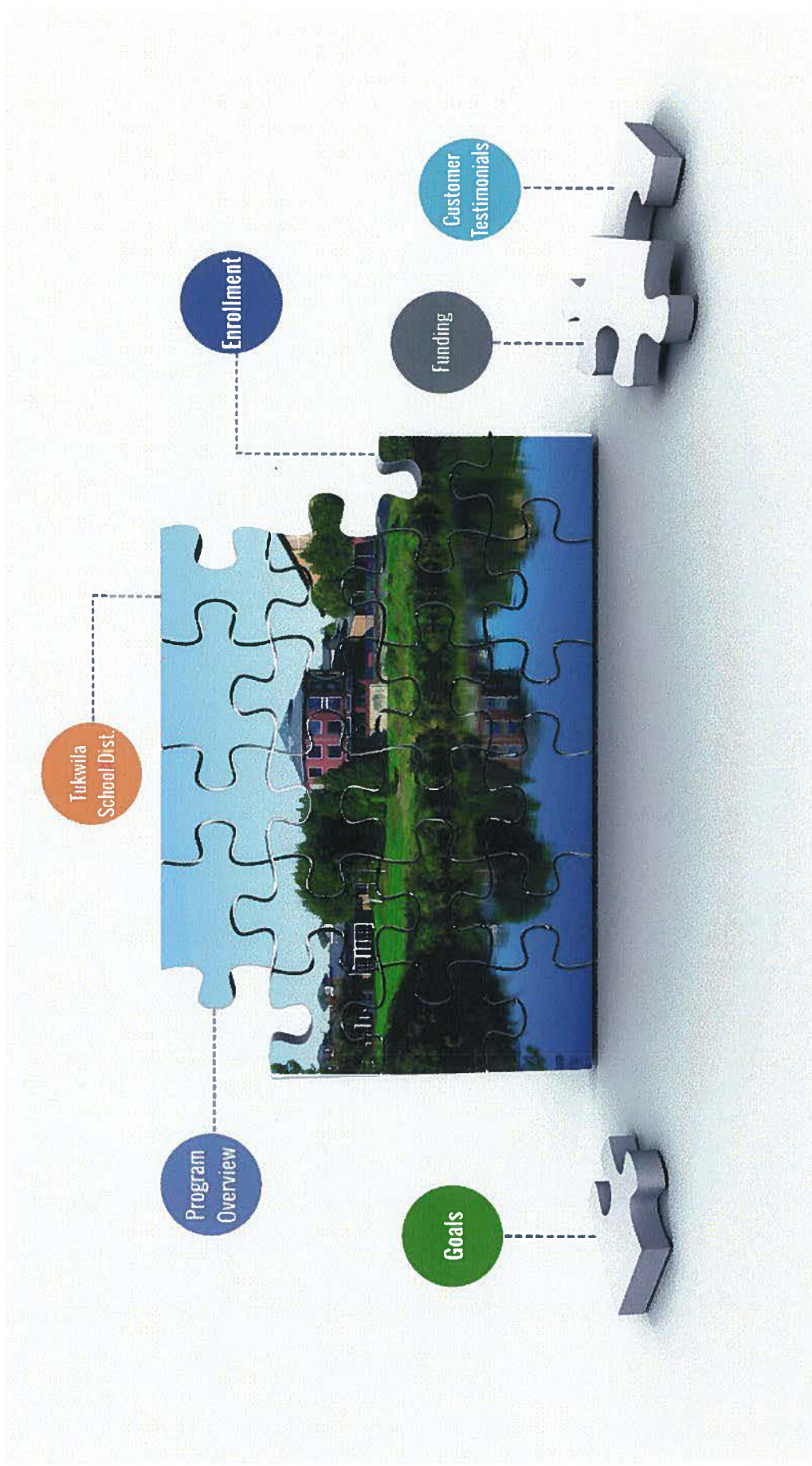
Finally, with the expansion of the program, facility needs to support the expanded program went from two rooms to five rooms each day. This means that the availability for paid rentals has decreased affecting the revenue of the facility rental program.

**RECOMMENDATION**

Discussion only.

**ATTACHMENTS**

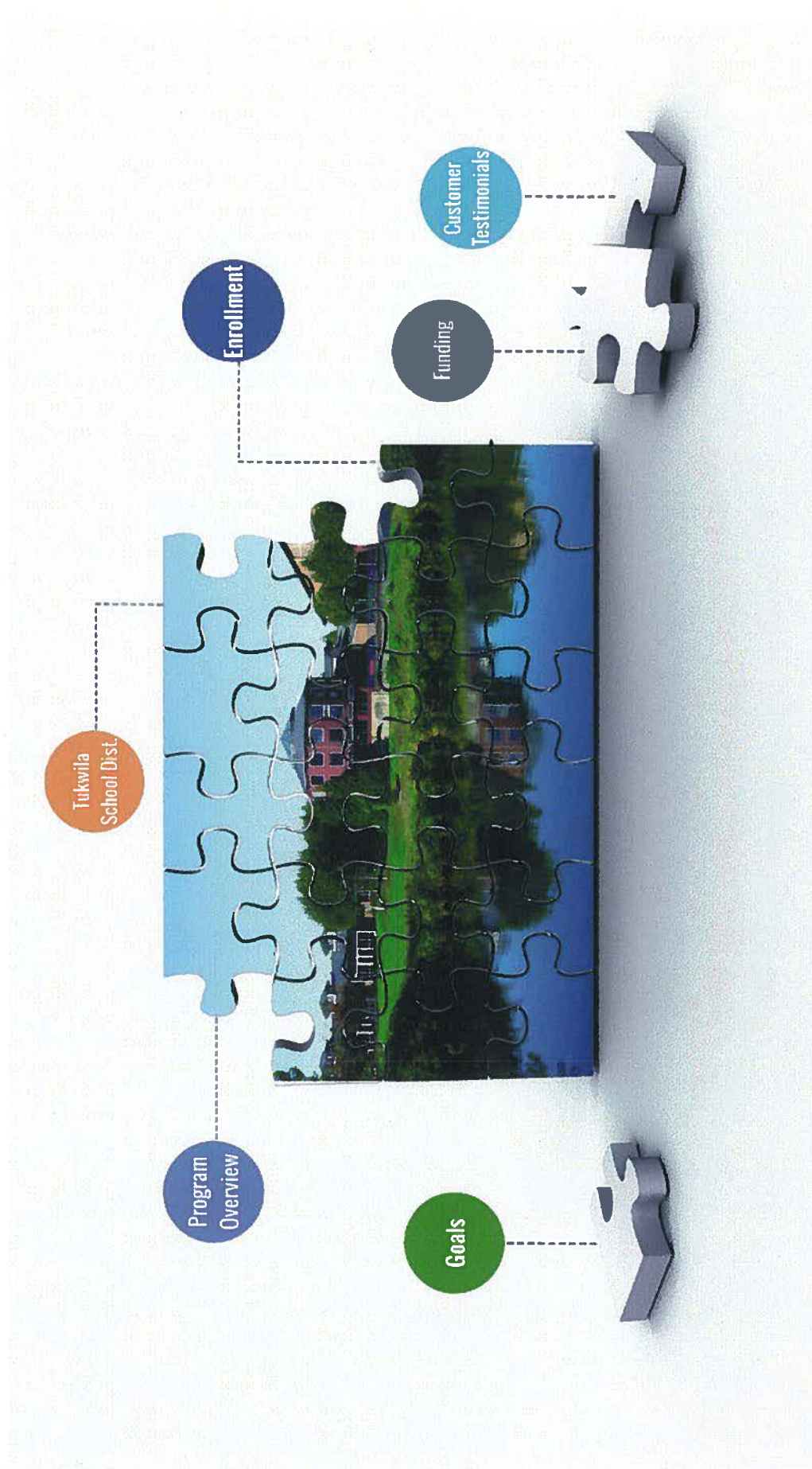
A: Prezi Presentation



# Goals

1. Provide a safe place for children afterschool.
2. Engage in healthy lifestyle practices through active play.
3. Offer an supportive location to encourage social development.





**Each day starts with a healthy snack and is followed by three 35 minute rotations.**



# Snack





# Homework Help





# Active Play



## Arts, Projects & Other activities



# Staffing



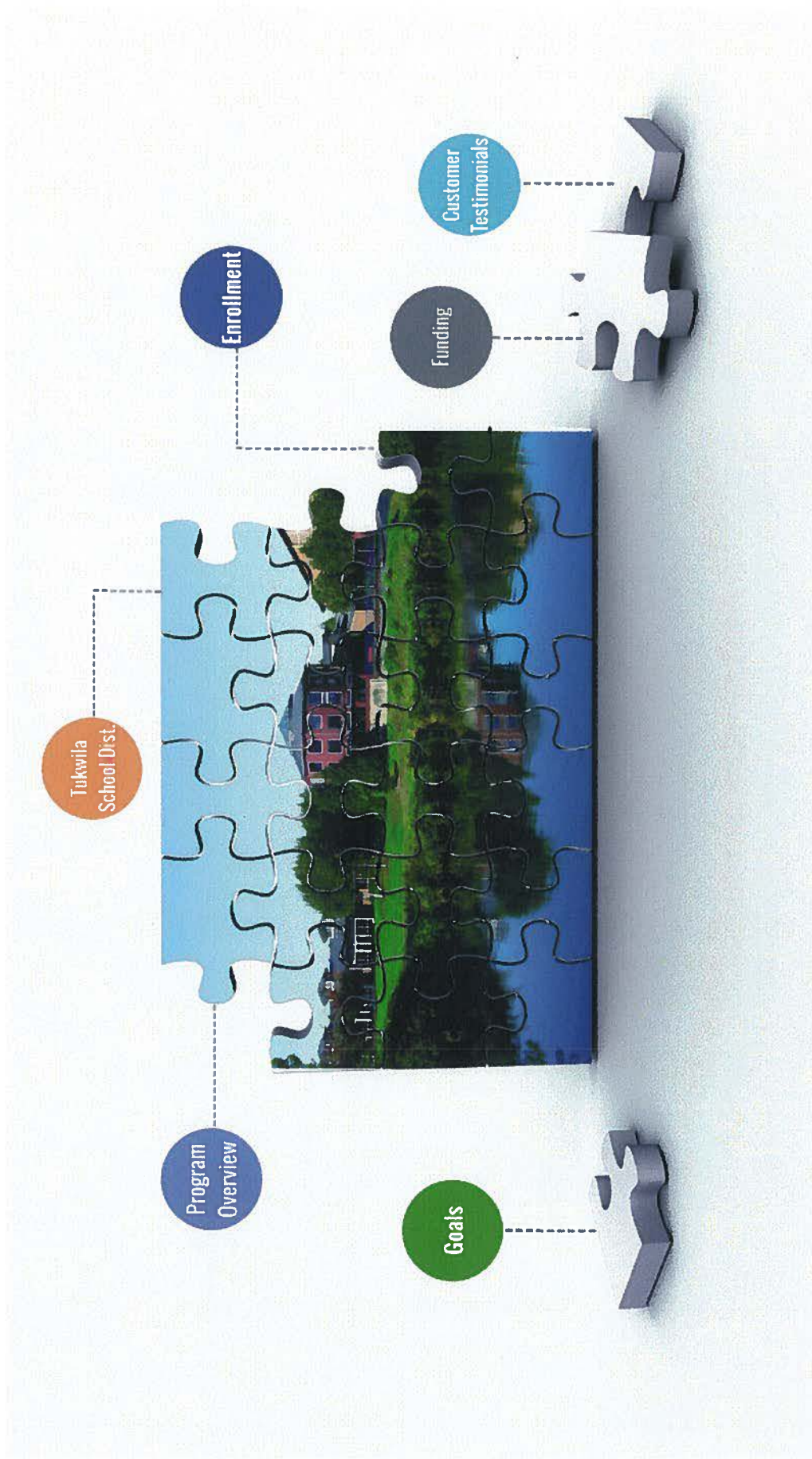


# Staffing

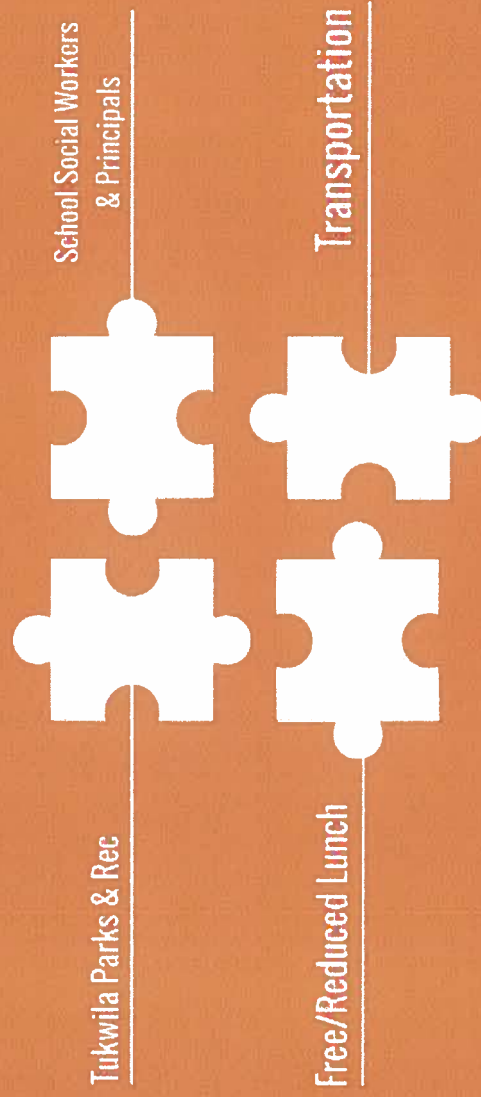
19 part time staff

- 15 former or current Tukwila students
  - 8 Former TSD students
  - 7 Current Foster High School students
    - 4 also participate in Teens for Tukwila
- 7 former ASAP participants
- 1 Staff also has her child in the program





