



ADVERTISED DATE: October 11th, 2021

Request for Applications (RFA) Title: Festivals and Events
Due Date and Time: November 11th, 2021 at 11:59 PM (PT)
Submit Application Questions to: creativeeconomy@kingcounty.gov

Submit Application at: www.kingcountycreative.com

**DEFINITION OF WORDS AND TERMS
APPLICABLE ONLY TO INSTRUCTION OF THE RFA**

Words and terms shall be given their ordinary and usual meanings. Where used in the Agreement documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

- Addendum/Addenda:** Written additions, deletions, clarification, interpretations, modifications or corrections to the solicitation documents issued by PSB during the Application period and prior to award.
- Applicant:** Individual, association, partnership, firm, company, corporation or a combination thereof, including joint ventures, submitting an Application to perform the Work.
- Application Evaluators:** Team of people appointed by the County to evaluate the Applications, conduct discussions, score the Applications and make recommendations.
- Competitive Range:** The Competitive Range consists of the Applicants that have a reasonable chance of selection for award. The Application Evaluators (AE) shall conduct the initial evaluation of the Applications considering price and Evaluation Factors established in the RFA. The Buyer and Project Manager/AE together shall compare the evaluations and determine the Competitive Range. The Competitive Range may be reduced after the evaluation of additional information, and negotiations.
- Criteria, Evaluation Criteria or Evaluation Factors:** The elements cited in the RFA that the County shall examine to determine the Applicants understanding of the requirements; technical, business and management approach; key personnel; qualification and experience of the Applicant; potential for successfully accomplishing the Agreement; risk allocation and the probable cost to the County.
- Days:** Calendar days.
- RFA:** Request for Applications, also known as the solicitation document.

SECTION 1: GRANT PROGRAM SCOPE OF WORK

1.1 INTRODUCTION

King County is launching a one-time grant program to deliver \$1.9 million in relief funds to support the re-opening of festivals and events held within King County.

The Washington Festival & Event Association (WFEA) estimates that King County has sustained economic losses of \$50 million due to event and festival cancellations since March 2020. At least 700 events in King County have been cancelled, including music festivals, cultural festivals, community events, parades, fireworks celebrations, heritage events, film, food and craft festivals, agricultural events, and more. These events and festivals contribute to the cultural fabric and vibrancy of the community and are a critical component of regional tourism and the local economy. Event and festival producers employ thousands of event workers, artists, culture bearers, heritage professionals, and other professionals, including union crews. In addition to the impacts sustained by the event and festival producers and their workforce, countless vendors—many of whom are small business owners and employees—were also impacted by event and festival cancellations, including events vendors, managers, promoters, producers, designers, set-up crews, stage technicians, and events rental providers.

The King County Festivals and Events Grant Program aims to address the needs of event and festival producers seeking to reestablish community activities, events, festivals, and celebrations in a safe environment, while engaging residents and tourists throughout the County and employing event workers, working creatives, and culture bearers.

1.2 OBJECTIVES

The purpose of the Festivals and Events Grant Program is to support event/festival organizations, events-based local businesses, and other events producers adversely impacted by COVID-19 pandemic. Specific objectives include:

- Mitigate revenue losses incurred by the festival and event industries due to the COVID-19 pandemic,
- Provide a safe and flexible environment for those operating, working, and attending the festivals and events in King County, and
- Support job creation and economic recovery for small business vendors and cultural organizations prohibited by state order from doing business since March 13, 2020.

1.3 PROGRAM DESCRIPTION

This program consists of two categories of grants, to be awarded competitively:

Large festivals and events – Events characterized as having an annual operating budget of \$250,000 and more. Applicants in this category can request award amounts of up to \$50,000. A total of \$950,000 will be awarded to events and festivals in this category, with an average award size of \$25,000.

Small festivals and events – Events characterized as having an operating budget under \$250,000. Applicants in this category can request award amounts up to \$10,000. A total of \$950,000 will be awarded to events and festivals in this category.

The following types of festival and event organizations will be considered eligible for an award under either grant category. Please note that festivals must be full-scale events of three hours or more.

- Organizers of a festival or event held/to be held within the boundaries of King County. (Only organizers/event responsible parties are eligible to apply.)
- Nonprofit and for-profit festivals and events organizations, chambers of commerce, cities,

tourism entities, tribal entities, or organizations that produce events with paid or volunteer-based staff.

