

STATE OF WASHINGTON TOURISM

Grant Agreement

Grant: Technical Assistance

Grant Number: 24-06-01

Grantee: City of Redmond

Contact: Jackie Lalor, Economic Development & Tourism Program Administrator

Project: Placemaking, Branding, and Marketing to Optimize the Arrival of Light Rail

Request: \$15,000

Award: \$10,500

Timeline:

- Expend funds by July 14, 2025
- Submit interim evaluation by February 14, 2025
- Submit final project evaluation by August 14, 2025

Payment Method: Lump sum by means of either electronic funds transfer to bank account (ACH request form), or by check sent by mail.

Support for destination planning and development efforts is made possible through a federal grant from the Economic Development Administration, awarded to State of Washington Tourism ("SWT") by the Washington State Department of Commerce ("Commerce") for tourism industry pandemic recovery, and intended for rural and underserved communities.

City of Redmond ("Grantee") has been selected as a recipient of the Technical Assistance Grant ("Grant") from SWT for Placemaking, Branding, and Marketing to Optimize the Arrival of Light Rail ("Project") in accordance with eligibility, timelines, and other criteria in the Grant Application for Technical Assistance ("Application"). As a condition precedent for the transfer of Grant funds from SWT to the Grantee, the Grantee must acknowledge and agree to be bound by the terms and conditions set forth in this Grant Agreement ("Agreement").

The Grantee hereby agrees as follows:

A. The Grantee must use all Grant funds directly and solely to complete the Project as identified above and as described in the Grantee's proposal or related correspondence and may not be expended for any other purposes without written approval from SWT, which approval may be withheld at SWT's discretion. Grant funds from SWT shall not be used to pay staff salaries, debt, or interest payments associated with eligible projects. Grant funds from SWT shall not reimburse expenses already incurred. The Grantee must use these funds once dispersed from SWT and after following federal procurement guidelines in Section D of the Agreement.

B. The Grantee represents and warrants that it is either: (i) recognized as a government municipality, (ii) a federally- or state-recognized tribe, or (iii) a 501(c)(3) nonprofit organization or other 501(c) non-profit organization that supports travel and tourism in the State of Washington as detailed in the Application. The Grantee will immediately inform SWT of any change to its tax status during the Project period. The Grantee must possess a registered Unique Entity Identifier (UEI) through SAM.gov — an assigned UEI is not sufficient and is grounds for dismissal from this Grant program.

C. When working with contractors, the Grantee must abide by the following stipulations from Commerce. If a micro-purchase (up to \$10,000), the Grantee must document that the price is reasonable based on research, experience, purchase history, or other information. For professional services, Commerce recommends creating a contract to ensure deliverables will not exceed \$10,000 as a best practice. If a small purchase (\$10,001 - \$30,000), the Grantee must obtain quotes from at least three sources and document that the price is reasonable based on research, experience, purchase history, or other information. The purchase limit can reach \$40,000 if using a certified small or veteran-owned business as outlined in [RCW](#)

[39.26.010\(22\)](#). For purchases above \$30,000 (or \$40,000 if using a certified small or veteran-owned business), the Grantee must follow the federal procurement process outlined in [2 CFR 200 procurement](#).

D. The Grantee must submit all contracts/contractors involved with the Project to SWT for review and approval. Each contractor must be billed on a reimbursement basis by the Grantee after services are rendered. If applicable, some eligible expenses can only be covered at [OFM reimbursement rates](#).

E. Grant funds shall be expended by July 14, 2025. The Grantee shall return any unexpended Grant funds at the end of the Project period upon request therefore by SWT, unless SWT and the Grantee in writing either extend the Project period or reallocate the Grant funds to a similar project or otherwise agree as to how to address such remaining funds.

F. The Grantee will provide prompt and accurate information, receipts, vendor tax form (W-9) and other documents as requested by SWT for verification, financial review, or other components associated with reporting on the Project. The Grantee must submit two reports, an interim and a final evaluation, and comply with quarterly check-in meetings for the duration of the Project. The Grantee must submit the interim report to SWT by February 14, 2025 and the final report by August 14, 2025. The latter should include a final budget, proof of spending, tax forms from vendors, key findings/metrics, and a written account of how research and data will guide strategy in relation to travel and tourism in the State of Washington.

G. The Grantee agrees to permit SWT to include and/or disseminate information about the Project and/or Grantee in publications and communications.

H. SWT reserves the right to discontinue, withhold, or modify any payments or the payment schedule regarding this Grant, or to require a total or partial refund of any Grant funds if, in the sole discretion of the grantor, such action is necessary because: (i) the Grantee's conduct jeopardizes its legal or tax status; (ii) the Grantee loses its tax-exempt status as a non-profit entity; (iii) the Grantee is unable or unwilling to fulfill the requirements of this Agreement; (iv) the Grantee fails to comply with laws or regulations.

I. If this Grant is terminated before the Project's scheduled completion date, the Grantee will provide SWT with a full accounting of the receipt and disbursement of funds and expenditures incurred under the Grant as of the termination date.

J. If the Project requires significant changes, the Grantee must seek approval for any such changes from SWT before they come into effect. These actions may affect the scope of work, deliverables, personnel, timeline, budget, or other components of the Project, such that the Grantee must submit these change requests in writing with sufficient detail and description for SWT's consideration. Significant changes to the Project may result in the forfeiture of Grant funds and/or the right to receive any further funds.

K. The Grantee shall not disburse Grant funds to any recipient acting as a fiscal sponsor or agent and shall not otherwise assign this Agreement without the prior written consent of SWT, which consent may be withheld at SWT's discretion.

By clicking the Accept Award button below, I acknowledge I have read the Award Terms above. The undersigned represents and warrants that such person is duly authorized and has the legal capacity and authority to execute and deliver this Agreement for and on behalf of the Grantee. This Agreement shall be binding and enforceable against the Grantee according to its terms and conditions upon execution.