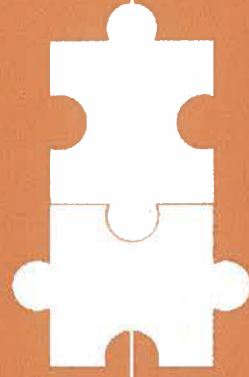
# Connections and Cooperation





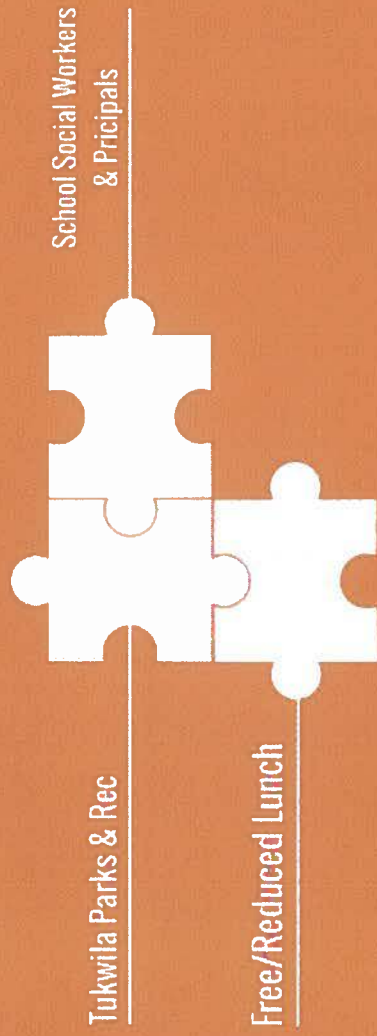
# Connections and Cooperation

Tukwila Parks & Rec



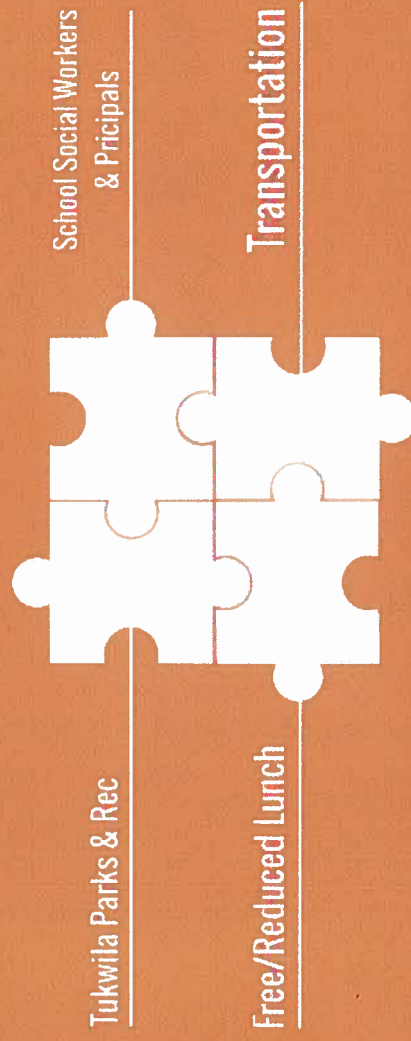
School Social Workers  
& Principals

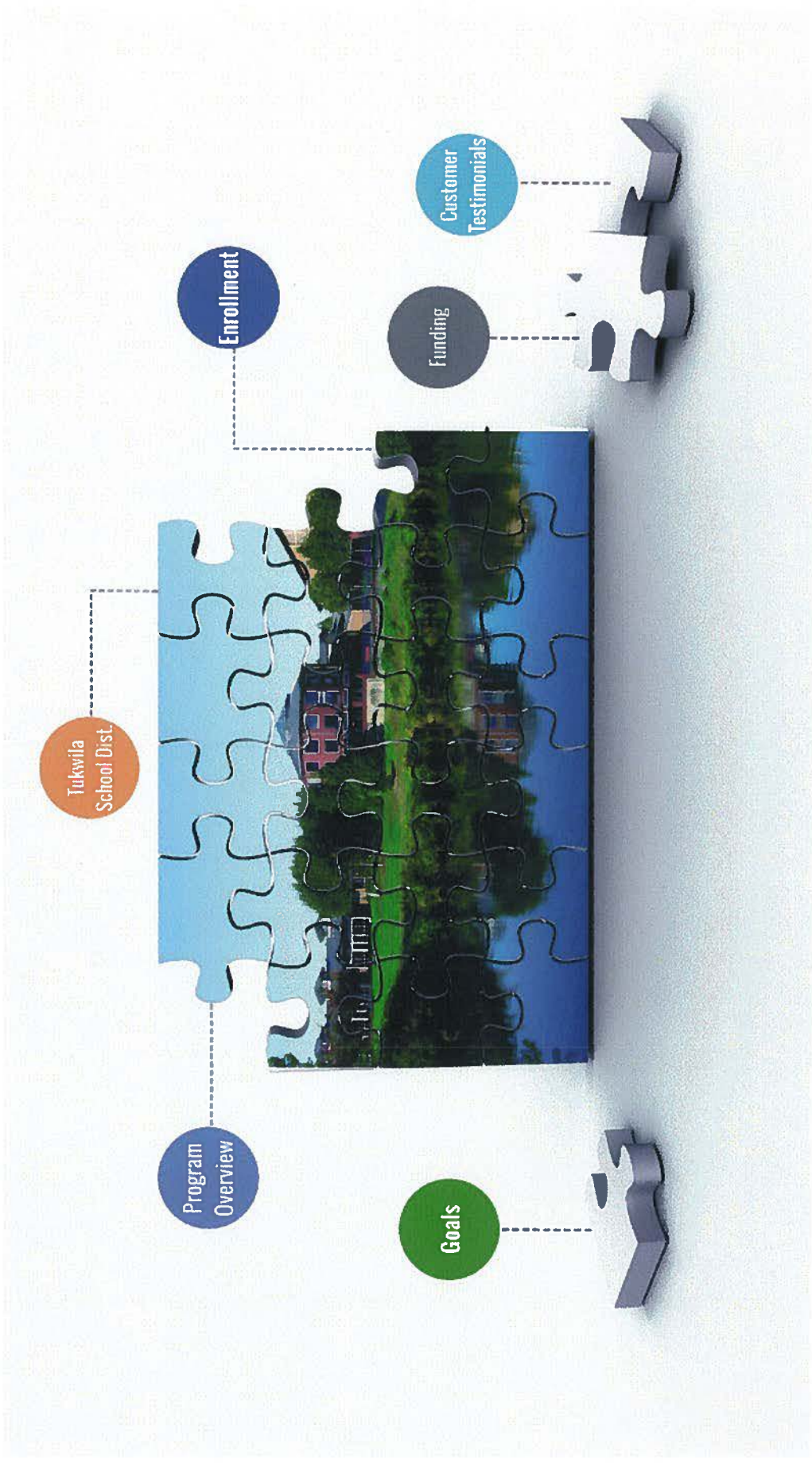
# Connections and Cooperation



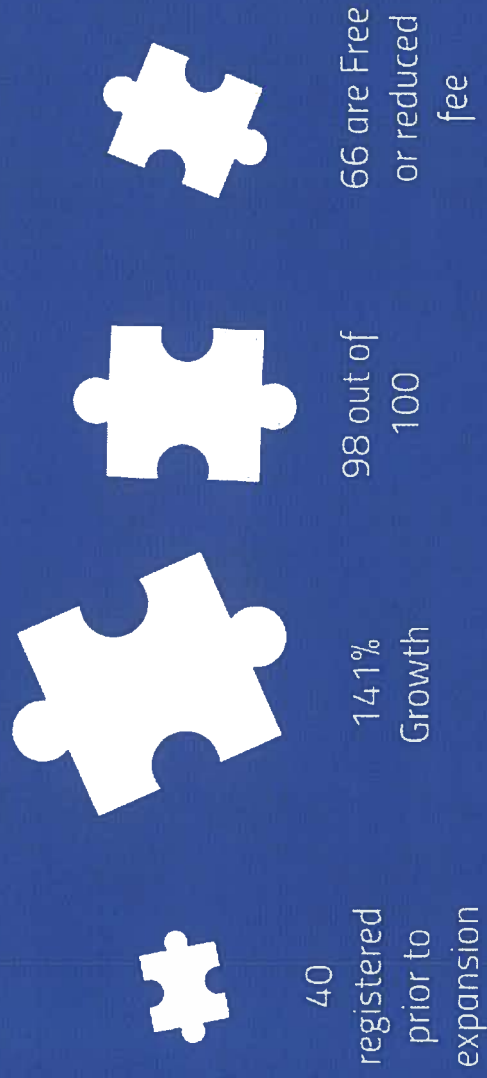


# Connections and Cooperation

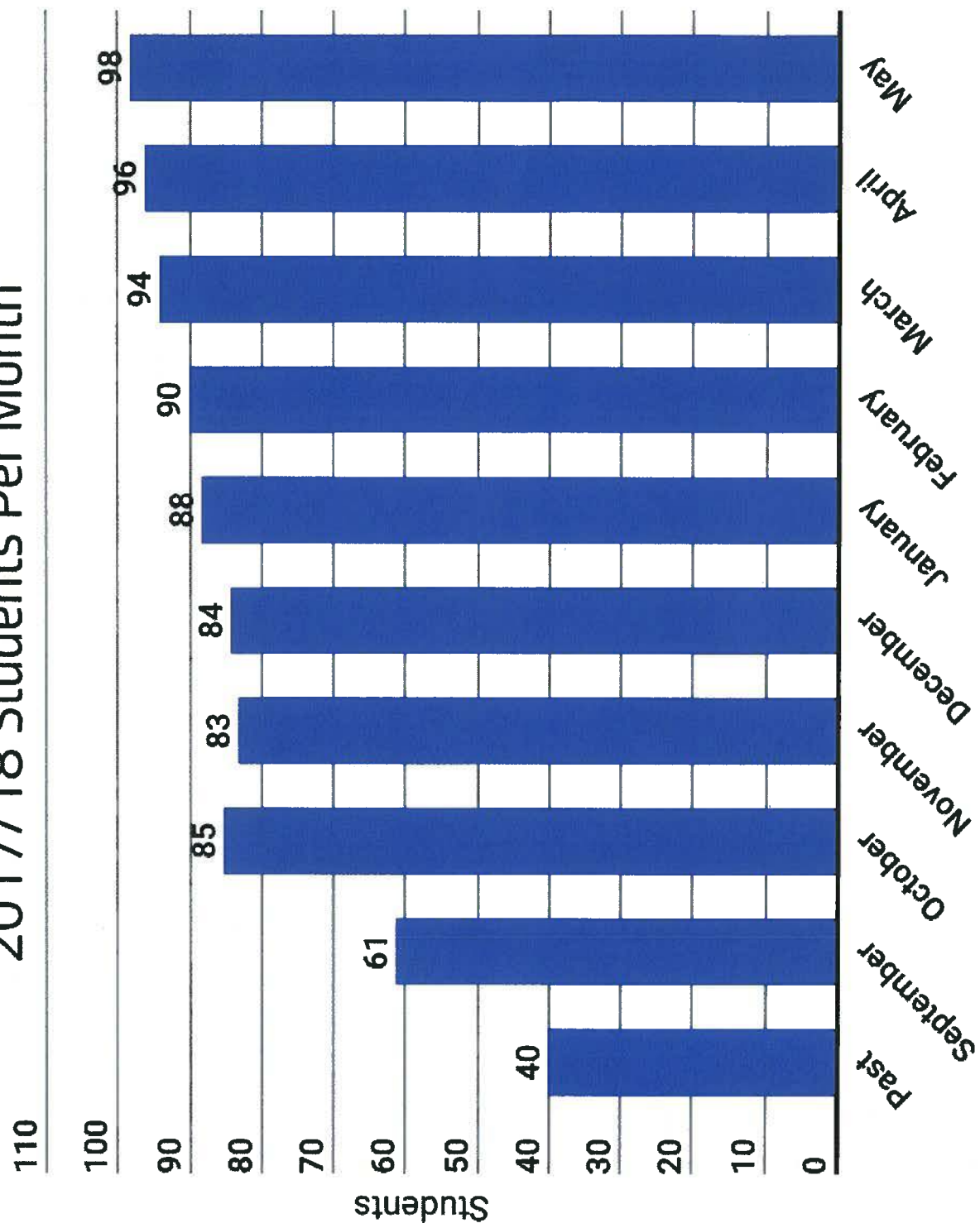




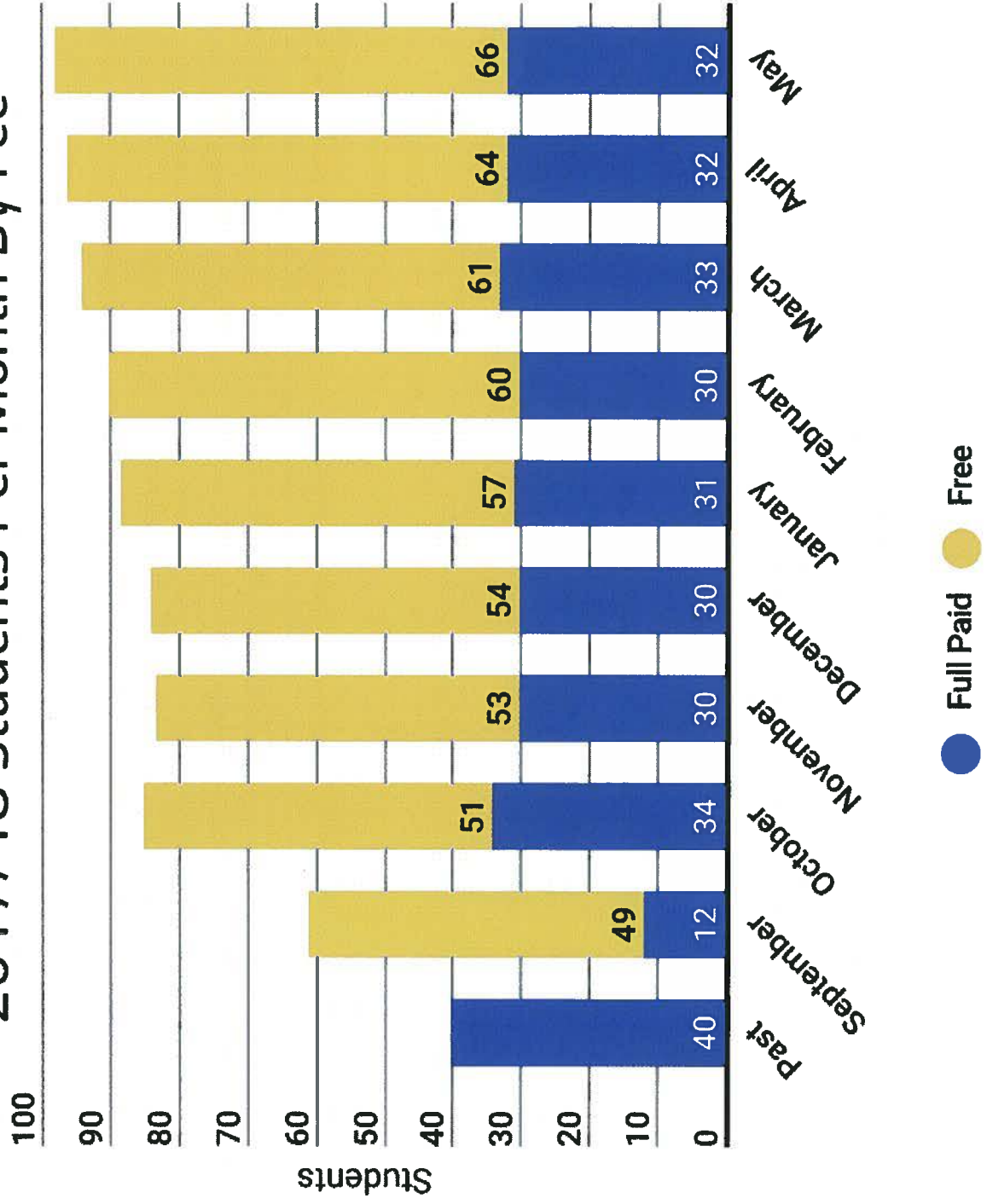
# Enrollment Differences



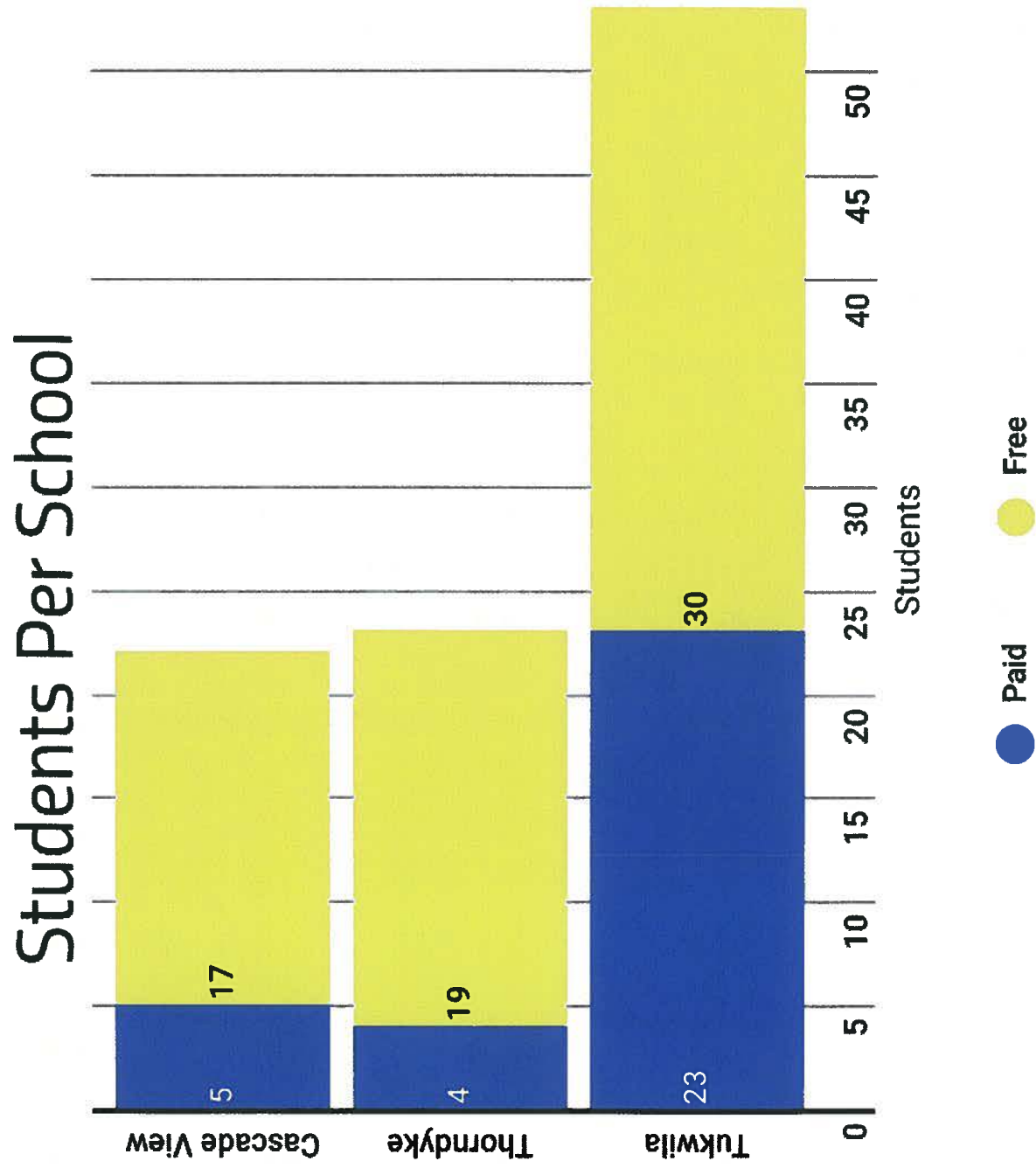
## 2017/18 Students Per Month



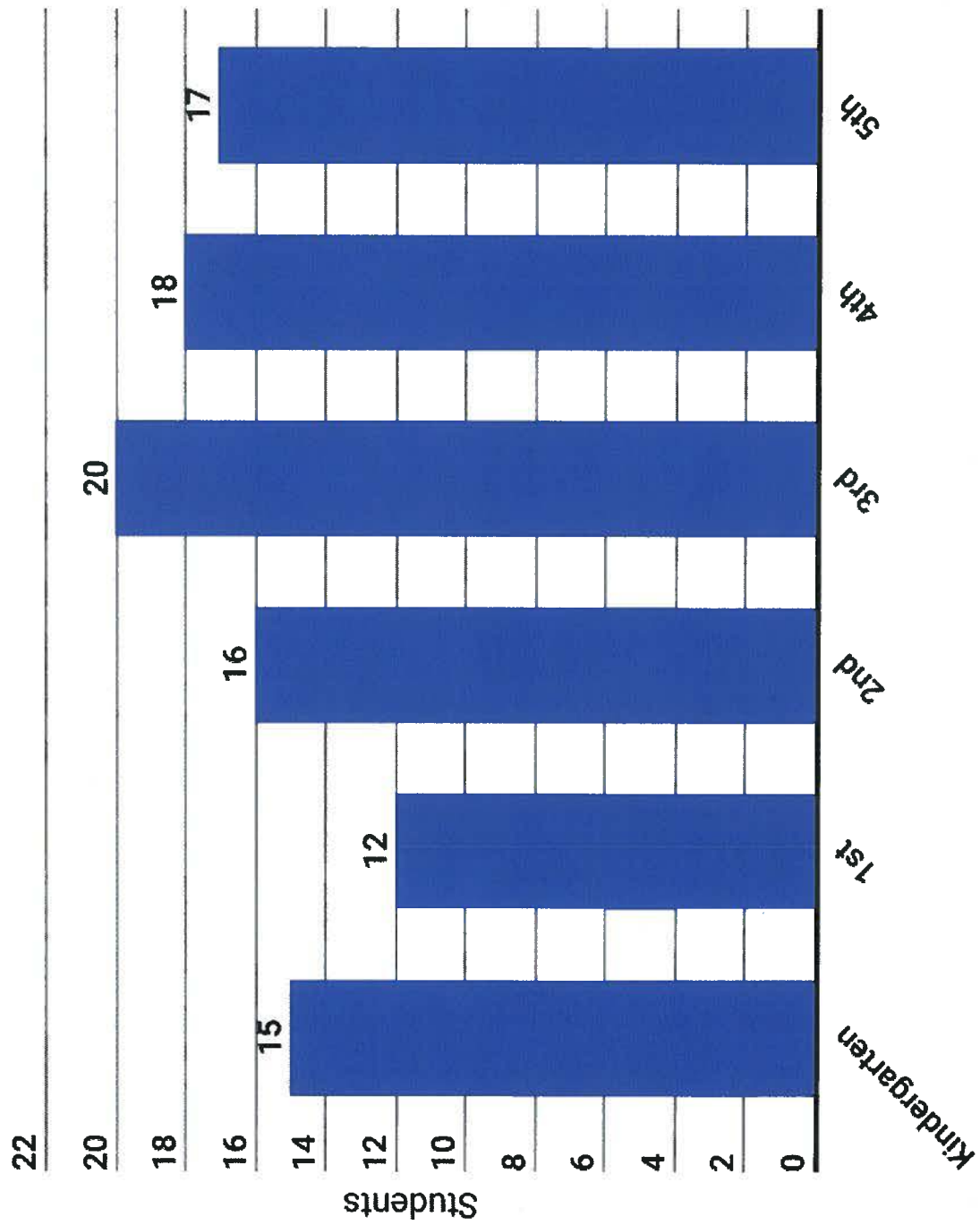
# 2017/18 Students Per Month By Fee

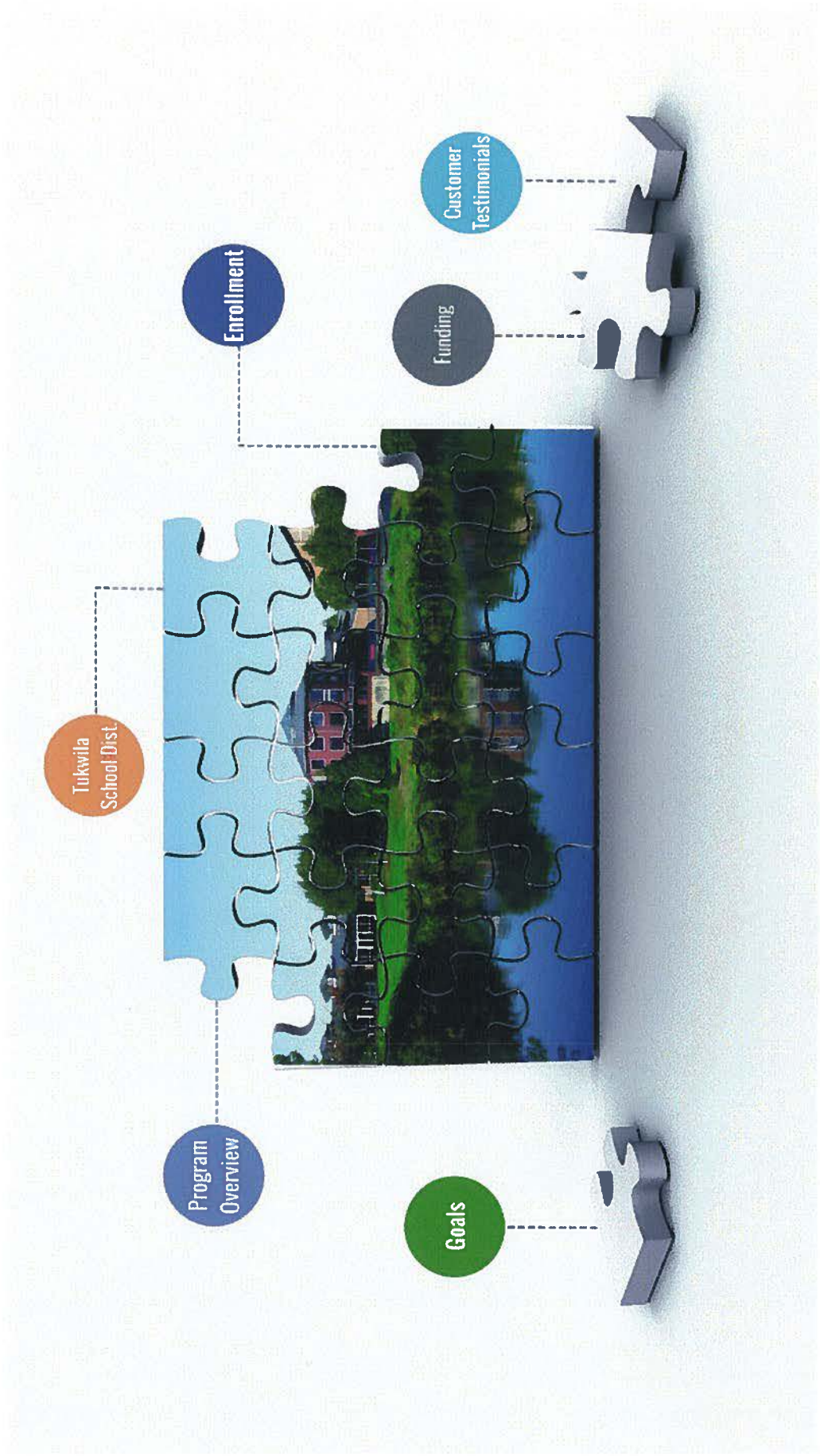






# Students Per Grade

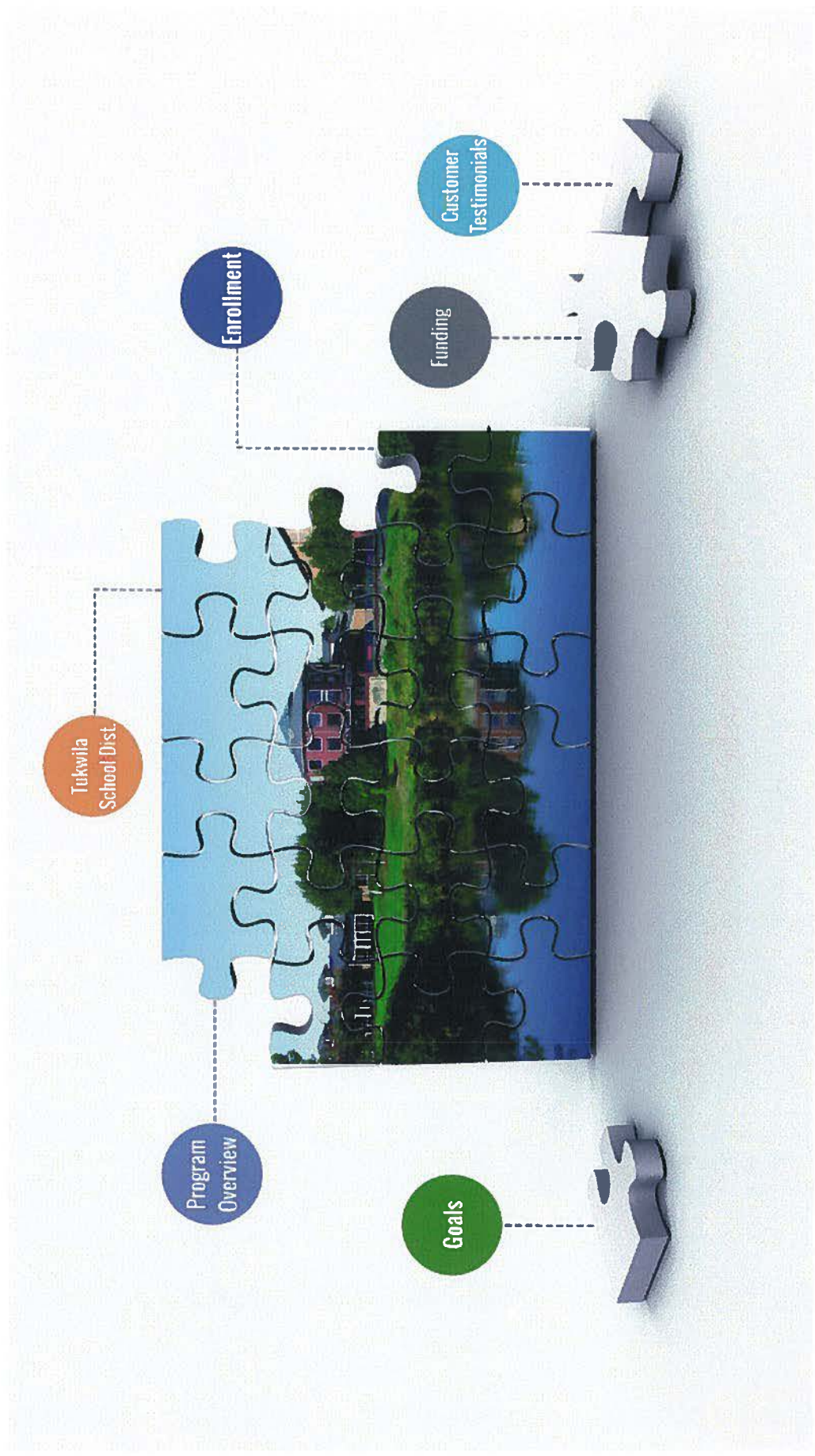




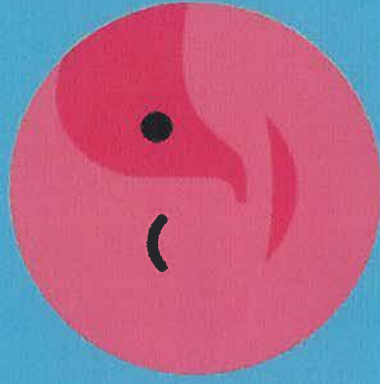
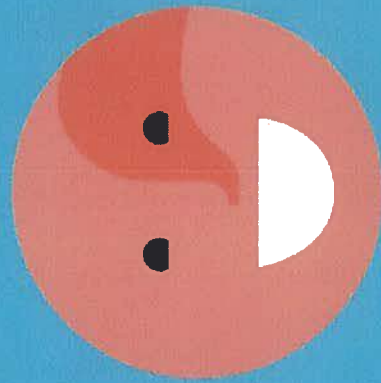


# Program Year Exp/Rev Comparison





# Happy Families





## Sonya Campy

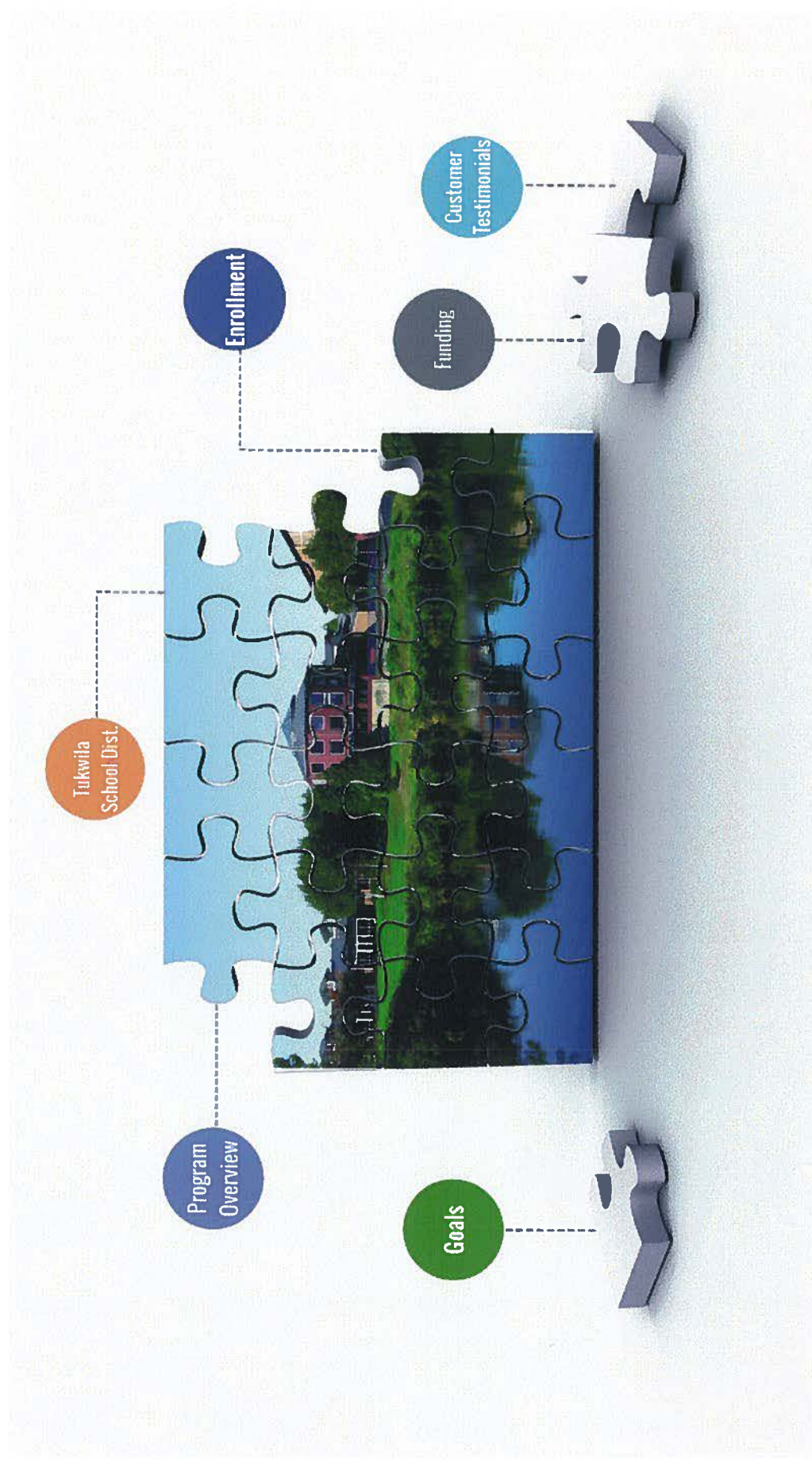
"It is so comforting to know he is in a safe environment and he has a great time learning and playing at TCC."

"I appreciate he is given a lot of outdoor play opportunities and gym play time opportunities. Without the after school program, I'm not sure I could have excelled in my job as much as I have, as I wouldn't be able to be as flexible with my hours if I had to pick him up from school every day."

"...Cole and I are both lucky to be part of the TCC Community."

## Daisy Gutierrez

"Relocating our family abruptly had a huge impact on our family but having the center as an outlet made the transition so much easier... We don't have an extended family in the area so the staff at the community center has truly felt like a **support and safety net** that we would not have otherwise... Thank you for providing such a great place for not only **our family but for our community**."





## **INFORMATIONAL MEMORANDUM**

**TO:** Community Development & Neighborhoods Committee

**FROM:** Rick Still, Parks and Recreation Director

**BY:** Stephanie Gardner-Brown, Parks and Recreation Analyst

**CC:** Mayor Ekberg

**DATE:** May 23, 2018

**SUBJECT:** Veterans, Seniors, and Human Services Levy Funding Application

### **ISSUE**

Seeking authorization to apply for funding through the Veterans, Seniors, and Human Services Levy (VSHSL) – New Senior Center Investments managed by the King County Department of Community and Human Services Division.

### **BACKGROUND**

The VSHSL is a voter approved six-year property tax levy that envisions senior centers in King County as inclusive, central hubs where diverse communities of older adults can form community and access the full variety of senior programming funded by the VSHSL and other sources.

VSHSL's first year of senior center investments are a one-time allocation intended to stabilize centers across King County, a first step towards supporting the transformation of senior centers into the accessible, inclusive central gathering and access points that some senior centers already are and even more would like to be.

A later, subsequent RFP, may provide additional, longer term investments in selected senior centers to help them transform so that they are in a stronger position to serve seniors, increase access and inclusion, and become community resource hubs able to connect older adults to a larger network of services.

### **DISCUSSION**

The Parks and Recreation Department seeks authorization to apply for funding for two purposes:

1. Address the needs and trends of Tukwila's older adult populations through the development of an Older Adult Recreation Program and Services Needs Assessment. This assessment will approach Tukwila's older adult population through an equity and social justice lens to ensure all of Tukwila's older adult population is reflected. The assessment will also provide recommendations for future programming and service needs for Tukwila's older adult population.
2. Perform minor capital improvements at Tukwila Community Center to update or enhance accessibility by installing automatic doors at primary entrances into the facility and into main restrooms.



**FINANCIAL IMPACT**

There is no match required to receive funding.

**RECOMMENDATION**

The Council Committee is being asked to authorize staff to apply for funding in the amount of \$75,000.

**ATTACHMENTS**

- A. Request for Qualifications: Veterans, Seniors and Human Services Levy – new Senior Center Investments



# REQUEST FOR QUALIFICATIONS



Department of Community and Human Services  
Community Services Division  
**King County Older Adult and Aging Program**  
206-263-9102 TTY Relay: 711

**ADVERTISED DATE: MAY 4, 2018**

Request for Proposal Title: Veterans, Seniors and Human Services Levy – New Senior Center Investments

Requesting Dept./Div. King County Department of Community and Human Services

Due Date: June 7, 2018 - 11:59 a.m.

DCHS/CSD Submit questions through your application portal in ZoomGrants through the "Activity Log"

Procurement Lead: Marcy Kubbs

Upon request, this Request for Qualifications will be provided in electronic form or alternative formats such as Braille or large print for individuals with disabilities.

### Proposal:

Proposals are solicited and will be received only using the link below through ZoomGrants no later than 11:59 p.m. on the date noted above regarding the Veterans, Seniors and Human Services Levy – New Senior Center Investments for the King County Department of Community and Human Services. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

ZoomGrants link: <https://zoomgrants.com/gprop.asp?donorid=2209&limited=1611>

### PRE-PROPOSAL APPLICANT WORKSHOPS:

Date	Time	Location
Friday, May 11, 2018	2:00 pm – 4:00 pm	<b>King County Elections</b> 919 SW Grady Way, Renton, WA 98057 <a href="https://goo.gl/maps/X1BESuMdqi32">https://goo.gl/maps/X1BESuMdqi32</a>
Wednesday, May 16, 2018	2:00 pm – 4:00 pm	<b>North Bellevue Community Center</b> 4063 148 <sup>th</sup> Ave NE, Bellevue <a href="https://goo.gl/maps/HRMTGJo6Rbn">https://goo.gl/maps/HRMTGJo6Rbn</a>

## SECTION I – GENERAL INFORMATION

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, creed, color, citizenship, religious affiliation, national origin, sex, sexual orientation, gender identity or expression, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification.
- B. All submitted proposals and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation, negotiation, and award process. This process is concluded when a signed contract is completed between King County and the selected Agencies. Please note that if an interested party requests copies of submitted documents or evaluation materials, a standard King County copying charge per page must be received prior to processing the copies. King County will not make available photocopies of pre-printed brochures, catalogs, tear sheets or audio-visual materials that are submitted as support documents with a proposal. Those materials will be available for review at King County Procurement.
- C. No other distribution of proposals will be made by the Proposers prior to any public disclosure regarding the RFQ, the proposal or any subsequent awards without written approval by King County. For this RFQ all proposals received by King County shall remain valid for ninety (90) days from the date of proposal. All proposals received in response to this RFQ will be retained.
- D. Proposals shall be prepared simply and economically, providing a straightforward and concise but complete and detailed description of the Proposer's abilities to meet the requirements of this RFQ. Emphasis shall be on completeness of content.

- E. King County reserves the right to reject any or all proposals that are deemed not responsive to its needs.
- F. In the event it becomes necessary to revise any part of this RFQ, addenda shall be created and posted at the King County Department Community & Human Services web site through ZoomGrants' electronic system. Addenda will also be conveyed to those potential Proposers providing an accurate e-mail address.
- G. King County is not liable for any cost incurred by the Proposer prior to issuing the contract.
- H. A contract may be negotiated with the proposer(s) whose proposal would be most advantageous to King County in the opinion of the King County Department of Community and Human Services, all factors considered.
- I. The contents of the proposal of the selected Proposer shall become contractual obligations if a contract ensues. Failure of the Proposer to accept these obligations may result in cancellation of their selection.
- J. A contract between the selected agency and King County shall include all documents mutually entered into specifically including the contract instrument, the original RFQ as issued by King County, and the response to the RFQ. The contract must include, and be consistent with, the specifications and provisions stated in the RFQ. See **Attachment 8 King County Boilerplate Contract**.
- K. News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- L. King County Code 2.93.40 prohibits the acceptance of any proposal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