- Festivals and events that cancelled in-person events at least once during the past 16 months and will reopen in 2021 or 2022
- Festivals and events that take place between March 2021–September 1, 2022.
- Festivals and events that are open to the general public.
- Festivals and events that are live, in-person outdoor, outdoor/indoor, or indoor festivals and events.
- Lifestyle events (e.g., running events, bicycling events, and triathlons).

Types of events that **do not qualify for this funding** include events without face-to-face community contact, events already receiving or eligible for other federal ARPA funding for the same purpose or use (e.g., farmer markets, food drives, health fairs and other resourced events), religious events, and business meetings and conferences that include events.

Applications will be rated and selected by an evaluation committee according to the evaluation criteria listed below. Awards will be provided upon submittal of required back-up documentation demonstrating actual revenue loss.

1.4 PERFORMANCE INDICATORS

Grantees will be asked to track and report on the following indicators:

- Amount of projected and actual lost revenue offset by the grant
- Event turnout, by event
- Number of employees/contractors hired (disaggregated by demographics)
- Amount of investment to make events safer during the pandemic
- Number and location of events during 2022

1.5 PROGRAM PERIOD

Contracts will be signed in February 2022 and will reimburse for revenue loss incurred by eligible organizations from 2019 to 2020 based on tax documentation comparing the two years.

1.6 KEY MILESTONES AND DELIVERABLES

RFA issued	October 11, 2021
Applications due	November 11, 2021
Applications review and evaluation	November 15 – December 17, 2021
Notification to selected and non-selected proposals	Week of December 20, 2021
Back up documentation submittal	December 27, 2021 – January 14, 2022
Back up documentation review and debarment check	January 17 – January 31, 2022
Draft and negotiate contracts	January 31 – February 7, 2022
Contract signing	February 8 - February 18, 2022
Other monitoring	TBD
Closeout/final narrative report due	September 15, 2022
Final payment	October 2022

1.7 PROGRAM BUDGET

In total, \$1.9 million in awards will be made as part of this program to help alleviate the revenue loss from 2019 to 2020. The funds will be distributed in the following categories:

Large events - with an operating budget over \$250,000 per year	\$950,000
Small events - with an operating budget under \$250,000 per year	\$950,000
TOTAL:	\$1.9 million

- The funding amount of each award will be determined based on the total number of applications received, the total amount requested by applicants, and the evaluation score (see below for more detail on the evaluation criteria and application scoring).
- Grant awards will be based on loss of revenue. Revenue loss will be assessed by reviewing gross revenue as reported on 2019 and 2020 Form 990s or Form 1040s for each organization.
- 90% of award will be disbursed upon contract signing. Awards will be provided upon submittal of required back-up documentation demonstrating actual revenue loss. The remaining 10% will be disbursed upon receipt and acceptance of the closeout/final report.

SECTION 2: APPLICATION INSTRUCTIONS

2.1 Application Submission

Applicants must use the application form available on the county's website at www.kingcountycreative.com. Applications must be filled out fully and completely including all required document uploads.

Applications will only be accepted from Applicants able to complete the delivery of goods or services described in the specifications. Joint ventures shall submit one Application for the team, with accompanying proof of the joint venture agreement.

2.2 Late Applications

Applications and modifications of Applications received after the exact hour and date specified for receipt will not be considered.

2.3 Cancellation of RFA or Postponement of Application Opening

The County reserves the right to cancel this RFA at any time. The County may change the date and time for submitting Applications prior to the date and time established for submittal.

2.4 Addenda

If at any time, the County changes, revises, deletes, clarifies, increases, or otherwise modifies the RFA, the County will issue a written Addendum to the RFA.

2.5 Questions and Interpretation of the RFA

No oral interpretations of the RFA will be made to any Applicant. All questions and any explanations must be requested in writing and directed to the email identified on page 1 of this RFA no later than the deadline for questions specified in Section 1.6 above. Oral explanations or instructions are not binding. Any information modifying a solicitation will be furnished to all Applicants by addendum. Communications concerning this Application, with other than the listed Contract Specialist may cause the Applicant to be disqualified.

2.6 Examination of Application and Agreement Documents

The submission of an Application shall constitute an acknowledgement upon which the County may rely that the Applicant has thoroughly examined and is familiar with all requirements and documents pursuant with the RFA, including any addenda and has reviewed and inspected all applicable statutes, regulations, ordinances and resolutions addressing or relating to the goods or services to be provided hereunder.