- M. King County agencies' staff are prohibited from speaking with potential Proposers about the project during the solicitation. **Questions regarding this RFQ should sent under the Contact Admin tab in ZoomGrants.**
- N. Protest Procedure - King County has a process in place for receiving protests based upon either proposals or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement and Payables at 206-263-9400.
- O. Unless otherwise requested, letters and other transmittals pertaining to this RFQ will be issued to the e-mail address noted in our files, and after proposal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this proposal, or to be notified of evaluation results, please complete the information in the area provided in ZoomGrants.
- P. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- Q. If a Proposer considers any portion of his/her proposal to be protected under the law, the Proposer shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Proposer shall also use the descriptions above in the following table to identify the affected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will review the material in an attempt to determine whether

it may be eligible for exemption from disclosure under the law. If the material is not exempt from public disclosure law, or if the County is unable to make a determination of such an exemption, the County will notify the Proposer of the request and allow the Proposer ten (10) days to take whatever action it deems necessary to protect its interests. If the Proposer fails or neglects to take such action within said period, the County will release the portion of the Proposal deemed subject to disclosure. By submitting a Proposal, the Proposer assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure. (Please notify your needs in the "Activity Log" section of ZoomGrants referencing the table information below).

Type of exemption	Beginning Page / Location	Ending Page / Location

## SECTION II: BACKGROUND AND SCOPE OF WORK SUMMARY

### PART A – BACKGROUND ON THE VSHSL SENIOR CENTER STRATEGY

#### SUMMARY OF THE VSHSL

The Veterans, Seniors and Human Services Levy (VSHSL) is a voter approved, six-year property tax levy (enacted as King County Ordinance 18555) to promote healthy living, financial stability, social engagement, housing stability and service system access for three priority populations of King County residents: veterans and military servicemembers and their respective families, seniors and their unpaid caregivers, and vulnerable populations.

The VSHSL will be implemented in two phases. 2018 VSHSL expenditures are governed by the *VSHSL Transition Plan*. The *Transition Plan* governs this RFP. The VSHSL's 2019 through 2023 expenditures will be governed by the *VSHSL Implementation Plan*. At the time of this RFQ's release, the proposed *Implementation Plan* is before the King County Council. The *Implementation Plan* must be approved by the King County Council before it becomes effective. The King County Council may amend the *Implementation Plan* before deciding when and whether to approve it. Copies of the approved *Transition Plan* and the proposed *Implementation Plan* are available online at <https://kingcounty.gov/depts/community-human-services/initiatives/levy/VSHSLPlanning.aspx>.

The overarching vision of the VSHSL is to promote housing stability, health living, financial stability, social engagement, and service system access and improvement for veterans, seniors and vulnerable populations by supporting connections amongst people, programs, and providers: connections amongst the people the levy serves, connections between the levy's priority populations and the broader community, connections amongst the levy's programs, and connections amongst the service providers that carry out the VSHSL. People do best when they feel a sense of belonging based in personal relationships and connections to community. Human services investments are most effective and efficient when they are connected to form systems.

#### THE VSHSL'S SENIOR CENTER STRATEGY: STABILIZE IN 2018, TRANSFORM IN 2019-2023

The VSHSL envisions senior centers in King County as inclusive, central hubs where diverse communities of older adults can form community and access the full variety of senior programming funded by the VSHSL and other sources. As these hubs, senior centers can build on their current ability to connect their seniors into a community and to connect senior services into a system for their seniors.

In 2018, the VSHSL's first year senior center investments are governed by the *VSHSL Transition Plan*. These one-time, 2018 investments in senior centers will help stabilize centers across King County, a first step towards supporting the transformation of senior centers into the accessible, inclusive central gathering and access points that some senior centers already are and even more would like to be. The initial focus on stabilizing senior centers is the focus of this RFQ.

This RFQ's investments are part of a longer-term VSHSL strategy, further described in the proposed *VSHSL Implementation Plan*. The proposed *Implementation Plan* describes a strategy to continue investments in senior centers and build on this RFQ's one-time stabilization investments. A later, subsequent RFP driven by the *Implementation Plan*, once adopted by the King County Council, may then make additional, longer term investments in selected senior centers to help them transform so that they are in a stronger position to serve seniors, increase access and inclusion, and become community resource hubs able to connect older adults to a larger network of services.



## PART B – EQUITY AND SOCIAL JUSTICE

King County has a vision for its future: a place where everyone has the opportunity to achieve their potential, regardless of income, race, ethnicity, age, religion, sexual orientation or place of birth. King County's is an extraordinary place to live, but it is our people who make King County so special. We enrich our entire region when we invest in the full diversity of people who make King County what it is and what it will be.

Launched by King County Executive Ron Sims in 2008 and formalized by Executive Dow Constantine and the Metropolitan King County Council by law in 2010, the Equity and Social Justice Initiative is an integrated part of the County's work and foundational to the work of the Veterans, Seniors and Human Services Levy. Our goal is to ensure that all people, regardless of who they are or where they live, have the opportunity to thrive, with full and fair access to opportunities and resources. For all VSHSL funding, we seek to support organizations that are reflective of and are part of the communities they serve while recognizing and addressing the disparities and disproportionalities that exist.

For this RFQ, integration of King County's focus on Equity and Social Justice means that applicants should include within their proposals ways to increase senior centers' capacity to welcome and include the full diversity of seniors in King County, with a particular emphasis on welcoming, including, and serving seniors whose race, gender, gender identity, geographic location, primary language, mobility, veteran status, immigration status, or housing status may otherwise isolate them or increase their susceptibility to reduced health, housing, financial, or social engagement outcomes.

## PART C – SUMMARY OF THE SCOPE OF SERVICES THIS RFQ SEEKS

The 2018 Senior Center RFQ is a one-time funding opportunity for the period July 1, 2018 through December 31, 2018. Eligibility for funding under this RFQ requires the responding entity to satisfy the definition of "senior center" provided in **Section III.G** of this RFQ.

The overall purpose of the senior center investments that result from this RFQ is to stabilize King County Senior Centers, many of which have experienced recent funding instability. The 2018 RFQ's investments will lay the groundwork for potential future VSHSL investments in older adult services in King County.

The 2018 Senior Center Request for Qualifications will invest in four areas, each of which is defined in greater detail in **Section III.F** of this RFQ:

1. **Increase Participation and Inclusion**
2. **Update Organizational Infrastructure**
3. **Minor Capital Investments to Enhance or Maintain the Facility**
4. **Maintain or Enhance Senior Center Programming**

Any eligible response to this RFQ must include some portion of the request that addresses the first investment area (*Increase Participation and Inclusion*). A response may also address one or more of the other three investment areas.

DCHS is interested in creative approaches and community partnerships that are older adult-centered and that reflect the expertise and local context that each senior center is best positioned to describe for

itself. DCHS is also interested in partnering with senior centers that provide services to diverse groups of older adults in a culturally responsive, inclusive and reflective manner that can reduce racial disparities in key indicators of health and wellness. In particular, DCHS is interested in improving supports for senior centers that serve older adults who experience geographic or cultural isolation, who experience poverty, and who experience reduced rates of health and longevity.

This solicitation makes available six months of program funding from July 1 – December 31, 2018. Because this RFQ does not offer long-term, ongoing investments in senior centers, applicants are encouraged to develop and propose responses that do not create new, long-term, and ongoing financial obligations that this RFQ will not be able to support beyond 2018.

### SECTION III: DETAILED CONTEXT AND REQUIREMENTS FOR THIS RFQ'S SENIOR CENTER INVESTMENTS

#### PART A – OVERVIEW

Eighteen percent of King County residents are aged sixty or older, a number that will increase to twenty-five percent of the county population by 2040. As seniors make up an increasing percentage of King County's population, funding for aging services is not keeping pace. The result is a trend toward reduced senior funding just as King County's population of seniors is increasing. Community providers that are part of the aging network in the King County have felt the impact of that reduced funding.

#### PART B – THOSE MOST IMPACTED

Reduced funding and older adult population growth exacerbate other challenges that older adults experience. Some of these are highlighted below to provide a sense of the scope and complexity of issues faced by King County's older adult population.

**Race-based disparities exist in the economic and health status of older adults.** For example, only 7.8% of white older adults in King County have income below the federal poverty level while 17.4% of black older adults and 22.9% American Indian/Alaska Native older adults have income below the federal poverty level (U.S. Census Bureau, American Community Survey PUMS Dataset, 2012-2016). Similarly, life expectancy at birth for white residents of King County was 5 years more than for black residents, 7 years more than for Native Hawaiian/Pacific Islander residents and 9 years more than for American Indian/Alaska Natives residents (Washington Department of Health, 2015).

**Seventy-eight percent of persons age 60 or older have one or more chronic health conditions.** Thirty-five percent are women living alone. Nine percent of seniors are living in poverty. On average, 3,754 older adults were hospitalized each year between 2010 and 2014. In 2015, more than 15 percent of King County Emergency Medical Services' call responses were for older adults who had fallen.

**Elder abuse is a growing challenge.** As many as 7,000 allegations of abuse and neglect of older adults were reported in King County in 2015.

**Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) seniors in King County are at extreme risk of the health-harming effects of social isolation and poverty,** with nearly one



quarter of LGBTQ older adults in King County living below two hundred percent of the federal poverty level, 45 percent living alone and 68 percent reporting having experienced three or more incidents of victimization or discrimination.

**Social isolation's influence on premature death exceeds that of physical inactivity and obesity.** Adults age 75 and older who are lonely, isolated and inactive have a mortality rate of 53 percent compared to a mortality rate of 30 percent among their peers who remain socially engaged.

**Seniors are aging into poverty and finding housing difficult to afford.** Older adults, many of whose incomes are fixed, find it increasingly difficult to afford to live in King County, increasingly priced out of the housing areas where they lived, worked and raised their families.

**The responsibility to care for vulnerable older adults impacts all generations.** One-third of today's King County residents who are 65 or older will need some form of long-term care service or support in the future. This work will, in many cases, require assistance from unpaid caregivers, including spouses, adult children and friends.

**Rural residents.** A total of 168,000 individuals, eight percent of the county's population, live in rural areas of King County. Vulnerable populations and those with low incomes living in rural areas face unique challenges in accessing services due to their geographic location. Intersections of membership in a vulnerable population, being low-income, and living in a rural community can combine to create particular difficulty.

### Part C – IMPACT OF PLACE

King County experiences geographic differences in the health of its residents. By using an index of health, housing and economic opportunities, the following map graphically depicts how various areas of the county rank on population measures, including health indicators such as frequent mental distress, smoking, obesity, diabetes, preventable hospitalizations, housing condition and economic opportunity indicators such as poverty rate and unemployment. The map indicates a number of areas of the South Region of the county experience low-incomes (below 200 percent of the poverty line), higher unemployment rates, high rates of frequent mental distress, smoking obesity, diabetes, and preventable hospitalizations—factors that impact healthy aging. Life expectancy in areas of South King County is 74 years of age, while higher ranked areas in East King County have an average life expectancy of 87.<sup>1</sup>

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<sup>1</sup> King County Hospitals for a Healthier Community (KCHHC). *King County Community Health Needs Assessment 2015/2016*. Retrieved from PHSKC website: [www.kingcounty.gov/health/indicators](http://www.kingcounty.gov/health/indicators).

## King County Health, Housing and Economic Opportunity Measures

### LEGEND

Freeways

### RANKING

Census Tracts ranked by an index of health, housing and economic opportunity measures.

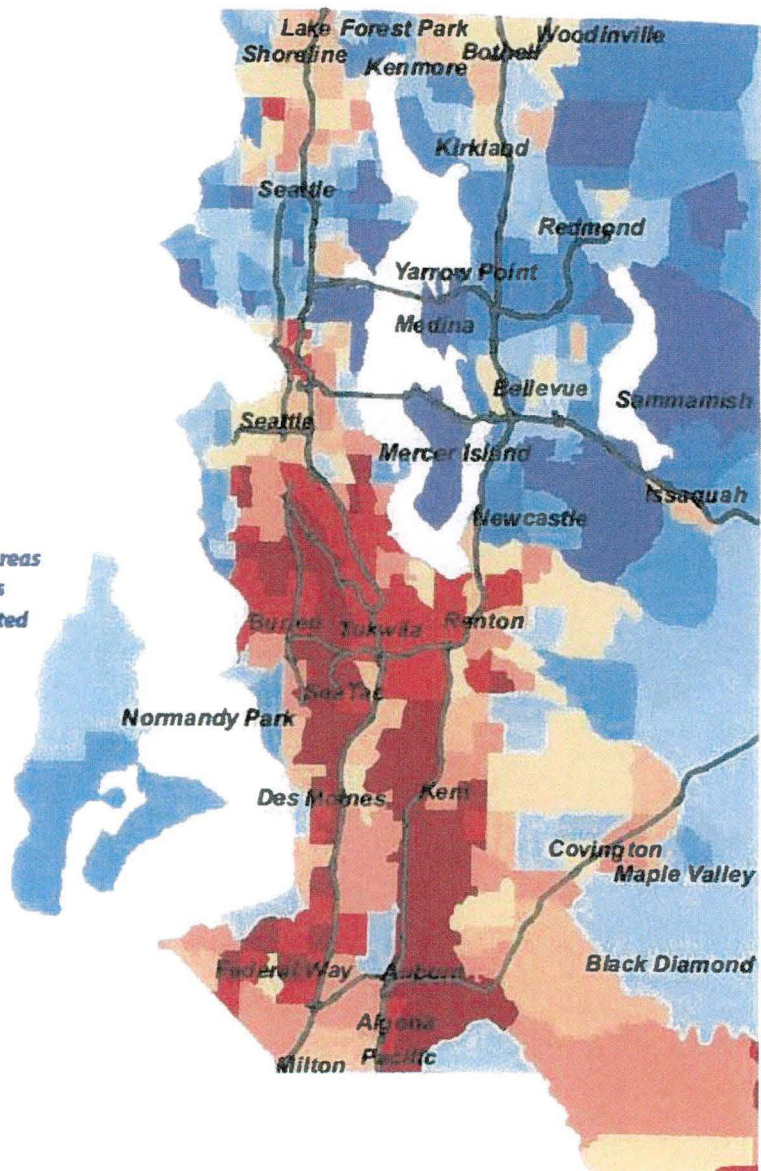


### POPULATION MEASURES

**Dark red areas** populations most impacted  
**Dark blue areas** populations least impacted

<b>Life expectancy</b>	74 years	87 years
<b>Health, broadly defined:</b>		
Adverse childhood experiences	20%	9%
Frequent mental distress	14%	4%
Smoking	20%	5%
Obesity	33%	14%
Diabetes	13%	5%
Preventable hospitalizations	1.0%	0.4%
<b>Housing:</b>		
Poor housing condition	8%	0%
<b>Economic opportunity:</b>		
Low-income, below 200% poverty	54%	6%
Unemployment	13%	3%

Data Sources: U.S. Census Bureau, BRFSS, CHRS  
Produced by: Public Health - Seattle & King County



According to the *King County Hospitals for a Healthier Community* report:

*The relationship between lack of opportunities and poor health is clear: King County neighborhoods with the lowest educational attainment and highest levels of poverty are also the areas with the greatest concentrations of obesity, diabetes, and many other adverse health outcomes. Equal access to opportunities such as education, housing, and jobs is necessary for all people to thrive and achieve their full potential.<sup>2</sup>*

According to the Center for Disease Control, (CDC), chronic diseases and conditions – such as heart disease, stroke, cancer, type 2 diabetes, obesity and arthritis – are among the most common, costly,

<sup>2</sup> King County Hospitals for a Healthier Community (KCHHC). *King County Community Health Needs Assessment 2015/2016*. Retrieved from PHSKC website: [www.kingcounty.gov/health/indicators](http://www.kingcounty.gov/health/indicators).

and preventable of all health problems. They are experienced by about half of the adult population and are a major underlying cause of physical disabilities. Besides the toll chronic diseases take on individuals and their families, hospitals spend enormous resources caring for these preventable conditions. Many risk factors for chronic diseases, including physical inactivity, obesity, unhealthy diet, and high blood pressure have available well established, prevention-focused interventions to help prevent or reduce the impact of these conditions.

#### **PART D – SOCIAL ENGAGEMENT & THE VALUE OF COMMUNITY SUPPORTS**

Social isolation is increasingly understood as not only a significant cause of emotional difficulty, but also as a potent risk factor for health-harming conditions. Research has found social engagement promotes significant benefits to individuals including physical health and resistance to disease, psychological and cognitive healthy and longevity. Those who are socially isolated can experience health risks comparable to those who smoke and the mortality risk has been found to be twice that of obese individuals.<sup>3</sup> Negative outcomes of social isolation can include: unhealthy behaviors such as heavy drinking, smoking and being sedentary; psychological issues such as cognitive decline, depression and suicide; physical problems such as heart disease, stroke and falls; and other impacts such as re-hospitalization and institutionalization.<sup>4</sup> Feeling that you are socially isolated is just associated detrimental to one's health as actual isolation, both are associated with increased risk for early mortality.<sup>5</sup>

#### **PART E – ROLE OF SENIOR CENTERS**

According to the National Council on Aging, National Institute of Senior Centers, a senior center is a community focal point where older adults come together for services and activities that reflect their experience and interests, enhance their dignity, support their independence and encourage their involvement in and with the senior center and the community.<sup>6</sup> Senior centers, including community centers with senior programming, play an important role in the health and well-being of older adults in King County. Senior centers offer services and activities within the senior center, outside the center and link participants with resources offered by other agencies. They serve as a resource for the entire community for information on aging, support for family caregivers, training professional, lay leaders and students and for developing innovative approaches to addressing aging issues. Research shows that older adults who participate in senior center programs can learn to manage and delay the onset of chronic disease and experience measurable improvements in their physical, social, spiritual, emotional, mental and economic well-being.<sup>7</sup>

The VSHSL's 2018 Transition Plan promotes a vision for King County's senior centers to increase their stability as a first step towards later potential investments in supporting senior centers in their

<sup>3</sup> Stanford Center on Longevity. *The Sightlines Project: Seeing our way to living long, living well in 21<sup>st</sup> century America*. Stanford University: February 2016.

<sup>4</sup> Nicolson, Nicholas R. *A review of Social Isolation: An Important but Underassessed Condition in Older Adults*. Journal of Primary Prevention. 33:2-3. 2012. 137-152.

<sup>5</sup> Holt-Lunstad, J., Smith, T.B., Baker, M., Harris, T. Stephenson, D. *Loneliness and social Isolation as Risk Factors for Mortality: A Meta-Analytic Review*. Perspectives on Psychological Science. 10:2. 2015. 227-237.

<sup>6</sup> National Council on Aging, National Institute of Senior Centers. *Building Excellence: The National Senior Center Self-Assessment Process*. Retrieved from: <https://www.ncoa.org/resources/building-excellence-senior-center-self-assessment-national-accreditation-manual/>. P.19.

<sup>7</sup> National Council on Aging. *Senior Centers Fact Sheet*. Retrieved from: <https://www.ncoa.org/resources/fact-sheet-senior-centers/>



dual roles as community focal points that connect people and service system focal points that become a point of connection with programs.

## **PART F – THE REQUEST**

This VSHSL strategy will provide one-time funding to senior centers as defined in **Section III.G** of this RFQ. The funding will be invested in the following areas: Increasing Participation and Inclusion, Organizational Infrastructure Improvement, Capital Improvements and Maintaining and Enhancing Programming. Additional information on the agency's experience capacity to provide senior programming will be requested. For all applicants, Enhanced Programming for senior centers will include traditional programming areas of: Health Promotion, Wellness, and Fitness; Education, Recreation, Socialization, and Personal Growth; and Social Services, but for the purposes of this RFQ process King County will not fund Nutrition Services. Additional details are provided below.

### **1. Increase Participation and Inclusion – Required Investment Category**

This required investment area is designed to increase the number and/or diversity of senior center participants and to increase inclusion at senior centers. Agencies will describe activities they will conduct to locate and welcome into their senior center new older adults who currently do not access services at the senior center. These may include underserved, isolated, or marginalized older adult populations, including older adults who are homebound, non-native English speakers, LGTBQ, veterans or their widows or widowers, those who are at risk of or experiencing homelessness, seniors with dementia or mobility issues, and isolated caregivers. For the purposes of this RFQ, promoting transportation services for those who are isolated or of limited mobility may be included in this category of services. See **Attachment 9 - King County Metro Programs** for information about transportation services and passenger van options with which a senior center may promote connection.

Examples of investments may include such things as:

- **Translations of senior center materials** into other languages
- **Enhanced outreach** to underserved, isolated, or marginalized older adult populations
- **Multi-cultural special events or programming** intended to increase a senior center's inclusivity or the number and diversity of participants who reside in the senior center's service area
- **Communications strategies** to increase senior center participation
- **Volunteer transportation services**
- **Partnerships with other community-based organizations** that serve isolated or marginalized older adult populations
- **Inclusion Incentives: Partnerships with Small Nutrition Sites** - Senior Centers may partner with smaller nutrition sites (defined later in *Eligibility*). The senior center and small nutrition site(s) may utilize inclusion incentives provided for through this RFQ to create and support partnerships that increase a senior center's inclusion of diverse seniors while allowing seniors served by small nutrition sites to access the broader network of services available to older adults through senior centers in King County. An additional incentive of \$15,000 will be available for partnerships proposed under this section, with up to \$5,001 being available to the senior to support the partnership and up to \$9,999 being available for award to the partnered

small nutrition site to support the partnership. The goals of the partnership between the senior center and the nutrition site include the following:

- Foster a relationship between the senior center and nutrition site(s)
- Enhance services available to those attending the small nutrition site(s)
- Increase collaboration among agencies in King County's older adult service network
- Begin the development of a hub approach to service delivery.

Agencies applying for the additional incentive funding of \$15,000 must indicate which nutrition site(s) they plan to partner with and submit with the application a letter from the small nutrition site confirming the intent to partner.

## **2. Update Organizational Infrastructure**

This investment area is designed to support the development, maintenance, or repair of organizational systems, staff capacity and information technology infrastructure that allows the senior center to function well and to effectively and efficiently serve seniors. Eligible investments may include such things as:

- **Information systems (hardware and/or software)** to help meet reporting requirements including participant-level data.
- **Computer Lab Supplies or Technology Training** to provide internet access or other needed technology to seniors or to improve senior center operations
- **Staff development:** Leadership development services and staff training
- **Internal systems audits, assessments or improvements:** Fiscal, legal or human resources services and support.

## **3. Minor Capital Investments to Enhance or Maintain the Facility**

This investment area is designed to allow use one-time funding to invest in Senior Center facilities to improve the center's ability to function and effectively serve participants through facility repairs and improvements, maintenance, vehicle repairs, or equipment purchases. A variety of projects and/or purchases may be proposed under this category. Examples include the following:

- **Minor facility repairs:** painting, plumbing, flooring, lighting, windows or other deferred maintenance or small renovation
- **Accessibility improvements:** ramps, sidewalks, ADA doors, modifications for sensory impaired or other improvements to increase accessibility
- **Capital purchases** such as sinks, refrigerators or freezers
- **Other capital investments:** HVAC, sprinklers, siding roof, modifications, renovations, expansions to the facility to enhance the capacity of the program to serve older adults and caregivers.
- **Estimated costs of projects in this category may not exceed \$49,999.**

The proposed scope of work for projects under this category must be performed by a licensed and bonded general or specialty contractor, who is in good standing with Washington State Department of Labor and Industries. Senior Centers that are parts of government agencies may also utilize qualified staff employed by the government agency for the purpose of performing building maintenance if the government agency identifies that intent in the application satisfies any requests for

additional information made by King County. Contractors or government agencies must have liability insurance commensurate to the complexity of the proposed scope of work and add King County as an additional insured to the contractor's liability policy. Other requirements may also apply, and King County reserves the right to provide final approval of whether a contractor or government agency is sufficiently insured, bonded, or certified to provide the service.

**Note:** Agencies included on the list in **Attachment 10, King County CDBG Eligible Senior Centers**, and that have capital projects estimated to be at least \$50,000 are eligible to apply for King County CDBG funding. Other jurisdictions may also have access to CDBG funding.

#### 4. Maintain or Enhance Programming

This investment area allows eligible senior centers to apply to maintain or enhance programming at the senior center, although senior centers should remain mindful that this RFQ will only award funds for use in 2018.

Examples of eligible types of program enhancements include

- **Health Promotion, Wellness, and Fitness**

- Educate, support and provide opportunity to improve health, well-being and fitness. Examples: health screening and education, exercise classes, foot care, and training to self-manage chronic conditions.
- Evidence-based fitness and chronic disease management programs

- **Education, Recreation, Socialization, and Personal Growth**

Activities that build relationships, build or enhance skills Examples include: lecturers, cultural activities, computer classes, games, crafts, dances, workshops, excursions, volunteering and leadership development.

- **Social Services**

Social service assistance provided by, or under the supervision of a qualified social worker including one-on-one counseling, home visits, group sessions to older adults or caregivers. Examples include:

- Client Assessment and Care Coordination including follow-up with clients to ensure they are connected to needed services.
- Information and Assistance to help clients access and complete applications for services including such things as public benefits programs (King County Property Tax Exemption, food stamps, Medicare, SSI, emergency assistance;
- Home Visiting Program to identify and support clients who are unable to access the senior center to decrease risk of social isolation.
- Support Groups facilitated by or under the supervision of a qualified social worker, of people to share similar experiences to empower, improve coping

## PART G – ELIGIBILITY

For the purposes of this RFQ, applicants must meet the following definition of senior center:

**“Senior Center” means:** An agency self-identified and recognized in the community as a senior center, a community center with significant senior-focused programming, a specific senior program, or an organization that oversees the delivery of Older Americans Act-funded nutrition services at multiple senior centers.

As of the date on which the application responding to this RFQ is submitted, the “senior center” must operate qualifying services for seniors three days a week for a minimum of 15 hours a week. The “senior center” must provide an array of senior-focused programming for the community including such things as:

- Food and Nutrition Programs
- Health Promotion, Wellness and Fitness
- Education, Recreation, Socialization and Personal Growth
- Social Services to connect individuals to aging network and other benefits and services, including the King County Property Tax Exemption
- Outreach to increase participation particularly of older adults who are low-income, disabled, home-bound, isolated, immigrants, refugees or non-native English speakers.

A small senior nutrition site that does not otherwise satisfy the definition of senior center in this RFQ may be eligible to receive funding from this RFQ through an Inclusion Incentive (described in Section III.F.1 of this RFQ) if the small senior nutrition site is listed in **Attachment 6, 2018 Aging and Disability Service (ADS) Senior Congregate Nutrition Sites**.

#### **PART H – INVESTMENT AVAILABLE**

Up to \$3,700,000 is available for the program period of July 1, 2018 until December 31, 2018. The number of agencies applying is unknown, but typical award amounts are expected to be between \$55,000 and \$75,000, depending on the number of qualifying responses to this RFQ. **Agencies may request more than \$75,000 but must prioritize their investment area requests in their narrative responses to questions 19 through 23 under the Application Questions tab in ZoomGrants.**

This RFQ will fund four investment areas: A) Increase Participation and Inclusion; B) Update Organizational Infrastructure, C) Minor Capital Investments to Enhance or Maintain the Facility or D) Maintain or Enhance Programming. **Applicants must propose at least a portion of their response that addresses A) (Increase Participation and Inclusion. Applicants may also include any combination of the other three areas.**

For agencies requesting funding for a facility repair or capital project under C) (Minor Capital Investments to Enhance or Maintain the Facility), the requested amount for the project may not exceed \$49,999.99. If other fund sources will be combined with a VSHSL award to complete a capital project, a letter of partnership/commitment of the funds must be included in the agency application and uploaded under the ZoomGrants Upload Documents tab to demonstrate that no more than \$49,999.99 of funds awarded from this RFQ would be used by the applicant to fund the capital project.

#### **Inclusion Incentives (See Section III.F.1 for more information)**

Additional Inclusion Incentive funding is available to senior centers as defined in this RFQ that propose to partner with a small senior nutrition site as defined in this RFQ. The small senior nutrition site must be included on **Attachment 6**. The inclusion incentive amount is \$15,000 for each qualifying partnership. The additional \$15,000 is to be split between the senior center and the smaller nutrition site program, with the senior center eligible to receive up to \$5,001 and the small senior nutrition site eligible to receive up to \$9,999. A senior center seeking one or several inclusion incentives in its application must include as an attachment a letter of partnership from each smaller nutrition site for which the senior center seeks an inclusion incentive.