The failure of an Applicant to comply with the above requirement shall in no way relieve the Applicant from any obligations with respect to its Application or to any Agreement awarded pursuant to this RFA. No claim for additional compensation shall be allowed which is based upon a lack of knowledge or misunderstanding of this RFA.

2.7 Cost of Applications

The County is not liable for any costs incurred by Applicant in the preparation and evaluation of Applications submitted. Samples of items required must be submitted to location and at time specified.

2.8 Modifications of Application or Withdrawal of Application Prior to Application Due Date

At any time before the time and date set for submittal of Applications, an Applicant may submit a modification of an Application previously submitted to the County. All Application modifications shall be made in writing, executed and submitted in the same form and manner as the original Application.

Applications may be withdrawn by written notice received prior to the exact hour and date specified for

receipt of Applications. An Application also may be withdrawn in person by an Applicant or authorized representative provided their identity is made known and they sign a receipt for the Application, but only if the withdrawal is made prior to the exact hour and date set for receipt of Applications. All requests for modification or withdrawal of Applications, whether in person or written, shall not reveal the amount of the original Application.

2.9 Application Withdrawal after Public Opening

Except for claims of error granted by the County, no Applicant may withdraw an Application after the date and time established for submitting Applications, or before the award and execution of an Agreement pursuant to this RFA, unless the award is delayed for a period exceeding the period for Application effectiveness.

Requests to withdraw an Application due to error must be submitted in writing along with supporting evidence for such claim for review by the County. Evidence must be delivered to the County within two (2) Days after request to withdraw. The County reserves the right to require additional records or information to evaluate the request. Any review by the County of an Application and/or any review of such a claim of error, including supporting evidence, creates no duty or liability on the County to discover any other Application error or mistake, and the sole liability for any Application error or mistake rests with the Applicant.

2.10 Error and Administrative Corrections

The County shall not be responsible for any errors in Applications. Applicants shall only be allowed to alter Applications after the submittal deadline in response to requests for clarifications or Best and Final Offers by the County. The County reserves the right to allow corrections or amendments to be made that are due to minor administrative errors or irregularities, such as errors in typing, transposition or similar administrative errors.

2.11 Application Content Requirements

At the time of application, the following items are required:

- Responses to application questions
- Upload of all documents referenced in, or substantiating responses to, the application questions

Following notification of selection for award, the following items will be required prior to execution of an agreement:

- Budget Proposal on provided ARPA CLFR PSB Application Budget Excel File (Instructions provided in Section 2.14)
- Budget Narrative on provided ARPA CLFR PSB Application Budget Narrative Word File (Instructions provided in Section 2.14)
- Taxes
- General Ledger

2.12 Budget Proposal/Request Instructions

The budget proposal must include two documents:

- Budget Narrative (Word File) that follows the provided “ARPA CLFR PSB Application Budget Narrative” template.
- Budget (Excel file) that follows the provided “ARPA CLFR PSB Application Budget” template.

King County will evaluate the budget/grant amount requested by the applicant to determine:

- Whether the costs included in the application are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E;
- Whether the applicant’s plans will achieve the program objectives with reasonable economy and

efficiency; and

- The applicant's ability to perform the activities within the requested amount.

Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306 and 2 CFR 700.10.

The *Budget Narrative* must contain sufficient detail to allow King County to understand the proposed costs. The Applicant must ensure the budgeted costs address King County reporting and other compliance requirements set forth in this grant solicitation. The Budget Narrative must be thorough, including assumptions and sources for costs to support King County's determination that the proposed costs are fair and reasonable.

The *Budget* must be submitted with visible formulas and references and must be broken out by project period, including itemization of the requested ARPA CLFR PSB grant award and other funding sources for the program amounts. Files must not contain any hidden or otherwise inaccessible cells. The Budget must include the following, at a minimum:

- Summary Budget, inclusive of all program costs (federal and non-federal), broken out by pre-filled specified major budget category and by pre-filled specified grant periods for activities implemented by the Applicant and any potential sub-applicants for the entire period of the program.
- Detailed Budget, including a breakdown by provided grant period, sufficient to allow King County to determine that the costs represent a realistic and efficient use of funding to implement the applicant's program and are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