Organizations must estimate and develop a 6-month budget covering proposed goals, activities, and outcomes for the partnership.

#### **PART I – USE OF ZOOMGRANTS**

Applicants must complete the online ZoomGrants application in order to respond to this RFQ. The ZoomGrants application requires the applicant to complete or attach information under each of the following five tabs within the application: Summary, Application Questions, Budget, Questions in Table Format and Upload Documents tabs.

#### **PART J – DATA RESOURCES**

**Attachment 5 – Zip Code Demographics Table** provides data on older adults in the following categories for each King County zip code.

- **Older Adults with Household Income Below 100% Federal Poverty Level (FPL)**
- **Older Adults Who Speak a Language Other Than English at Home**
- **Older Adults by Race/Ethnicity**
- **Older Adults by Age Group**

Applicants must use the maps to estimate what zip code(s) or percent of a zip code they serve and enter their corresponding estimates in response to question 10 under the Applications Question tab of the ZoomGrants application. Applicants must then locate the zip codes they serve on the provided spreadsheet, determine the numbers of older adults in their estimated zip code service areas and calculate the older adults in each of the above categories. This data will be used to answer questions under the Application Questions tab and a Demographics: Race/Ethnicity table under the Questions in Table Format tab.

The interactive King County maps are available in addition to the spreadsheet through the links listed in **Attachment 11 – Links to King County Maps** in the Library section on ZoomGrants. Other information that may be helpful is available in Attachments B-H “Data Resources” page on the Communities Count website:

<http://www.communitiescount.org/index.php?page=data-resources> .

## PART K – DATA COLLECTION AND REPORTING

Senior Centers that receive funding as a result of this RFQ must agree to participate in data collection and reporting.

### 1. Demographics:

Senior Centers receiving 2018 VSHSL Senior Center RFQ funding will need to report on the demographics of their participants for the period July 1, 2018 through December 31, 2018. This will be an unduplicated report of participants and will include a series of data elements. A sample reporting form is available, see **Attachment 7 – Sample Senior Center 2018 Participant Report**. Agencies can report data either on this King County data collection form or an excel spreadsheet extracted from the agency's own data system that provides at least the same information included on the King County-provided spreadsheet.

### 2. Client Performance Data:

For the contract period July 1, 2018 through December 31, 2018 Senior Centers will also report on the total number of unduplicated clients served.

Type of Performance Measure	Performance Measure
How much did we do	Unduplicated Number of Clients served

Additional client performance measures may be created based on the proposed use of funding applicants specify in their proposals. Any such additional measures will be determined in collaboration the senior center during the contract negotiation.

### 3. Agency Performance Data:

Funded Senior Centers will also be required to provide a narrative report describing how VSHSL funds were used to increase participation and inclusion and/or maintain or improve the senior center's organizational infrastructure, programming, or the facility itself. This report will be collected in a narrative format determined by King County and submitted within two months of the conclusion of the performance period.

## PART L – TIMELINE

The following timeline represents the tentative schedule of the entire process, from RFQ solicitation to program implementation. The dates listed here are subject to change.

<b>RFQ Issued</b>	<b>May 4, 2018</b>
<b>First Information Session</b> at King County Elections (919 SW Grady Way, Renton)	<b>May 11, 2018</b>
<b>Second Information Session</b> at the North Bellevue Community Center (4063 148 <sup>th</sup> Ave NE, Bellevue)	<b>May 16, 2018</b>
<b>Final Day to Make an Initial Request of a Free Technical Assistance Provider</b>	<b>May 25, 2018</b>

<b>RFQ Responses Due</b>	<b>Proposals due Thursday, June 7, 2018 by 11:59 p.m. Late responses will not be accepted.</b>
<b>Responses Reviewed and Rated</b>	<b>On or Before June 22, 2018</b>
<b>Interviews with Applicants (if needed)</b>	<b>On or About June 25-28, 2018</b>
<b>Notice of Selected and Non-Selected Applicants</b>	<b>On or about July 6, 2018</b>
<b>Program/Contract Start Date</b>	<b>As early as July 15, 2018</b>

#### **PART M – PROPOSAL REQUIREMENTS**

Responses must be prepared simply and economically, providing a straightforward, concise, complete, and detailed description of the agency's ability to meet the requirements outlined in this document. Emphasis shall be on the completeness of content. Each response to narrative questions 19 through 23 under the Application Questions tab of the ZoomGrants application must not exceed 6000 characters (about two pages). Uploaded documents like the monthly calendar of activities and any letters of commitment or partnership that are uploaded under the Upload Documents tab will not count toward a response's 6,000 character limit.

#### **PART N – FREE TECHNICAL ASSISTANCE**

Technical assistance is available at **no cost to applicants** to support senior centers in applying and to reduce barriers faced by many small community organizations, partnerships and groups to effectively access VSHSL funds. The three consultants providing technical assistance are:

- ALR Grant Writing Services
- Emerging Design
- Verrenti Consulting

**Attachment 1 – *FREE Technical Assistance Providers*** provides a description of each technical assistance providers and their contact information.

The main purpose of this opportunity is to eliminate barriers and to encourage a diverse and representative set of responses from senior centers who can credibly serve the full racial, cultural, experiential, and geographic diversity of King County.

The three technical assistance providers offer a wide range of skills, areas of expertise, and language abilities. Technical assistance can:

- Assist in determining appropriate fit between your proposal and the RFQ
- Provide guidance on how best to answer questions
- Support application review, including editing and budget review

The Free Technical Assistance is available at no cost to applicants. Applicants may request technical assistance from May 1<sup>st</sup> through May 25<sup>th</sup>. In order to ensure the best support possible for applicants, applicants are strongly encouraged to:

- Please reach out to technical assistance providers as early as possible after the RFQ opens. Providers may be able to accommodate last-minute requests on an as-needed basis, but are more able to provide the full amount of time and support for earlier requests.

- Please contact one technical assistance provider at a time and give them at least 24 hours to respond before seeking another provider.

To access free technical assistance, please email the technical assistance providers directly. More information on technical assistance providers and their contact information can be found in **Attachment 1**.

#### **PART O – REVIEW OF PROPOSALS AND RATING CRITERIA**

Review of the proposals submitted will consist of evaluation of the application's contents. King County may also request interviews with applicants. **Site visits may also be requested of applicants.** The criteria that will be used in the evaluation and review process are listed following each question in Application section of the RFQ. **Please use Attachment 2 - Program Narrative - Scope of Work to organize your program narrative.**

Review committees will consist of King County staff, external subject matter experts, evaluation staff, members of the Aging and Disability Services Advisory Council, or members of other King County Boards and Commissions.

Final selection of awardees will be based upon recommendations from the review committees and final approval by the DCHS Director. King County Older Adult and Aging Program staff will negotiate contracts with senior centers that are awardees.

#### **PART P - INSURANCE**

Information on insurance requirements is available at on the Department of Community and Human Services website at the website that follows and is provided below.

<https://www.kingcounty.gov/depts/community-human-services/contracts/requirements/insurance.aspx>

##### **General Liability**

\$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage and, for those policies with aggregate limits, a \$1,000,000 aggregate limit (CG 00 01 current edition, including Products and Completed Operations covering COMMERCIAL GENERAL LIABILITY).

##### **Professional Liability, Errors, and Omissions**

\$1,000,000 per claim and in the aggregate. In the event that services delivered pursuant to this Contract either directly or indirectly involve or require professional services, Professional Liability, Errors, and Omissions coverage shall be provided. "Professional Services," for the purpose of this Contract section, shall mean any services provided by a licensed professional or those services that require professional standards of care.

##### **Automobile Liability**

\$1,000,000 combined single limit per accident for bodily injury and property damage. In the event that services delivered pursuant to this Contract involve the transportation of clients by Contractor personnel in Contractor-owned vehicles or non-owned vehicles, the limit shall be no less than \$3,000,000 combined single limit per accident for bodily injury and property damage. Insurance Services Office form number (CA 00 01) covering BUSINESS AUTO COVERAGE, symbol 1 "any auto"; or the appropriate coverage provided by symbols 2, 7, 8, or 9.

##### **Workers' Compensation**

Statutory requirements of the State of residency and Employers' Liability or "Stop Gap" coverage:  
\$1,000,000.

**Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.**

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers. King County also reserves the right to adjust insurance requirements depending on the final agreed upon program design.

## **2018 Senior Center Request for Qualifications FREE Technical Assistance Providers**

### **ALR Grant Writing Services**

Anna Raksany has supported many human service organizations apply for funding over the past 20 years, having chosen her career as a fundraiser after a great experience as a teenager receiving services from a small grassroots nonprofit. She wants your voice and values to come alive in a proposal, so that reviewers tasked with the tough decision of selecting only a few grantees can see your impact on paper. Anna is committed to supporting you in crafting a competitive proposal whether you're a small startup with no fundraising experience or an established organization seeking an expert opinion. She has many years of experience with grant writing, feels comfortable with a range of proposal elements, including narrative portions, outcome measures, budgets, and staffing descriptions. She approaches a project such as this one in an interview style, asking questions in conversation and trying to distill the answers into a few key points that are most important to the organization and relevant to a particular funding opportunity. Anna also is fluent in Spanish. You can reach **Anna Raksany** at:

[araksany@gmail.com](mailto:araksany@gmail.com) or (267) 210-2650.

### **Emerging Design**

Emerging Design Consulting's multicultural, multiracial team – Bonnie Olson, Kevin Baker and Mora Uch – can provide a full range of support for your King County proposal. This includes: thorough review of RFP requirements to match with your strategies and program, making your case stand out with data and community stories, budgeting assistance, and editing support your draft proposal. We will collaborate with you to submit the strongest application possible for your program. Our team has wide range experience with seniors and special populations. Bonnie Olson has worked with senior centers, Senior Services of King County, and community centers. She directed a federally-funded program for low-income seniors and expanded inclusion of immigrant and refugee seniors. Mora Uch works part-time to navigate services and benefits for low income seniors. Kevin Baker has experience supporting Veterans and other special needs populations. We look forward to supporting your application process! You can contact **Bonnie Olson** at:

[Bonnie@emergingdesign.org](mailto:Bonnie@emergingdesign.org) or 206-726-9162.

### **Verrenti Consulting**

Catherine Verrenti is thrilled to have an opportunity to support senior centers and other agencies that are deeply embedded in the community. She offers skills and insights gained from her twenty years of hands-on experience, including her work at Neighborhood House and YouthCare. This expertise includes grant development plus managing a wide range of culturally responsive senior services, family support, basic needs, case management, health and transportation programs. She approaches this work by first listening to what mission-based organizations want to accomplish in their communities. She would then customize an approach to focus on the support they seek to reach that vision with VSHSL funding. This might be understanding the RFP requirements, articulating a strong needs statement, helping to develop partnerships or forming a compelling grant narrative. She can be uniquely helpful in fine-tuning program designs, projecting achievable performance targets and developing budgets. She is particularly excited to help agencies serving older adults think through all parts of their program to ensure strong program launch and implementation. You can reach **Catherine Verrenti** at:

[catherine@verrenticonsulting.com](mailto:catherine@verrenticonsulting.com) or 206/637-3154.

Veterans, Seniors and Human Services Levy  
2018 Senior Center Request for Qualifications



**VETERANS, SENIORS AND HUMAN SERVICES LEVY  
2018 SENIOR CENTER REQUEST FOR QUALIFICATIONS  
ATTACHMENT 2– PROGRAM NARRATIVE -SCOPE OF WORK**

**PROGRAM NARRATIVE (SCOPE OF WORK)**

*Please use this document as a guide when answering questions 19 through 23 in the ZoomGrants application. Each question's response must not exceed 6000 characters (about 2 pages). Please ensure that there is sufficient detail in your narrative for reviewers to have a clear understanding of your strategies and approaches.*

**This document should guide responses to questions 19 through 23 in the ZoomGrants application for this RFQ:**

- 19. Capacity and Experience**
- 20. Increase Participation and Inclusion**
- 21. Update Infrastructure Improvements**
- 22. Capital Investments**
- 23. Enhanced Programming**

**Question number 19. (Capacity and Experience) asks for a variety of administrative and historic information on your agency.**

**Questions 20 through 23 ask which of this RFQ's investment areas a senior center is applying for.**

- Applicants must request some amount of funding under 20 (Investment Area 1: Increase Participation and Inclusion.)**
- Applicants may respond to any combination or questions 21 through 23. Applicants can choose to apply for funding under one, two, three or all four of those investment areas.**

The maximum number of points available for each question in the RFQ is 30. Since applications may answer from two to five questions, the percentage of points received compared to possible points will be calculated to use in comparing applications. For example one agency may apply, answering questions 19, 20, and 22 and receive 75 out of 90 possible points or 83 percent. Another agency may answer questions 19, 20, 22 and 23 receiving 100 points out a possible 120 and also receive a score of 83 percent.

**Regardless of the number of questions the agency responds to, a minimum of 50 percent of the possible number of points, for the questions they chose to answer, must be achieved to receive funding under this RFQ. The number of agencies applying is unknown, but typical award amounts are expected to be between \$55,000 and \$75,000. Additional funding may be available for agency projects. As a result some agencies may want to apply for funding over \$75,000. Agencies**



**requesting over \$75,000 must prioritize their funding request by the four fund categories in their narrative response.**

## **NARRATIVE QUESTIONS**

### **19. Capacity and Experience – REQUIRED (30 points)**

- a. Describe your organization's experience providing senior center programs to older adults in King County including funding source(s), staffing and ability to maintain leadership and board support. Indicate if your facility is owned or rented and single use or shared use.
- b. Provide a list of key personnel who will have a significant role in the program and complete the Senior Center Personnel Budget found under the Questions in Table Format tab.
- c. Has your agency been audited or monitored by a federal agency, state agency or local agency or independent auditor within the last two years related to the programs being contracted in this RFQ? If yes, please provide the results of that visit and also please provide any information on unresolved fiscal reporting or program findings from that visit.
- d. Describe your organization's Accounting/Finance Department, including size of staff, segregation of duties, internal controls Accounting/Payroll software(s) and policies and procedures, detailing how you follow generally accepted accounting principles. Your bookkeeper or finance department can help with this question.
- e. Describe your organization's experience with collecting, analyzing and reporting participant and program activity data.
- f. Provide a one month calendar of daily senior center activities. Upload the one month calendar under the Upload Documents Tab. It will not count toward the 6000 character limit for this question.

### **Rating Criteria – A strong application meets all of the criteria listed below.**

- *The program description demonstrates the applicant's experience in delivering the service for at least two years, OR (for applicants providing the service for the first time) the applicant presents related experience and a clear and realistic description and timeline for launching a new service.*
- *The program has a sufficient number of qualified staff (or partners) to deliver the services as described, or a plan to build staff capacity.*
- *Applicant demonstrates a financially viable organization that can sustain program operations.*
- *Applicant demonstrates capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds which may be awarded under the terms of this RFQ.*
- *Applicant demonstrates an understanding of and capacity for data management.*
- *Applicant provides one month calendar demonstrating provision of senior programming for a minimum of three days and 15 hours a week.*

**20. Increase Participation and Inclusion - REQUIRED (30 points)**

- a. Complete questions 10-18 in ZoomGrants related to service area zip codes, neighboring small senior nutrition sites, language, age, and poverty under the Application Questions tab. Complete the and Race/Ethnicity table under the Questions in Table Format tab.
- b. On what priority population (i.e.: rural, low income, socially isolated, homeless, those age 80 and over) or focus population (race or ethnic group) does your program intend to increase your outreach efforts in 2018?
- c. Describe your approach to identify and engage older adults in the priority population(s) or focus population(s) on whom you plan to focus outreach efforts. Will you hire outreach staff? How many new attendees from that priority population might you anticipate in 2018?
- d. What community agencies or programs will you collaborate with to identify and recruit new older adults? For the purposes of this RFQ transportation services for those who are isolated or of limited mobility can be included in this category of services.
- e. Does your agency request an Inclusion Incentive to partner with a small senior nutrition site(s) as defined by this RFQ? Check the list of existing Older American Act-funded nutrition sites in King County, **Attachment 6 – 2018 ADS Senior Congregate Nutrition Sites** for names and contact information. If so, describe your approach to partner with the nutrition site(s). Include a letter of partnership from the nutrition site(s) by uploading it under the Upload Documents tab.

***Rating Criteria – A strong application meets all of the criteria listed below.***

- *Applicant has answered the questions and table referred to in “a.” above.*
- *Applicant presents a clear description of their priority population or focus population on whom they will focus outreach efforts.*
- *Applicant clearly explains their plan or approach to identify and engage older adults in their priority population(s) or focus population(s). The approach appears reasonable to produce desired results of increased participation of diverse older adults.*
- *Applicants describes any partnering agencies they plan to collaborate in their outreach efforts.*
- *Applicant approach to partnering with nutrition site(s) (if any) appears reasonable and able to produce desired result of increased participation and improved relationship with the nutrition site(s). Required letter(s) of partnership have been uploaded.*

**21. Update Organizational Infrastructure (30 points)**

- a. Describe your proposed infrastructure improvements and the expected results of this investment.
- b. How will this improve your ability to serve older adults in your community?

- b. For Infrastructure Improvements provide the list, description and estimated costs from the proposed supplier or contractor.

***Rating Criteria – A strong application meets all of the criteria listed below.***

- *Applicant presents a clear description of the infrastructure improvements being proposed.*
- *Applicants presents a clear description of how the proposed project(s) will improve the agency's ability to function or improve their ability to serve older adults.*
- *Applicant clearly defines how costs estimates were derived for the project(s)*
- *Applicant presents reasonable estimate of costs associated with proposed project(s).*

**22. Minor Capital Investments to Enhance or Maintain the Facility (30 points)**

- a. Describe your proposed project and the expected results of this investment.
- b. How will these investments improve your ability to function or serve older adults?
- c. For capital projects such as repairs and renovations provide the estimated costs provided by a **licensed and bonded general or specialty contractor, in good standing with Washington State Department of Labor and Industries.** Estimates can be uploaded under the Upload Documents tab.
- d. Provide a draft timeline describing key phases of the project (if any) and when it will likely be completed.
- e. If the capital funds requested are being combined with other fund sources, letters of commitment from those agencies must be submitted with the application but will not be considered part of the 6000 character limit for this question. Use the Upload Documents tab to upload any letters of commitment.
- f. Complete the Capital Project Detail line, Table 2 under the Budget tab, including any other fund sources committed.

***Rating Criteria – A strong application meets all of the criteria listed below.***

- *Applicant presents a clear description of the capacity project(s) being proposed.*
- *Applicants presents a clear description of how the proposed project(s) will improve the agency's ability to function or services to older adults.*
- *Applicant clearly defines how costs estimates were derived for the project(s). Estimates if any uploaded under the Upload Documents tab.*
- *Applicant present reasonable estimate of costs associated with proposed project.*
- *Timeline proposed appears reasonable to the scope and size of project.*
- *Letters from other entities committing funds to the project if necessary, are submitted with the application under the Upload Document tab.*

**23. Enhance Programming (30 points)**

- a. Describe what senior programming elements (Health Promotion/ Wellness and Fitness; Education, Recreation, Socialization and Personal Growth; and/or Social Services) will be added, expanded or enhanced with this investment.
- b. How will this investment improve services currently provided, what are the intended results?
- c. Identify any new or enhanced service areas that will use evidence-based or evidence-informed program models.
- d. How will access to public benefits such as King County Property Tax Exemption, foodstamps, emergency assistance and connection to older adult services be improved through this investment?

***Rating Criteria – A strong application meets all of the criteria listed below.***

- *Applicant presents a thorough description of the program that includes an understanding of service components and likely success in obtaining desired results.*
- *Applicant demonstrates an ability to build upon existing service delivery systems.*
- *Applicant demonstrates the program's alignment with high quality programs criteria including the use of evidence based programs.*
- *The program description shows a strong connection with the target population and reflects their strengths, needs, and concerns.*
- *Applicant demonstrates an ability to connect participants to needed benefits and services.*

## **King County Spring 2018 Senior Center Request for Qualifications**

### **Attachment 3: ZoomGrants Outline and Applicant Check List**

#### **ZoomGrants Tabs (from left to right)**

1. **Open Programs** - Click this tab to create an account for your to start completing your application
2. **Request for Qualifications (RFQ) Description** – This provides a background and summary of the RFQ, including the funding available and areas in which King County is interested in investing for this process.
3. **Eligibility Requirements** – In order to apply for funding agencies must meet the definition of “Senior Center” provided in this section. It also defines “Small Nutrition Site” that Senior Centers may partner with.
4. **Technical Assistance and Resources Tab** – Describes where to find the names of consultants who can provide Technical Assistance for free.
5. **Library / Attachments Tab** – Provides links to multiple documents referenced in the King County Spring 2018 Senior Center RFQ document. This is the document at the top of the Library list which you should READ FIRST as it describes in detail the RFQ process, eligibility, funding available, insurance and reporting requirements, etc.
6. **Contact Admin Tab** – Click this tab to email a question to King County about this RFQ. Your question will be answered and included in the last attachment in the Library titled – Frequently Asked Questions.