The Detailed Budget must adhere to the following budget categories and provide the listed information, at a minimum:

Salaries and Benefits - Must be proposed consistent with 2 CFR 200.430 Compensation - Personal Services and 2 CFR 200.431 Compensation - Fringe Benefits. The Applicant's budget must include position title, salary rate, level of effort, and salary escalation factors for each position over the specified grant periods. Benefits, when proposed, must be broken down by specific type and by position. Applicants must explain all assumptions in the Budget Narrative. The Budget Narrative must demonstrate that the proposed compensation is reasonable for the services rendered and consistent with what is paid for similar work in other activities of the applicant. Applicants must provide their established written policies on personnel compensation. If the Applicant's written policies do not address a specific element of compensation that is being proposed, the Budget Narrative must describe the rationale used and supporting market research.

Procurement or Rental of Goods (Equipment & Supplies), Services, and Real Property – Must include information on estimated types of equipment, models, supplies and the cost per unit and quantity. The Budget Narrative must include the purpose of the equipment and supplies and the basis for the estimates. The Budget Narrative must support the necessity of any rental costs and reasonableness in light of such factors as: rental costs of comparable property, if any; market conditions in the area; alternatives available; and the type, life expectancy, condition, and value of the property leased.

Subawards (if applicable) – Specify the budget for the portion of the program to be passed through to any subrecipients. See 2 CFR 200.330 for assistance in determining whether the sub-tier entity is a subrecipient or contractor. The subrecipient budgets must align with the same requirements as the Applicant's budget.

Other Direct Costs – This may include other costs not elsewhere specified, such as report preparation

costs, passports and visas fees, medical exams and inoculations, as well as any other miscellaneous costs which directly benefit the program proposed by the applicant. The applicant should indicate the subject, venue and duration of any proposed conferences and seminars, and their relationship to the objectives of the program, along with estimates of costs. Otherwise, the narrative should be minimal.

Indirect Costs - Applicants must indicate whether they are proposing indirect costs or will charge all costs directly. In order to better understand indirect costs please see Subpart E of 2 CFR 200.414. The application must identify which approach they are requesting and provide the applicable supporting information. Below are the most commonly used Indirect Cost Rate methods:

Method	Eligibility	Initial Application Requirements
Direct Charge Only	Any applicant	- See above on direct costs
Negotiated Indirect Cost Rate Agreement (NICRA)	Any applicant with a NICRA issued by a USG agency	- If the applicant has a current NICRA, submit your approved NICRA and the associated disclosed practices. - Provide the contact information for the approving USG agency.
De minimis rate of 10% of modified total direct costs (MTDC)	Any applicant that has never received a NICRA	- Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. - If chosen, this methodology must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate an indirect rate, which the non-Federal entity may apply to do at any time. - The applicant must describe which cost elements it charges indirectly vs. directly. - See 2 CFR 200.414(f) for further information.

2.13 Compliance with RFA Terms, Attachments and Addenda

The County intends to award an Agreement based on the terms, conditions, attachments and addenda contained in this RFA. Applicants shall submit Applications, which respond to the requirements of the RFA.

Applicants are strongly advised not to take exceptions to the terms and conditions, attachments and addenda; exceptions may result in rejection of the Application. An exception is not a response to an Application requirement. If an exception is taken, a “Notice of Exception” must be submitted with the Application. The “Notice of Exception” must identify the specific point or points of exception and provide an alternative.

The County reserves the right to reject any Application for any reason including, but not limited to, the following:

- An Application is incomplete, obscure, irregular or lacking necessary detail and specificity;
- An Application has qualifications, limitations, exceptions, or provisions attached to it;
- An Applicant (in the sole judgment of the County) lacks the qualifications or responsibility necessary to perform the Work;
- An Applicant is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
- An Applicant is not approved as being compliant with the requirements for equal employment opportunity;
- An Application for which an Applicant fails or neglects to complete and submit any qualifications information within the time specified by the County.

The County may, at its sole discretion, determine that an Application with a “Notice of Exception” merits

evaluation. An Application with a “Notice of Exception” not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Applicant if the County determines that the Application continues to be advantageous to the County.

In consideration for the County's review and evaluation of its Application, the Applicant waives and releases any claims against the County arising from any rejection of any or all Applications, including any claim for costs incurred by Applicants in the preparation and presentation of Applications submitted in response to this RFA.

Applications shall address all requirements identified in this RFA. In addition, the County may consider Application alternatives submitted by Applicants that provide cost savings or enhancements beyond the RFA requirements. Application alternatives may be considered if deemed to be in the County's best interests. Application alternatives shall be clearly identified.

2.14 Collusion

If the County determines that collusion has occurred among Applicants, none of the Applications from the participants in such collusion shall be considered. The County's determination shall be final.

2.15 Procedure When Only One Application Is Received

If the County receives a single responsive, responsible Application, the County may request an extension of the Application acceptance period and/or conduct a price or cost analysis on such Application. The Applicant shall promptly provide all cost or pricing data, documentation and explanation requested by the County to assist in such analysis. By conducting such analysis, the County shall not be obligated to accept the single Application; the County reserves the right to reject such Application or any portion thereof.

2.16 Appeal Procedures

PSB will notify all respondents in writing of the acceptance or rejection of the response or Application and, if appropriate, the level of funding to be allocated. Written notification will be via email to the email address submitted on the Application response form. Any applicant wishing to appeal the decision must do so in writing within four (4) working days of the email notification of PSB's decision. An appeal must clearly state a rationale based on one or more of the following criteria:

- Violation of policies or guidelines established in this RFA.
- Failure to adhere to published criteria and/or procedures in carrying out the RFA process.

Appeals must be sent by email to the Contract Specialist indicated on the cover page. PSB will review the written appeal and may request additional oral or written information from the appellant organization. PSB will send a written decision to the email address submitted on the Application response form. This decision is final.

2.17 Inclusion of Federal Funds

- All recipients must be eligible to receive federal funds and must not appear on suspension and debarment/excluded parties lists.
- The Agreement awarded via this RFA will include Federal funding as noted in the Sample Grant Agreement/Contract Package (Appendix B).
- All recipients receiving, in aggregate, federal awards equal to or greater than \$30,000 (contractor or subrecipient) must obtain a Universal Identifier from the System for Award Management (SAM) by registering with SAM.gov.
- Registration with SAM.gov is not required for recipients of awards or subawards who are receiving

- assistance as a natural person, or those with a special exemption from a federal awarding agency.
- For contracts, grants, transfers made to other government entities, loans, direct payments, and payments to individuals that are *below \$50,000*, aggregate reporting is required.
 - For each Contract, Grant, Loan, Transfer, or Direct Payment *greater than or equal to \$50,000*, King County is required to report following information to the U.S. Treasury:
 - Subrecipient identifying and demographic information (e.g., DUNS number and location),
 - Award number (e.g., Award number, Contract number, Loan number),
 - Award date, type, amount, and description,
 - Award payment method (reimbursable or lump sum payment(s)),
 - For loans, expiration date (date when loan expected to be paid in full),
 - Primary place of performance,
 - Related project name(s),
 - Related project identification number(s) (created by the recipient),
 - Period of performance start and end dates,
 - Quarterly obligation amount,
 - Quarterly expenditure amount,
 - Additional programmatic performance indicators (see Section 1 Grant Program Scope of Work).

SECTION 3: APPLICATION EVALUATION AND AGREEMENT AWARD

3.1 Application Evaluation

- A. The County will evaluate Applications using the criteria set forth in this RFA. If deemed necessary, written and/or oral discussions, site visits or any other type of clarification of Application information may be conducted with those Applicants whose Applications are found to be potentially acceptable. Identified deficiencies, technical requirements, terms and conditions of the RFA, costs or prices, and clarifications may be included among the items for discussion. The discussions are intended to give Applicants a reasonable opportunity to resolve deficiencies, uncertainties and clarifications as requested by the County and to make the cost, pricing or technical revisions required by the resulting changes. In addition, the County may request additional business and administrative information.
- B. The County may find that an Applicant appears fully qualified to perform the Agreement or it may require additional information or actions from an Applicant. In the event the County determines that the Application is not within the Competitive Range the County shall eliminate the Application from further consideration.
- C. The evaluation of Applicants' Applications and additional information may result in successive reductions of the number of Applications that remain in the Competitive Range. If applicable to the solicitation, the firms remaining in the Competitive Range may be invited to continue in the Application evaluation process, and negotiations.
- D. The County may enter negotiations with one or more Applicants to finalize Agreement terms and conditions. Negotiation of an Agreement shall be in conformance with applicable federal, state and local laws, regulations and procedures. The objective of the negotiations shall be to reach agreement on all provisions of the proposed Agreement. In the event negotiations are not successful, the County may reject Applications.
- E. Agreement award, if any, shall be made by the County to the responsible Applicant whose Application best meets the requirements of the RFA, and is most advantageous to the County, taking into consideration all established evaluation factors. The County shall have no obligations until an Agreement is signed between the Applicant and the County. The County reserves the right to award one or more agreements as it determines to be in its best interest.