**SCROLL DOWN PAST THE LIBRARY SECTION TO BEGIN ANSWERING BASIC QUESTIONS ABOUT YOUR ORGANIZATION, CONTACT INFORMATION, AMOUNT REQUESTED, ETC. HIT THE “NEXT” BUTTON and it will automatically take you to the next tab “APPLICATION QUESTIONS”. You may also scroll up to find the tabs listed below, and click on any to work on questions under that tab. BE SURE TO ANSWER ALL QUESTIONS UNDER EACH TAB (unless you choose not to request funds under the option investment areas (questions 21 through 23).**

## **APPLICANT CHECKLIST**

### ☐ **1. Summary Tab**

- ☐ a. Basic agency information – starts below the Library section
- ☐ b. Summary of your project
- ☐ c. Total amount requested

### ☐ **2. Application Questions Tab**

- ☐ a. Agency Background
- ☐ b. Assessment of Potential Participants
- ☐ c. Demographic questions
- ☐ d. Program Narrative-Scope of Work Questions.

### ☐ **3. Budget Tab**

- ☐ a. Proposed Program Budget (by investment area)
- ☐ b. Small Nutrition Site(s) (if any)
- ☐ c. Capital project details
- ☐ d. Budget narrative

### ☐ **4. Questions in Table Format Tab**

- ☐ a. Small Nutrition Site(s) Information (if any)
- ☐ b. Demographics: racial/ethnic table group listed. Last is a
- ☐ c. Senior Center Personnel

### ☐ **5. Upload Documents Tab**

- ☐ a. Calendar of senior program activities
- ☐ b. Letter of Commitment for a capital project
- ☐ c. Letter of Partnership from a Small Nutrition Site (if seeking Inclusion Incentives)
- ☐ d. Estimate for capital projects (if any)



**King County Spring 2018 Senior Center RFQ  
Attachment 4 – Frequently Asked Questions (FAQ)**

**1. Who can apply for funding under this RFQ?**

A senior center that meets the following definition is eligible to apply for funding under this RFQ.

**“Senior Center” means:** An agency self-identified and recognized in the community as a senior center, a community center with significant senior-focused programming, a specific senior program, or an organization that oversees the delivery of Older Americans Act-funded nutrition services at multiple senior centers.

As of the date on which the application responding to this RFQ is submitted, the “senior center” must operate qualifying services for seniors three days a week for a minimum of 15 hours a week. The “senior center” must provide an array of senior-focused programming for the community including such things as:

- Food and Nutrition Programs
- Health Promotion, Wellness and Fitness
- Education, Recreation, Socialization and Personal Growth
- Social Services to connect individuals to aging network and other benefits and services, including the King County Property Tax Exemption
- Outreach to increase participation particularly of older adults who are low-income, disabled, home-bound, isolated, immigrants, refugees or non-native English speakers.

A small senior nutrition site that does not otherwise satisfy the definition of senior center in this RFQ may be eligible to receive funding from this RFQ through an Inclusion Incentive (described in Section III.F.1 of this RFQ) if the small senior nutrition site is listed in **Attachment 6, 2018 Aging and Disability Service (ADS) Senior Congregate Nutrition Sites**.

Attachment 5  
ZIP CODE DEMOGRAPHIC TABLE

Demographics by Zip Code

ZIP CODES		98001	98002	98003	98004	98005	98006
All older adults, age 55+		7,927	8,235	11,230	9,651	5,026	11,135
Age							
55-64 years		4,233	3,591	5,073	3,742	2,109	5,387
65-74 years		2,530	2,630	3,667	3,159	1,773	3,673
75-84 years		928	1,452	1,708	1,846	798	1,583
85+ years		236	562	782	904	346	492
Race/ethnicity							
American Indian/Alaskan Native		60	120	84	18		32
Asian		1,052	362	1,814	1,198	781	2,596
Black/African American		225	198	773	107	76	166
Hispanic/Latinx		296	356	443	178	119	204
Native Hawaiian/Pacific Islander		56	77	117	25		21
White		6,118	6,993	7,831	8,041	3,968	7,990
More than one race		119	132	171	86	63	128
Income							
Percent of individuals with income below 100% FPL		12%	20%	24%	10%	6%	11%
Estimated number of individuals age 55+ with household income below 100% FPL		912	1,614	2,641	939	320	1,238
Language							
Percentage of individuals age 65+ who speak a language other than English at home		5%	4%	8%	8%	8%	8%
Rate of the number of individuals age 65+ who speak a language other than English at home		526	534	1,632	1,265	576	1,312

Note: Gray shading indicates that data is suppressed to protect privacy

Attachment 5  
ZIP CODE DEMOGRAPHIC TABLE

98007	98008	98010	98011	98014	98019	98022	98023	98024	98027	98028	98029	98030	98031	98032	98033	98034	98038	98039
5,743	7,730	1,307	6,524	1,776	2,142	6,740	11,519	1,577	7,739	6,056	5,087	6,930	8,878	6,661	9,775	11,825	6,884	1,115
2,356	3,098	703	3,075	1,088	1,289	3,114	6,102	829	3,932	3,027	2,237	3,452	4,597	3,372	4,912	6,045	3,656	448
1,883	2,663	389	1,924	474	626	2,192	3,594	504	2,342	1,815	1,338	2,032	2,895	2,149	2,992	3,821	2,209	414
1,026	1,347	173	902	160	186	997	1,327	182	1,063	847	870	930	1,040	879	1,315	1,373	754	188
478	622	42	623	54	41	437	496	62	402	367	642	516	346	261	556	586	265	65
	31		23			66	55		22	19		35	39	58		37	40	
1,197	1,151	13	450	37	39	61	1,925	40	584	617	736	1,174	2,039	901	759	1,262	265	114
115	113		68				714		79	63	39	492	499	524	92	172	104	
279	205	34	225	42	74	135	505	16	185	124	96	310	400	487	218	384	167	16
	11		11				105		16	15		52	66	69		32	17	
4,056	6,117	1,227	5,687	1,654	1,974	6,395	8,047	1,482	6,774	5,140	4,145	4,745	5,706	4,514	8,591	9,748	6,194	975
75	100	16	60	26	35	66	169	20	78	79	48	120	128	109	72	188	94	
26%	17%	29%	10%	10%	19%	27%	11%	25%	16%	14%	16%	22%	22%	23%	14%	17%	13%	13%
1,471	1,326	380	620	173	416	1,846	1,259	389	1,271	868	811	1,496	1,973	1,514	1,351	2,006	903	146
15%	9%	0%	4%	3%	2%	2%	7%	8%	5%	6%	5%	11%	9%	6%	4%	8%	1%	5%
1,270	1,142	9	474	57	45	192	1,185	164	495	505	448	1,100	1,114	581	618	1,262	142	83

Attachment 5  
ZIP CODE DEMOGRAPHIC TABLE

98040	98042	98045	98047	98051	98052	98053	98055	98056	98057	98058	98059	98065	98070	98072	98074	98075	98077	98092
8,810	11,006	3,570	1,196	966	13,315	6,591	5,432	8,567	3,591	10,889	8,109	2,166	4,729	6,509	5,023	4,289	3,836	9,993
3,533	5,929	2,156	680	579	6,532	3,241	2,562	4,068	1,623	5,690	4,265	1,298	2,493	3,631	3,200	2,540	2,457	5,306
2,687	3,433	928	322	270	3,919	2,485	1,622	2,837	994	3,649	2,788	649	1,441	1,820	1,326	1,238	1,030	3,181
1,665	1,245	343	140	96	1,675	714	801	1,188	576	1,245	805	153	561	638	366	398	266	1,141
925	399	143	54	21	1,189	151	447	474	398	305	251	66	234	420	131	113	83	365
	61	31	16	11			19	50	24	42	40			18			13	201
1,137	874	65	136		2,007	583	1,305	1,593	574	1,801	1,476	170	70	395	590	497	185	845
160	331		30		153	49	562	459	574	605	216	28	20	65	36	22	28	247
127	359	71	64	18	366	113	178	310	160	310	240	57	61	158	110	100	109	328
	35		11				29	24	18	33	26			17			13	55
7,264	9,185	3,315	917	912	10,575	5,777	3,257	6,000	2,192	7,955	6,001	1,837	4,509	5,796	4,217	3,625	3,443	8,189
112	161	56	22	22	182	51	80	133	52	140	111	49	50	62	56	35	46	128
13%	15%	20%	13%	48%	12%	17%	11%	18%	13%	16%	18%	9%	14%	12%	14%	19%	17%	16%
1,113	1,653	704	158	464	1,643	1,088	574	1,535	480	1,719	1,454	193	652	778	686	819	664	1,564
5%	5%	3%	3%	2%	7%	4%	9%	10%	12%	7%	5%	6%	1%	3%	6%	7%	4%	4%
699	786	128	60	17	1,404	445	676	1,084	506	1,131	656	135	90	248	336	350	185	582

Attachment 5  
ZIP CODE DEMOGRAPHIC TABLE

98101	98102	98103	98104	98105	98106	98107	98108	98109	98112	98115	98116	98117	98118	98119	98121	98122	98125	98126
4,194	4,632	9,720	4,827	6,573	4,873	5,690	6,293	5,617	6,220	12,727	7,190	8,219	12,576	5,342	3,825	6,088	10,927	5,974
1,728	2,611	5,586	1,958	3,354	2,629	3,014	2,965	2,669	3,005	6,567	3,522	4,683	6,094	2,763	2,139	3,161	5,251	2,669
1,046	1,447	2,384	1,438	1,973	1,524	1,605	2,016	1,683	1,994	3,461	2,101	2,097	3,878	1,600	1,190	1,824	3,013	1,598
742	459	972	975	832	525	688	931	786	776	1,760	957	939	1,733	607	369	760	1,590	900
678	115	778	456	414	195	383	381	479	445	939	610	500	871	372	127	343	1,073	807
	25		81		53		40	56		47			44			44	65	47
287	269	704	1,963	555	1,482	235	3,588	468	290	1,210	330	490	5,025	274	396	551	1,687	580
338	205	177	563	134	417	111	811	394	501	254	111	74	3,235	106	339	1,959	441	316
173	127	304	179	185	271	169	348	191	136	306	191	214	470	136	244	216	364	230
	10				45		46	14		13			62			22	29	19
3,247	3,921	8,314	1,960	5,584	2,511	5,012	1,360	4,424	5,202	10,732	6,400	7,273	3,488	4,722	2,721	3,130	8,139	4,686
92	76	149		83	96	107	101	70	79	163	113	97	255	64	75	168	200	96
36%	14%	15%	37%	23%	19%	17%	30%	19%	14%	16%	11%	11%	30%	13%	29%	26%	16%	17%
1,496	642	1,440	1,773	1,502	944	968	1,866	1,093	876	2,082	783	919	3,800	706	1,118	1,574	1,722	997
5%	5%	3%	15%	5%	10%	6%	25%	4%	3%	5%	2%	4%	17%	4%	6%	9%	7%	7%
308	342	429	1,152	508	745	428	2,169	336	299	919	282	435	2,792	269	222	775	1,171	583

Attachment 5

ZIP CODE DEMOGRAPHIC TABLE

98133	98134	98136	98144	98146	98148	98155	98166	98168	98177	98178	98188	98198	98199
14,099	246	4,710	8,112	7,245	2,267	10,331	7,362	7,540	7,626	6,793	5,371	9,440	6,539
6,050	147	2,369	3,618	3,627	1,123	5,206	3,322	3,830	3,600	3,361	2,642	4,227	3,222
4,018	55	1,271	2,461	2,191	753	2,986	2,355	2,351	2,275	1,999	1,735	2,755	1,996
2,349	30	597	1,379	1,010	285	1,426	1,140	925	1,149	945	723	1,460	896
1,682	14	473	654	417	106	713	545	434	602	488	271	998	425
122		30	56	57	14	49	46	97		32	49	76	17
2,183	76	184	3,219	1,199	218	1,407	449	1,277	539	1,963	828	864	448
552	50	92	1,827	320	132	237	109	667	68	1,618	522	522	87
510		113	323	468	163	310	293	490	135	235	268	453	153
34		12	23	69	31	20	40	115		42	97	76	19
10,434	94	4,227	2,461	5,027	1,665	8,155	6,350	4,739	6,796	2,773	3,508	7,279	5,736
264		55	206	105	43	150	77	156	57	130	99	169	77
24%	55%	9%	33%	23%	22%	19%	9%	21%	20%	16%	17%	14%	7%
3,445	136	435	2,664	1,669	498	1,936	651	1,562	1,510	1,106	929	1,344	444
7%	8%	1%	14%	6%	5%	5%	4%	11%	4%	6%	8%	5%	4%
1,671	36	62	1,812	641	202	848	392	1,137	565	679	727	775	335



Contract Agency	Site Name	Street address	City	Zip	Days Per Week	Meal Time	Description	Program Contact	Phone Number
ACRS	Club Bamboo	3639 Martin Luther King Jr Way S	Seattle	98118	M, T, W, TH	12:00 pm - 1:00pm	Asian meals	Miguel Saldin	206-695-7510
ACRS	Korean Senior Club Miller Community Ctr	330 19th Ave E	Seattle	98112	T, F	12:00 pm - 1:00pm	Korean meals	Miguel Saldin	206-695-7510
ACRS	Seattle Korean Elders Assoc Center Park - SHA	2121 25th Ave S	Seattle	98144	T, F	12:00 pm - 1:00pm	Korean meals	Miguel Saldin	206-695-7510
ACRS	Vietnamese Senior Assoc. Garfield Community Center	2323 E Cherry St	Seattle	98112	T, F	12:00 pm - 1:00pm	Vietnamese meals	Miguel Saldin	206-695-7510
ACRS	Duoc Su Senior Nutr. Program	6924 42nd Ave S	Seattle	98118	S	1:00pm - 3:00pm	Vietnamese meals	Miguel Saldin	206-695-7510
ARC	Yesler Community Center - East African Program	917 E Yesler St	Seattle	98122	TH, S	11:30am - 1:30pm	Ethiopian & Eritrean Meal	Michael Neguse	206-323-9666
CCSWW	Auburn Senior Center	808 9th St SE	Auburn	98002	M, T, W, TH, F	11:00am - 1:00pm	Lunch, salad bar	Deryl Slaughter	253-474-1200
CCSWW	Black Diamond Community and Senior Center	31605 Third Ave	Black Diamond	98010	T, TH	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	Des Moines Senior Center	2045 S 216th St	Des Moines	98198	M, T, W	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	Des Moines Senior Center - Latino Program	2045 S 216th St	Des Moines	98198	TH	11:00am - 1:00pm	Latino meal	Deryl Slaughter	253-474-1200
CCSWW	Enumclaw Senior Center	1350 Cole Street	Enumclaw	98022	M, T, W, TH, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	Federal Way Senior Center - Latino Program	876 S 333rd St	Federal Way	98003	F	11:00am - 1:00pm	Latino meal	Deryl Slaughter	253-474-1200
CCSWW	Issaquah Senior Center	75 NE Creek Way	Issaquah	98027	T, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	North Bellevue Community Ctr	4063 148th Ave NE	Bellevue	98009	T, W, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	North Bellevue Community Ctr - Latino Program	4063 148th Ave NE	Bellevue	98009	M	1:00pm	Latino meal	Deryl Slaughter	253-474-1200
CCSWW	North SeaTac Community Ctr	13735 24 <sup>th</sup> Ave South	SeaTac	98168	T, W, TH, F	11:00am - 1:00pm	Lunch, salad bar	Deryl Slaughter	253-474-1200
CCSWW	Pacific/Algona Senior Center	100 Third Ave SE	Pacific	98047	T, W, TH, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	Peter Kirk Community Center	352 Kirkland Ave	Kirkland	98033	M, T, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200
CCSWW	Peter Kirk Community Ctr - Latino Program	352 Kirkland Ave	Kirkland	98033	W	11:00am - 1:00pm	Latino meal	Deryl Slaughter	253-474-1200
CCSWW	Redmond Senior Center	8703 160th Ave NE	Redmond	98073	M, T, W, TH, F	11:00am - 1:00pm	Lunch	Deryl Slaughter	253-474-1200

Contract Agency	Site Name	Street address	City	Zip	Days Per Week	Meal Time	Description	Program Contact	Phone Number
<u>CCS</u> <u>WW</u>	<u>Redmond Senior Center - Indian Association of Western WA</u>	8703 160th Ave NE	Redmond	98073	Monthly on 2nd Thursdays	11:00am - 1:00pm	East Indian meal; reservation required	<u>Deryl Slaughter</u>	253-474-1200
<u>CCS</u> <u>WW</u>	<u>Tukwila Community Center</u>	12424 42nd Ave S	Seattle	98168	T	11:30am - 1:00pm	Latino meal	<u>Deryl Slaughter</u>	253-474-1200
<u>ECOLR</u>	<u>El Centro de la Raza</u>	2524 16th Ave. S.	Seattle	98144	T, W, Th, F	11:00am - 12:30pm	Latino meal	<u>Raquel Garcia</u>	206-957-4643
<u>FCS</u>	<u>Filipino Community of Seattle</u>	5740 Martin Luther King Jr Way S	Seattle	98144	M, T, Th	11:00am - 1:00pm	Filipino meals	<u>Emma Catague</u>	206-280-8406
<u>FCS</u>	<u>Eritrean Association in Greater Seattle</u>	1528 Valentine St.	Seattle	98144	W, Th	11:00am - 1:00pm	Eritrean meals	<u>Emma Catague</u>	206-280-8406
<u>GMVCC</u>	<u>Greater Maple Valley Community Center</u>	22010 SE 248th St	Maple Valley	98038	M, W, F	11:30am - 1:30pm	Lunch	<u>Janet Whitney</u>	425-432-1272
<u>KWA</u>	<u>Senior City</u>	31635 23rd Ave S	Federal Way	98003	M, F	11:00am - 1:00pm	Asian meals	<u>Mi-Yeoung Lee</u>	253-538-8343
<u>MSSC</u>	<u>Mt. Si Senior Center</u>	411 Main Ave S	North Bend	98045	M, T, W, Th, F	11:30am - 1:00pm	Lunch	<u>Susan Kingsbury</u>	425-888-3434
<u>MSM</u>	<u>Evergreen Senior Club</u>	876 S 333rd St	Federal Way	98003	T, Th	11:00am - 1:00pm	Korean meals	<u>Mandy Ma</u>	253-584-5615
<u>PMSC</u>	<u>Pike Market Senior Center</u>	85 Pike St, #200	Seattle	98101	Every day	8:20am and 12:00pm	Breakfast and lunch	<u>Brenda Neuweiler</u>	206-728-2773 ext. 107
<u>SCIDPDA</u>	<u>Bush Asia Center</u>	409 Maynard Ave S	Seattle	98104	M, T, W, Th, F	11:00am - 1:00pm	Asian meals	<u>Paulo Allarde</u>	206-292-5184
<u>Sound Generations</u>	<u>American Polynesian Organization</u>	6020 Beacon Ave S	Seattle	98108	M	11:00am - 1:00pm	Samoan and Filipino meals	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>Ballard NW Senior Center</u>	5429 - 32nd Ave NW	Seattle	98017	M, T, W, Th, F	11:00am - 1:00pm	Lunch	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>Ethiopian Community of Seattle</u>	8323 Rainier Ave S	Seattle	98118	M, W	11:00am - 1:00pm	Ethiopian meals	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>Greenwood Senior Center</u>	525 N 85th St	Seattle	98103	M, T, W, Th, F	11:00am - 1:00pm	Lunch	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>Hmong Senior Club</u>	5740 Martin Luther King Way South	Seattle	98144	W, F	10:30am - 12:30pm	Hmong meals	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>Lake City Community Ctr - Hunger Intervention Program</u>	12531 28th Ave NE	Seattle	98125	M-W, F	11:30am - 1:00pm	Lunch	<u>Suma Mondal</u>	206-727-6246
<u>Sound Generations</u>	<u>International Drop-In Center</u>	7301 Beacon Ave S	Seattle	98108	W, F	11:00am - 1:00pm	Filipino meals	<u>Suma Mondal</u>	206-727-6246

Contract Agency	Site Name	Street address	City	Zip	Days Per Week	Meal Time	Description	Program Contact	Phone Number
<u>Sound Generations</u>	<u>Kawabe Memorial House</u>	221 18th Ave S	Seattle	98144	M, T, W, Th, F	11:30am - 1:00pm	Japanese and other Asian meals	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Laotian Senior Club</u>	5740 Martin Luther King Way South	Seattle	98144	W, F	10:30am - 12:30pm	Laotian meals	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Northshore Senior Center</u>	10201 E Riverside Dr	Bothell	98011	M, T, W, Th, F	11:00am - 1:00pm	hot lunch and soup & sandwich menu	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Renton Senior Center</u>	211 Burnett Ave N	Renton	98057	M, T, W, Th, F	11:00am - 1:00pm	Lunch	Suma Mondal	206-727-6253
<u>Sound Generations</u>	<u>Samoan American Pacific Organization</u>	9001 9th Ave SW	Seattle	98106	W	11:00am - 1:00pm	Tongan meals	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Shoreline Lake Forest Park Senior Center</u>	18650 1st Ave NE, #1	Shoreline	98155	M, T, W, Th, F	11:00am - 1:00pm	Lunch	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Sno-Valley Senior Center</u>	4610 Stephens Ave	Carnation	98014	M, T, W, Th, F	11:00am - 1:00pm	Lunch	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>Southeast Seattle Senior Center</u>	4655 S Holly St	Seattle	98118	M, T, W, Th, F	11:00am - 1:00pm	Lunch	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>South Park Senior Center</u>	8201 10th Ave S, Suite 4	Seattle	98108	T, F	T: 12:00-1pm F: 5:30-7:00pm	Lunch, dinner	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>The Central</u>	500 30th Ave S	Seattle	98144	M, T, W, Th, F	11:00am - 1:00pm	Soul food meals	Suma Mondal	206-727-6246
<u>Sound Generations</u>	<u>West Seattle Senior Center</u>	4217 SW Oregon St	Seattle	98116	M, T, W, Th, F	11:00am - 1:00pm	M-Th hot meal or soup/sandwich; Fri soup/sandwich only.	Suma Mondal	206-727-6246
<u>UCC</u>	<u>Ukrainian Community Center of WA - Seattle</u>	13470 MLK Jr Way S	Seattle	98178	T, Th	11:00am - 1:30pm	Ukrainian meals	Oleg Pynda	425-369-6398
<u>UCC</u>	<u>Ukrainian Community Center of WA - Federal Way</u>	1430 S 330th St	Federal Way	98003	Th	11:00am - 1:30pm	Ukrainian meals	Oleg Pynda	425-369-6398
<u>UCC</u>	<u>Iraqi Community Center of Washington</u>	10610 SE Kent Kangley Rd, Suite 207	Kent	98030	M	11:00am - 1:30pm	Iraqi meals	Oleg Pynda	425-369-6398
<u>UIATF</u>	<u>UIATF Youth Home</u>	9010 13th NW	Seattle	98117	T, W, Th, F	11:00am - 1:00pm	Native American meal	Judy Anderson	206-228-1410

## Sample Senior Center 2018 Participant Report

Client_ID	DOB	ZIP	AIAN
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NOTE: Under Date of Birth (DOB) the year of birth is most important. Agencies can enter the same month and day of birth for all participants such as 01/01/YEAR

Attachment 7  
Sample Senior Center 2018 Participant Report

Asian	Black	NHPI	White
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Attachment 7

Sample Senior Center 2018 Participant Report

Other_Race	Hispanic_Latino	Gender	Sexual_Orientation
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Home_Language_English	Veteran	Veteran_Family_Member	HH_Size
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HH_Income_Entry	Enrollment_Date
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Department of Community and Human Services  
Community Services Division  
206-263-9097 TTY Relay: 711

## KING COUNTY COMMUNITY AND HUMAN SERVICES CONTRACT – 2017/2018

Contractor \_\_\_\_\_  
Project Title \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_  
Contract Period From: \_\_\_\_\_ To \_\_\_\_\_  
DUNS No. (if applicable) \_\_\_\_\_ SAM No. (if applicable) \_\_\_\_\_

THIS CONTRACT No. \_\_\_\_\_ is entered into by KING COUNTY (the "County"), and \_\_\_\_\_ (the "Contractor") whose address is \_\_\_\_\_.

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES
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WHEREAS, the County has been advised that the foregoing are the current funding sources, funding levels and effective dates, and

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

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

### I. Incorporation of Exhibits

The Contractor shall provide services and comply with the requirements set forth in the following attached exhibits, which are incorporated herein by reference:

Certificates of Insurance/Endorsements Attached hereto as Exhibit I

### II. Term and Termination

- A. This Contract shall commence on \_\_\_\_\_, and shall terminate on \_\_\_\_\_, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.
- B. This Contract may be terminated by the County or the Contractor without cause, in whole or in part, at any time during the term specified in Subsection II.A. above, by providing the other party 30 days advance written notice of the termination. The Contract may be suspended by the County without cause, in whole or in part, at any time during the term specified in Subsection II.A. above, by providing the Contractor 30 days advance written notice of the suspension.
- C. The County may terminate or suspend this Contract, in whole or in part, upon seven days advance written notice in the event: (1) the Contractor materially breaches any duty,

**This form is available in alternate formats upon request for persons with disabilities.**



obligation, or service required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Contract is terminated by the County pursuant to this Subsection II.C. (1), the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source.

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

- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection II.A., the County may, upon written notification to the Contractor, terminate or suspend this Contract in whole or in part.

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

Funding or obligation under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council and/or other identified funding source(s) of sufficient funds to support the activities described in the Contract. Should such appropriation not be approved, this Contract will terminate at the close of the current appropriation year. The current funding sources associated with this Contract are specified on page 1.

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

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

### **III. Compensation and Method of Payment**

- A. The County shall reimburse the Contractor for satisfactory completion of the services and requirements specified in this Contract and its attached exhibit(s).
- B. The Contractor shall submit an invoice and all accompanying reports as specified in the attached exhibit(s), including its final invoice and all outstanding reports. The County shall initiate authorization for payment to the Contractor not more than 30 days after a complete and accurate invoice is received.
- C. The Contractor shall submit its final invoice and all outstanding reports as specified in this contract and its attached exhibit(s). If the Contractor's final invoice and reports are not submitted as specified in this contract and its attached exhibit(s), the County will be relieved of all liability for payment to the Contractor of the amounts set forth in said invoice or any subsequent invoice.

### **IV. Internal Control and Accounting System**

The Contractor shall establish and maintain a system of accounting and internal controls which complies with generally accepted accounting principles promulgated by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Contractor's form of incorporation.



**V. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor also agrees that it will not enter into a subcontract with a contractor that is debarred, suspended, or proposed for debarment. The Contractor agrees to notify King County in the event it, or a subcontractor, is debarred, suspended, or proposed for debarment by any Federal department or agency. Debarment status may be verified at <https://www.sam.gov/>.

**VI. Maintenance of Records/Evaluations and Inspections**

- A. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section XIV. below, the Contractor shall maintain the following:
  - 1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and
  - 2. Records, including written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate on this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The County may visit the site of the work and the Contractor's office to review the foregoing records. The Contractor shall provide every assistance requested by the County during such visits and make the foregoing records available to the County for inspection and copying upon request. The Contractor shall provide right of access to its facilities—including those of any subcontractor assigned any portion of this Contract pursuant to Section XIII—to the County, the state, and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County. The Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents. The Contractor shall inform the County in writing of the location, if different from the Contractor address listed on page one of this Contract, of the aforesaid books, records, documents, and other evidence and shall notify the County in writing of any changes in location within 10 working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six years after termination of this Contract. The records and documents with respect to all matters covered by this Contract shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Contract and six years after termination hereof, unless a longer retention period is required by law.
- D. If applicable, medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Contractor



ceases operations under this Contract, the Contractor shall be responsible for the disposition and maintenance of such medical records.

- E. The Contractor agrees to cooperate with the County or its agent in the evaluation of the Contractor's performance under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Contractor agrees that all information, records, and data collected in connection with this Contract shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

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

The Contractor shall not use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Contractor shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/DCHS/contracts>

#### **VIII. Audits**

- A. If the Contractor is a non-profit organization as defined in 2 CFR Part 200, and expends a total of \$750,000 or more in federal financial assistance and has received federal financial assistance from the County during its fiscal year, then the Contractor shall meet the audit requirements as described in 2 CFR Part 200 Subpart F.
- B. A Contractor, for-profit or non-profit that is not subject to the requirements in **SECTION VIII. A.** and receives in excess of \$100,000 in funds during its fiscal year from the County, shall provide fiscal year audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm within nine months subsequent to the close of the Contractor's fiscal year (if applicable, see **SECTION VIII. E.**).
- C. Non-profit contractors who receive less than \$100,000 from the County during their fiscal year shall provide 1) form 990 within 30 days of its being filed; and 2) a full set of annual financial statements.
- D. For-profit contractors who receive less than \$100,000 from the County during their fiscal year shall provide 1) income tax return within 30 days of its being filed; and 2) a full set of annual financial statements.
- E. A Contractor that is not subject to the requirements in **SECTION VIII. A.** may, in extraordinary circumstances, request a waiver of audit requirements and, with the review and upon approval of the County, substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Contractor's Board of Directors, provided the Contractor meets the following criteria:
  - 1. That financial reporting and any associated management letter show no reportable conditions or internal control issues; and
  - 2. There has been no turnover in key staff since the beginning of the period for which the financial reporting was completed.

Audit documentation shall be sent electronically to: [csdaudits@kingcounty.gov](mailto:csdaudits@kingcounty.gov)

#### **IX. Corrective Action**

If the County determines that a breach of contract has occurred, that is, the Contractor has failed to comply with any terms or conditions of this Contract or the Contractor has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:



- A. The County will notify the Contractor in writing of the nature of the breach;  
The Contractor shall respond in writing within ten working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Contract into compliance, which date shall not be more 30 days from the date of the Contractor's response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- B. The County will notify the Contractor in writing of the County's determination as to the sufficiency of the Contractor's corrective action plan. The determination of sufficiency of the Contractor's corrective action plan shall be at the sole discretion of the County;
- C. In the event that the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by the County to be insufficient, the County may commence termination or suspension of this Contract in whole or in part pursuant to Section II.C.;
- D. In addition, the County may withhold any payment owed the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section II., Subsections B, C, D, and E.

**X. Dispute Resolution**

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

**XI. Hold Harmless and Indemnification**

- A. In providing services under this Contract, the Contractor is an independent Contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.

The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Contractor, its employees, and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract.

- B. The Contractor further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Term and Termination section.
- C. To the maximum extent permitted by law, the Contractor shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs,



claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Contractor, its officers, employees, subcontractors and/or agents, in its performance and/or non-performance of its obligations under this Contract. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the County incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

- D. To the maximum extent permitted by law, the County shall protect, defend, indemnify, and save harmless the Contractor, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Contract. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Contractor incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.
- E. Claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- F. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.
- G. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

## **XII. Insurance Requirements**

By the date of execution of this Contract, the Contractor shall procure and maintain for the duration of this Contract, insurance as described in **EXHIBIT I.**, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or subcontractors. The costs of such insurance shall be paid by the Contractor or subcontractor. The Contractor may furnish separate certificates of insurance and policy endorsements for each subcontractor as evidence of compliance with the insurance requirements of this Contract. The Contractor is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Contractor, its agents, employees, officers, subcontractors, providers, and/or provider subcontractors to comply with the insurance requirements stated herein shall constitute a material breach of this Contract. Examples of coverage types and limit requirements can be found by visiting <http://www.kingcounty.gov/DCHS/contracts>. Contractors shall read and provide required insurance documentation prior to the signing of this Contract.

## **XIII. Assignment/Subcontracting**

- A. The Contractor shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the



County. Said consent must be sought in writing by the Contractor not less than 15 days prior to the date of any proposed assignment.

- B. "Subcontract" shall mean any agreement between the Contractor and a subcontractor or between subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (1) support services not related to the subject matter of this Contract, or (2) supplies.
- C. The Contractor shall include Sections IV, V, VI, VII, XI A, XI B, XI G, XIII, XIV, XV, XVI, XVII, XVIII, XXIV, XXV, and XXVI, in every subcontract or purchase agreement for services that relate to the subject matter of this Contract.
- D. The Contractor agrees to include the following language verbatim in every subcontract for services which relate to the subject matter of this Contract:

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

#### **XIV. Nondiscrimination and Payment of a Living Wage**

- A. The Contractor shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.
- B. During performance of the Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Contractor will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/DCHS/contracts>.

In accordance with King County Ordinance 17909, as a condition of award for contracts for services with an initial or amended value of \$100,000 or more, the Contractor agrees that it shall pay and require all Subcontractors to pay a living wage as described in the ordinance, to employees for each hour the employee performs a Measurable Amount of Work on this Contract. The requirements of the ordinance, including payment schedules, are detailed at <http://www.kingcounty.gov/operations/procurement/Resources/ordinance-17909.aspx>

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

#### **XV. Conflict of Interest**

- A. The Contractor agrees to comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this contract, and may result in termination of this Contract pursuant to Section II and subject the Contractor to the remedies stated therein, or otherwise available to the County at law or in equity.



- B. The Contractor agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Contractor acknowledges that if it is found to have violated the prohibition found in this paragraph, its current contracts with the county will be cancelled and it shall not be able to bid on any county contract for a period of two years.
- C. The Contractor acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in a contract or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Contractor shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Contractor is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Contract any time during the term of the Contract.

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

- A. The Contractor agrees that any equipment purchased, in whole or in part, with Contract funds at a cost of \$5,000 per item or more, when the purchase of such equipment is reimbursable as a Contract budget item, is upon its purchase or receipt the property of the County and/or federal/state government. The Contractor shall be responsible for all such property, including the proper care and maintenance of the equipment.
- B. The Contractor shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.

**XVII. Proprietary Rights**

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The County agrees to and does hereby grant to the Contractor, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Contract.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor which are modified for use in the performance of this Contract.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor that are not modified for use in the performance of this Contract.

**XVIII. Political Activity Prohibited**

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

**XIX. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Contractor shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.



**XX. Future Support**

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

**XXI. Entire Contract/Waiver of Default**

The parties agree that this Contract is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Contract. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such through written approval by the County, which shall be attached to the original Contract.

**XXII. Contract Amendments**

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

**XXIII. Notices**

Whenever this Contract provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Contractor and the project representative of the County department specified on page one of this Contract. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

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

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

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Contract, the language in the Contract shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**XXV. Applicable Law**

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

**XXVI. No Third Party Beneficiaries**

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

**XXVII. Contractor Certification**

By signing this Contract, the Contractor certifies that in addition to agreeing to the terms and conditions provided herein, the Contractor certifies that it has read and understands the contracting requirements on the DCHS website at <http://www.kingcounty.gov/DCHS/contracts>

and agrees to comply with all of the contract terms and conditions detailed on that site, including EEO/Nondiscrimination, HIPAA, Insurance, and Credentialing, as applicable.

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

KING COUNTY

CONTRACTOR

FOR

\_\_\_\_\_  
King County Executive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Date

Approved as to Form:

OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY





Department of Community and Human Services  
Community Services Division  
206-263-9097 TTY Relay: 711

## KING COUNTY COMMUNITY AND HUMAN SERVICES CONTRACT – 2017/2018

Contractor \_\_\_\_\_  
Project Title \_\_\_\_\_  
Contract Amount \$ \_\_\_\_\_  
Contract Period From: \_\_\_\_\_ To \_\_\_\_\_  
DUNS No. (if applicable) \_\_\_\_\_ SAM No. (if applicable) \_\_\_\_\_

THIS CONTRACT No. \_\_\_\_\_ is entered into by KING COUNTY (the "County"), and \_\_\_\_\_ (the "Contractor") whose address is \_\_\_\_\_.

FUNDING SOURCES	FUNDING LEVELS	EFFECTIVE DATES
-----------------	----------------	-----------------

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

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

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

### I. Incorporation of Exhibits

The Contractor shall provide services and comply with the requirements set forth in the following attached exhibits, which are incorporated herein by reference:

Certificates of Insurance/Endorsements Attached hereto as Exhibit I

### II. Term and Termination

- A. This Contract shall commence on \_\_\_\_\_, and shall terminate on \_\_\_\_\_, unless extended or terminated earlier, pursuant to the terms and conditions of the Contract.
- B. This Contract may be terminated by the County or the Contractor without cause, in whole or in part, at any time during the term specified in Subsection II.A. above, by providing the other party 30 days advance written notice of the termination. The Contract may be suspended by the County without cause, in whole or in part, at any time during the term specified in Subsection II.A. above, by providing the Contractor 30 days advance written notice of the suspension.
- C. The County may terminate or suspend this Contract, in whole or in part, upon seven days advance written notice in the event: (1) the Contractor materially breaches any duty,

**This form is available in alternate formats upon request for persons with disabilities.**



obligation, or service required pursuant to this Contract, or (2) the duties, obligations, or services required herein become impossible, illegal, or not feasible. If the Contract is terminated by the County pursuant to this Subsection II.C. (1), the Contractor shall be liable for damages, including any additional costs of procurement of similar services from another source.

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

- D. If County or other expected or actual funding is withdrawn, reduced, or limited in any way prior to the termination date set forth above in Subsection II.A., the County may, upon written notification to the Contractor, terminate or suspend this Contract in whole or in part.

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

Funding or obligation under this Contract beyond the current appropriation year is conditional upon appropriation by the County Council and/or other identified funding source(s) of sufficient funds to support the activities described in the Contract. Should such appropriation not be approved, this Contract will terminate at the close of the current appropriation year. The current funding sources associated with this Contract are specified on page 1.

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

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

### **III. Compensation and Method of Payment**

- A. The County shall reimburse the Contractor for satisfactory completion of the services and requirements specified in this Contract and its attached exhibit(s).
- B. The Contractor shall submit an invoice and all accompanying reports as specified in the attached exhibit(s), including its final invoice and all outstanding reports. The County shall initiate authorization for payment to the Contractor not more than 30 days after a complete and accurate invoice is received.
- C. The Contractor shall submit its final invoice and all outstanding reports as specified in this contract and its attached exhibit(s). If the Contractor's final invoice and reports are not submitted as specified in this contract and its attached exhibit(s), the County will be relieved of all liability for payment to the Contractor of the amounts set forth in said invoice or any subsequent invoice.

### **IV. Internal Control and Accounting System**

The Contractor shall establish and maintain a system of accounting and internal controls which complies with generally accepted accounting principles promulgated by the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), or both as is applicable to the Contractor's form of incorporation.



**V. Debarment and Suspension Certification**

Entities that are debarred, suspended, or proposed for debarment by the U.S. Government are excluded from receiving federal funds and contracting with the County. The Contractor, by signature to this Contract, certifies that the Contractor is not presently debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor also agrees that it will not enter into a subcontract with a contractor that is debarred, suspended, or proposed for debarment. The Contractor agrees to notify King County in the event it, or a subcontractor, is debarred, suspended, or proposed for debarment by any Federal department or agency. Debarment status may be verified at <https://www.sam.gov/>.

**VI. Maintenance of Records/Evaluations and Inspections**

- A. The Contractor shall maintain accounts and records, including personnel, property, financial, and programmatic records and other such records as may be deemed necessary by the County to ensure proper accounting for all Contract funds and compliance with this Contract.
- B. In accordance with the nondiscrimination and equal employment opportunity requirements set forth in Section XIV. below, the Contractor shall maintain the following:
1. Records of employment, employment advertisements, application forms, and other pertinent data, records and information related to employment, applications for employment or the administration or delivery of services or any other benefits under this Contract; and

2. Records, including written quotes, bids, estimates or proposals submitted to the Contractor by all businesses seeking to participate on this Contract, and any other information necessary to document the actual use of and payments to subcontractors and suppliers in this Contract, including employment records.

The County may visit the site of the work and the Contractor's office to review the foregoing records. The Contractor shall provide every assistance requested by the County during such visits and make the foregoing records available to the County for inspection and copying upon request. The Contractor shall provide right of access to its facilities—including those of any subcontractor assigned any portion of this Contract pursuant to Section XIII—to the County, the state, and/or federal agencies or officials at all reasonable times in order to monitor and evaluate the services provided under this Contract. The County will give advance notice to the Contractor in the case of fiscal audits to be conducted by the County. The Contractor shall comply with all record keeping requirements set forth in any federal rules, regulations or statutes included or referenced in the contract documents. The Contractor shall inform the County in writing of the location, if different from the Contractor address listed on page one of this Contract, of the aforesaid books, records, documents, and other evidence and shall notify the County in writing of any changes in location within 10 working days of any such relocation.

- C. The records listed in A and B above shall be maintained for a period of six years after termination of this Contract. The records and documents with respect to all matters covered by this Contract shall be subject at all time to inspection, review, or audit by the County and/or federal/state officials so authorized by law during the performance of this Contract and six years after termination hereof, unless a longer retention period is required by law.
- D. If applicable, medical records shall be maintained and preserved by the Contractor in accordance with state and federal medical records statutes, including but not limited to RCW 70.41.190, 70.02.160, and standard medical records practice. If the Contractor



ceases operations under this Contract, the Contractor shall be responsible for the disposition and maintenance of such medical records.

- E. The Contractor agrees to cooperate with the County or its agent in the evaluation of the Contractor's performance under this Contract and to make available all information reasonably required by any such evaluation process. The results and records of said evaluations shall be maintained and disclosed in accordance with RCW Chapter 42.56.
- F. The Contractor agrees that all information, records, and data collected in connection with this Contract shall be protected from unauthorized disclosure in accordance with applicable state and federal law.

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

The Contractor shall not use protected health information created or shared under this Contract in any manner that would constitute a violation of HIPAA and any regulations enacted pursuant to its provisions. Contractor shall read and certify compliance with all HIPAA requirements at <http://www.kingcounty.gov/DCHS/contracts>

#### **VIII. Audits**

- A. If the Contractor is a non-profit organization as defined in 2 CFR Part 200, and expends a total of \$750,000 or more in federal financial assistance and has received federal financial assistance from the County during its fiscal year, then the Contractor shall meet the audit requirements as described in 2 CFR Part 200 Subpart F.
- B. A Contractor, for-profit or non-profit that is not subject to the requirements in **SECTION VIII. A.** and receives in excess of \$100,000 in funds during its fiscal year from the County, shall provide fiscal year audited financial statements prepared by an independent Certified Public Accountant or Accounting Firm within nine months subsequent to the close of the Contractor's fiscal year (if applicable, see **SECTION VIII. E.**).
- C. Non-profit contractors who receive less than \$100,000 from the County during their fiscal year shall provide 1) form 990 within 30 days of its being filed; and 2) a full set of annual financial statements.
- D. For-profit contractors who receive less than \$100,000 from the County during their fiscal year shall provide 1) income tax return within 30 days of its being filed; and 2) a full set of annual financial statements.
- E. A Contractor that is not subject to the requirements in **SECTION VIII. A.** may, in extraordinary circumstances, request a waiver of audit requirements and, with the review and upon approval of the County, substitute for the above requirements other forms of financial reporting or fiscal representation certified by the Contractor's Board of Directors, provided the Contractor meets the following criteria:
  - 1. That financial reporting and any associated management letter show no reportable conditions or internal control issues; and
  - 2. There has been no turnover in key staff since the beginning of the period for which the financial reporting was completed.

Audit documentation shall be sent electronically to: [csdaudits@kingcounty.gov](mailto:csdaudits@kingcounty.gov)

#### **IX. Corrective Action**

If the County determines that a breach of contract has occurred, that is, the Contractor has failed to comply with any terms or conditions of this Contract or the Contractor has failed to provide in any manner the work or services agreed to herein, and if the County deems said breach to warrant corrective action, the following sequential procedure will apply:



- A. The County will notify the Contractor in writing of the nature of the breach;  
The Contractor shall respond in writing within ten working days of its receipt of such notification, which response shall indicate the steps being taken to correct the specified deficiencies. The corrective action plan shall specify the proposed completion date for bringing the Contract into compliance, which date shall not be more 30 days from the date of the Contractor's response, unless the County, at its sole discretion, specifies in writing an extension in the number of days to complete the corrective actions;
- B. The County will notify the Contractor in writing of the County's determination as to the sufficiency of the Contractor's corrective action plan. The determination of sufficiency of the Contractor's corrective action plan shall be at the sole discretion of the County;
- C. In the event that the Contractor does not respond within the appropriate time with a corrective action plan, or the Contractor's corrective action plan is determined by the County to be insufficient, the County may commence termination or suspension of this Contract in whole or in part pursuant to Section II.C.;
- D. In addition, the County may withhold any payment owed the Contractor or prohibit the Contractor from incurring additional obligations of funds until the County is satisfied that corrective action has been taken or completed; and
- E. Nothing herein shall be deemed to affect or waive any rights the parties may have pursuant to Section II., Subsections B, C, D, and E.

**X. Dispute Resolution**

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

**XI. Hold Harmless and Indemnification**

- A. In providing services under this Contract, the Contractor is an independent Contractor, and neither it nor its officers, agents, or employees are employees of the County for any purpose. The Contractor shall be responsible for all federal and/or state tax, industrial insurance, and Social Security liability that may result from the performance of and compensation for these services and shall make no claim of career service or civil service rights which may accrue to a County employee under state or local law.  
  
The County assumes no responsibility for the payment of any compensation, wages, benefits, or taxes, by, or on behalf of the Contractor, its employees, and/or others by reason of this Contract. The Contractor shall protect, indemnify, defend and save harmless the County, its officers, agents, and employees from and against any and all claims, costs, and/or losses whatsoever occurring or resulting from (1) the Contractor's failure to pay any such compensation, wages, benefits, or taxes, and/or (2) the supplying to the Contractor of work, services, materials, or supplies by Contractor employees or other suppliers in connection with or support of the performance of this Contract.
- B. The Contractor further agrees that it is financially responsible for and will repay the County all indicated amounts following an audit exception which occurs due to the negligence, intentional act, and/or failure, for any reason, to comply with the terms of this Contract by the Contractor, its officers, employees, agents, and/or representatives. This duty to repay the County shall not be diminished or extinguished by the prior termination of the Contract pursuant to the Term and Termination section.
- C. To the maximum extent permitted by law, the Contractor shall protect, defend, indemnify, and save harmless the County, its officers, employees, and agents from any and all costs,



claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the Contractor, its officers, employees, subcontractors and/or agents, in its performance and/or non-performance of its obligations under this Contract. The Contractor agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the Contractor, by mutual negotiation, hereby waives, as respects the County only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the County incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the Contractor.

- D. To the maximum extent permitted by law, the County shall protect, defend, indemnify, and save harmless the Contractor, its officers, employees, and agents from any and all costs, claims, judgments, and/or awards of damages, arising out of, or in any way resulting from, the negligent acts or omissions of the County, its officers, employees, and/or agents, in its performance and/or non-performance of its obligations under this Contract. The County agrees that its obligations under this subparagraph extend to any claim, demand, and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, the County, by mutual negotiation, hereby waives, as respects the Contractor only, any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW. In the event the Contractor incurs any judgment, award, and/or cost arising therefrom including reasonable attorneys' fees to enforce the provisions of this article, all such fees, expenses, and costs shall be recoverable from the County.
- E. Claims shall include, but not be limited to, assertions that use or transfer of software, book, document, report, film, tape, or sound reproduction or material of any kind, delivered hereunder, constitutes an infringement of any copyright, patent, trademark, trade name, and/or otherwise results in unfair trade practice.
- F. Nothing contained within this provision shall affect and/or alter the application of any other provision contained within this Contract.
- G. The indemnification, protection, defense and save harmless obligations contained herein shall survive the expiration, abandonment or termination of this Agreement.

## **XII. Insurance Requirements**

By the date of execution of this Contract, the Contractor shall procure and maintain for the duration of this Contract, insurance as described in **EXHIBIT I.**, against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance of work hereunder by the Contractor, its agents, representatives, employees, and/or subcontractors. The costs of such insurance shall be paid by the Contractor or subcontractor. The Contractor may furnish separate certificates of insurance and policy endorsements for each subcontractor as evidence of compliance with the insurance requirements of this Contract. The Contractor is responsible for ensuring compliance with all of the insurance requirements stated herein. Failure by the Contractor, its agents, employees, officers, subcontractors, providers, and/or provider subcontractors to comply with the insurance requirements stated herein shall constitute a material breach of this Contract. Examples of coverage types and limit requirements can be found by visiting <http://www.kingcounty.gov/DCHS/contracts>. Contractors shall read and provide required insurance documentation prior to the signing of this Contract.

## **XIII. Assignment/Subcontracting**

- A. The Contractor shall not assign or subcontract any portion of this Contract or transfer or assign any claim arising pursuant to this Contract without the written consent of the



County. Said consent must be sought in writing by the Contractor not less than 15 days prior to the date of any proposed assignment.

- B. "Subcontract" shall mean any agreement between the Contractor and a subcontractor or between subcontractors that is based on this Contract, provided that the term "subcontract" does not include the purchase of (1) support services not related to the subject matter of this Contract, or (2) supplies.
- C. The Contractor shall include Sections IV, V, VI, VII, XI A, XI B, XI G, XIII, XIV, XV, XVI, XVII, XVIII, XXIV, XXV, and XXVI, in every subcontract or purchase agreement for services that relate to the subject matter of this Contract.
- D. The Contractor agrees to include the following language verbatim in every subcontract for services which relate to the subject matter of this Contract:

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

#### **XIV. Nondiscrimination and Payment of a Living Wage**

- A. The Contractor shall comply with all applicable federal, state and local laws regarding discrimination, including those set forth in this Section.
- B. During performance of the Contract, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of the employee or applicant's sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age except by minimum age and retirement provisions, unless based upon a bona fide occupational qualification. The Contractor will make equal employment opportunity efforts to ensure that applicants and employees are treated, without regard to their sex, race, color, marital status, national origin, religious affiliation, disability, sexual orientation, gender identity or expression or age. Additional requirements are at <http://www.kingcounty.gov/DCHS/contracts>.

In accordance with King County Ordinance 17909, as a condition of award for contracts for services with an initial or amended value of \$100,000 or more, the Contractor agrees that it shall pay and require all Subcontractors to pay a living wage as described in the ordinance, to employees for each hour the employee performs a Measurable Amount of Work on this Contract. The requirements of the ordinance, including payment schedules, are detailed at <http://www.kingcounty.gov/operations/procurement/Resources/ordinance-17909.aspx>

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

#### **XV. Conflict of Interest**

- A. The Contractor agrees to comply with applicable provisions of K.C.C. 3.04. Failure to comply with such requirements shall be a material breach of this contract, and may result in termination of this Contract pursuant to Section II and subject the Contractor to the remedies stated therein, or otherwise available to the County at law or in equity.



- B. The Contractor agrees, pursuant to KCC 3.04.060, that it will not willfully attempt to secure preferential treatment in its dealings with the County by offering any valuable consideration, thing of value or gift, whether in the form of services, loan, thing or promise, in any form to any county official or employee. The Contractor acknowledges that if it is found to have violated the prohibition found in this paragraph, its current contracts with the county will be cancelled and it shall not be able to bid on any county contract for a period of two years.
- C. The Contractor acknowledges that for one year after leaving County employment, a former County employee may not have a financial or beneficial interest in a contract or grant that was planned, authorized, or funded by a County action in which the former County employee participated during County employment. Contractor shall identify at the time of offer current or former County employees involved in the preparation of proposals or the anticipated performance of Work if awarded the Contract. Failure to identify current or former County employees involved in this transaction may result in the County's denying or terminating this Contract. After Contract award, the Contractor is responsible for notifying the County's Project Manager of current or former County employees who may become involved in the Contract any time during the term of the Contract.

#### **XVI. Equipment Purchase, Maintenance, and Ownership**

- A. The Contractor agrees that any equipment purchased, in whole or in part, with Contract funds at a cost of \$5,000 per item or more, when the purchase of such equipment is reimbursable as a Contract budget item, is upon its purchase or receipt the property of the County and/or federal/state government. The Contractor shall be responsible for all such property, including the proper care and maintenance of the equipment.
- B. The Contractor shall ensure that all such equipment will be returned to the County or federal/state government upon termination of this Contract unless otherwise agreed upon by the parties.

#### **XVII. Proprietary Rights**

The parties to this Contract hereby mutually agree that if any patentable or copyrightable material or article should result from the work described herein, all rights accruing from such material or article shall be the sole property of the County. The County agrees to and does hereby grant to the Contractor, irrevocable, nonexclusive, and royalty-free license to use, according to law, any material or article and use any method that may be developed as part of the work under this Contract.

The foregoing products license shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor which are modified for use in the performance of this Contract.

The foregoing provisions of this section shall not apply to existing training materials, consulting aids, checklists, and other materials and documents of the Contractor that are not modified for use in the performance of this Contract.

#### **XVIII. Political Activity Prohibited**

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

#### **XIX. King County Recycled Product Procurement Policy**

In accordance with King County Code 18.20, the Contractor shall use recycled paper, and both sides of sheets of paper whenever practicable, when submitting proposals, reports, and invoices, if paper copies are required.



**XX. Future Support**

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

**XXI. Entire Contract/Waiver of Default**

The parties agree that this Contract is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this Contract. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Contract shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Contract unless stated to be such through written approval by the County, which shall be attached to the original Contract.

**XXII. Contract Amendments**

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

**XXIII. Notices**

Whenever this Contract provides for notice to be provided by one party to another, such notice shall be in writing and directed to the chief executive office of the Contractor and the project representative of the County department specified on page one of this Contract. Any time within which a party must take some action shall be computed from the date that the notice is received by said party.

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

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

In the event that there is a conflict between any of the language contained in any exhibit or attachment to this Contract, the language in the Contract shall have control over the language contained in the exhibit or the attachment, unless the parties affirmatively agree in writing to the contrary.

**XXV. Applicable Law**

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

**XXVI. No Third Party Beneficiaries**

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

**XXVII. Contractor Certification**

By signing this Contract, the Contractor certifies that in addition to agreeing to the terms and conditions provided herein, the Contractor certifies that it has read and understands the contracting requirements on the DCHS website at <http://www.kingcounty.gov/DCHS/contracts>



and agrees to comply with all of the contract terms and conditions detailed on that site, including EEO/Nondiscrimination, HIPAA, Insurance, and Credentialing, as applicable.

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

KING COUNTY

CONTRACTOR

FOR

\_\_\_\_\_  
King County Executive

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Please type or print)

\_\_\_\_\_  
Date

Approved as to Form:

OFFICE OF THE KING COUNTY PROSECUTING ATTORNEY

## **King County Metro Programs: Services for Senior and People with Disabilities**

King County Metro and community agencies provide transportation services for seniors and people with disabilities in King County that include transit, community shuttles, medical transportation, volunteer driver programs and discounted taxi programs. For more information, please visit the following sites below:

### **King County Metro programs:**

<http://metro.kingcounty.gov/tops/accessible/programs/index.html>

### **Other program available in King County:**

<http://metro.kingcounty.gov/advisory-groups/mobility-coalition/pdf/king-county-accessible-travel-map.pdf>

### **Find-A-Ride:**

A website to help you find transportation options in the Puget Sound region.

<http://findaride.org/>

### **King County Council Retired Passenger Van Program**

The Retired Passenger Van program donates a retired Metro Vanpool vehicle, such as a 7-passenger sedan to non-profit organizations or local governments that serve people with special transportation needs in King County. The vans may only be used to transport customers with special needs, which include seniors, low-income, youth or people with disabilities.

Non-profit agencies may request an application by contacting their council member. Applications are available each year in the spring, agencies who will receive a vehicle are chosen in the summer and vehicles are usually available by early fall.

### **King County Councilmembers:**

<https://www.kingcounty.gov/council.aspx>

### **For further information, contact:**

#### **Don Okazaki**

Community Access Transportation  
Program Administrator  
206-263-1082

**Attachment 10**  
**Senior Centers Eligible to Apply for**  
**King County Community Development and Block Grant (CDBG) Funds**  
**(For Projects \$50,000 and over)**

<b>Senior Center, Community Center, or Senior Program Name</b>	<b>Street address</b>	<b>City</b>	<b>Zip</b>
Black Diamond Community Center	31605 Third Ave (SR 169)	Black Diamond	98010
Des Moines Normandy Pk	2045 S. 216th St.	Des Moines	98198
Enumclaw Senior Center	1350 Cole St.	Enumclaw	98022
Greater Maple Valley	22010 SE 248th ST	Maple Valley	98010
Issaquah Senior Center	75 N.E. Creek Way - P.O. Box 1307	Issaquah	98027
Northshore Senior Center	10201 E Riverside Dr	Bothell	98011
Pacific Senior Center	100 3rd Ave. S.E.	Pacific	98147
SeaTac Senior Program	13735 24th Ave S	SeaTac	98168
Sno-Valley Senior Center	4610 Stephens Ave, PO Box 96	Carnation	98014
Tukwila Community Center	12424 42nd Ave. S	Tukwila	98168
Vashon-Maury Senior Center	10004 SW Bank Road	Vashon	98070
White Center Salvation Army Seattle White Center Corps	9050 16th Ave SW	Seattle	98106



## **Links to King County Demographic Maps**

Click on the website addresses below to be connected to King County demographic maps that provide a variety of information by zip code.

### ***Older Adults with Household Income Below 100% Federal Poverty Level (FPL)***

[https://public.tableau.com/views/OlderAdultswithHouseholdIncomeBelow100FPL/Dashboard1?:embed=y&:display\\_count=yes&publish=yes](https://public.tableau.com/views/OlderAdultswithHouseholdIncomeBelow100FPL/Dashboard1?:embed=y&:display_count=yes&publish=yes)

### ***Older Adults Who Speak a Language Other Than English at Home***

[https://public.tableau.com/views/OlderAdultsWhoSpeakaLanguageOtherThanEnglishatHome/Dashboard2?:embed=y&:display\\_count=yes&publish=yes](https://public.tableau.com/views/OlderAdultsWhoSpeakaLanguageOtherThanEnglishatHome/Dashboard2?:embed=y&:display_count=yes&publish=yes)

### ***Older Adults by Race/Ethnicity***

[https://public.tableau.com/views/OlderAdultsbyRaceEthnicity/Dashboard1?:embed=y&:display\\_count=yes&publish=yes](https://public.tableau.com/views/OlderAdultsbyRaceEthnicity/Dashboard1?:embed=y&:display_count=yes&publish=yes)

### ***Older Adults by Age Group***

[https://public.tableau.com/views/OlderAdultsbyAgeGroup/Age?:embed=y&:display\\_count=yes&publish=yes](https://public.tableau.com/views/OlderAdultsbyAgeGroup/Age?:embed=y&:display_count=yes&publish=yes)



### Link to King County Regions Map

Use this maps at the following link to identify what region of King County your Senior Center resides in.

<https://www.kingcounty.gov/depts/health/data/community-health-indicators/definitions.aspx>





## **INFORMATIONAL MEMORANDUM**

**TO:** Community Development and Neighborhoods Committee  
**FROM:** Jack Pace, Community Development Director  
**BY:** Nora Gierloff, Deputy DCD Director  
**CC:** Mayor Ekberg  
**DATE:** May 23, 2018  
**SUBJECT:** Accessory Dwelling Unit Code Amendments

### **ISSUE**

How should development regulations for Accessory Dwelling Units be changed to allow more flexibility and encourage the development of this housing type?

### **BACKGROUND**

After the City Council's public hearing on the proposed Accessory Dwelling Unit (mother-in-law apartment and backyard cottage) ordinance on May 14<sup>th</sup> the Council sent the issue back to the Community Development and Neighborhood Committee. The topics they identified for further discussion include:

- Number of parking spaces required;
- Minimum lot size required to qualify for an ADU;
- Maximum size of attached and detached ADUs;
- Whether lots with ADUs should be required to subscribe to curbside garbage pickup; and
- How the ADU requirements will be enforced.

### **DISCUSSION**

Each of the topics identified for further discussion is listed below with options for change. Staff's recommendation is listed first in each group.

1. The proposed ordinance requires ADUs to have one on-site parking space per bedroom in addition to the parking required for the main house. Single family houses with up to 3 bedrooms are required to have 2 parking spaces. Other options include:
  - a. **Reinstate the PC recommended waiver of the second space if the ADU is accessed from a block with on-street parking.**
  - b. Retain the current requirement that ADUs up to 600 SF are required to have 1 off-street parking space while units over 600 SF are required to have 2 spaces.
  - c. Select a different parking standard.

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2. The proposed ordinance would reduce the lot area requirement from 7,200 square feet to the minimum lot size required in the LDR zone, currently 6,500 square feet, for both attached and detached ADUs. This standard is not proposed to be waived under the amnesty program. Other options include:
    - a. **Applying the minimum lot size to detached ADUs only and allowing attached ADUs as part of a house on any legal LDR lot.**
    - b. Allowing ADUs to be built on lots as small as 6,000 or 5,500 square feet because there are areas of the City that were platted with smaller lots. There are 137 LDR lots between 5,000 and 5,999 square feet and 251 lots between 6,000 and 6,499 square feet.
    - c. Retaining the current 7,200 square foot requirement.
  3. The proposed ordinance would increase the percentage of a house that can be occupied by an attached ADU from 33% to 40% up to a maximum of 1,000 SF, whichever is less. At the March 13 CDN meeting the maximum unit size was flagged for further discussion. Other options include:
    - a. **Return to the 800 square foot maximum in Tukwila's current code.**
    - b. Select a different percentage and/or maximum size.
  4. The proposed ordinance would allow detached ADUs up to 1,000 square feet if they could meet other existing standards for total building footprint and impervious surface on the lot. Other options include:
    - a. **Set an 800 square foot maximum.**
    - b. Allow detached ADUs to be 12% of the lot size up to a maximum of 1,000 square feet. A 6,500 square foot lot would be eligible for a 780 square foot ADU.
    - c. Select a different percentage and/or maximum size.
  5. There are no specific requirements for single family garbage collection in the zoning code. Solid waste and recycling are governed by TMC Chapter 22 and the current franchise agreement with Waste Management (contract 12-027) negotiated through the Public Works Department. Options include:
    - a. **Do not single out ADUs for special garbage requirements.**
    - b. Work with the Public Works Department to develop an amendment to Chapter 22 that implements a universal garbage requirement with an opt out provision.
    - c. Work with the Public Works Department to develop an amendment to Chapter 22 that addresses ADU garbage collection only.

Rental ADUs are required to obtain a Residential Rental Business License before occupancy by a tenant under the same requirements as any other rental unit. Failure to license, register and maintain the ADU would be enforced under TMC 5.06 Residential Rental Business License and Inspection Program and TMC 8.45 Enforcement.



In the over 20 years that Tukwila has allowed ADUs only a handful have been legally developed. While there is growing interest in this housing type the current standards are very limiting and few properties qualify. If the final ordinance doesn't add a significant amount of flexibility it is unlikely that Tukwila will see many new ADUs developed.

**FINANCIAL IMPACT**

Construction of additional dwelling units would result in modest increases to permit revenue, sales tax, rental license revenue and property taxes. Establishing an ADU registry and conducting enforcement and inspections for ADUs will require building, planning and code enforcement staff time.

**RECOMMENDATION**

The Council is being asked to identify any amendments to the draft ordinance and return it to the June 25, 2018 Committee of the Whole meeting and subsequent July 2, 2018 Regular Meeting.