3.2 Responsive and Responsible

Responsive: The County will consider all the material submitted by the Applicant, and other evidence it may obtain otherwise, to determine whether the Applicant is in compliance with the terms and conditions set forth in this RFA.

Responsible: In determining the responsibility of the Applicant, the County may consider:

- the ability, capacity and skill to perform the Agreement and provide the service required;
- the character, integrity, reputation, judgment and efficiency;
- financial resources to perform the Agreement properly and within the times proposed;
- the quality and timeliness of performance on previous agreements with the County and other agencies, including, but not limited to, the effort necessarily expended by the County and other agencies in securing satisfactory performance and resolving claims;
- compliance with federal, state and local laws and ordinances relating to public contracts;
- other information having a bearing on the decision to award the Agreement.

Failure of an Applicant to be deemed responsible or responsive may result in the rejection of an Application.

3.3 Financial Resources and Auditing

If requested by the County, prior to the award of an Agreement, the Applicant shall submit proof of adequate financial resources available to carry out the execution and completion of work required by this Agreement.

King County reserves the right to audit the Recipient throughout the term of this Agreement to assure the Recipient’s financial fitness to perform and comply with all terms and conditions contained within this Agreement. King County will be the sole judge in determining the Recipient’s financial fitness in carrying out the terms of this Agreement.

3.4 Evaluation Criteria and Application Scoring

Applications will be reviewed and evaluated by a committee of Application Evaluators. The process for choosing projects will include evaluation of the narrative and accompanying documents. Below are the criteria that will be used by the review committee during the evaluation/review process.

Evaluation Criteria	Weights	Max Points
<ul style="list-style-type: none"> • Reviving the Creative Economy – Applicants must show that they are putting people in the industry back to work, including musicians, artists, performers, vendors, festival and event suppliers, etc. 	30%	30
<ul style="list-style-type: none"> • Equity and Inclusion – Applicants must show that they are inclusive of community needs and employment opportunities for all sectors of our society (e.g., diverse representation in leadership, board, and staff teams; event is executed in or serves a historically underserved community). 	20%	20
<ul style="list-style-type: none"> • Continuity - The applicant has demonstrated an ability and a plan to continue to provide festivals and events in 2022. 	15%	15
<ul style="list-style-type: none"> • Fiscal Impact – Applicants must demonstrate a revenue loss due to COVID-19 and explain how the relief grant will contribute to reopening. If cancellations were made in 2020 and/or 2021 due to COVID-19, provide documentation of economic impact compared to 2019. 	35%	35
TOTAL		100

- Applications that score 70-100 points will be prioritized for funding.
- Applications that score 40-69 points may receive funding subject to availability.
- Applications that score 0-39 points will not be awarded funding unless, in aggregate, applications received in response to the solicitation are under the total amount available for this grant opportunity.
- In the event multiple applications get the same score, their prioritization relative to each other will be determined by comparing their fiscal need and impact to the community.

Review team members will assign scores using the following scale:

Below Average (0-3):	The application does not address or only minimally addresses the requirements. The application does not demonstrate an acceptable level of understanding of the requirements or ability to comply with the requirements.
Average (4-6):	The application shows an acceptable level of understanding and/or experience with the requirements. Sufficient detail is provided to be considered as meeting the requirements.
Above Average (7-10):	The application is thorough and complete and demonstrates firm understanding of the program concepts and requirements.

A score of zero (0) on any scored requirement may cause the entire application to be eliminated from further consideration.

3.5 Public Disclosure of Applications

This procurement is subject to the Washington Public Records Act, RCW (Revised Code of Washington) 42.56 et seq. Applications submitted under this RFA shall be considered public documents unless the documents are exempt under the public disclosure laws. After a decision to award the agreement has been made, the Applications shall be available for inspection and copying by the public.

If an Applicant considers any portion of its Application to be protected under the law, the Applicant shall clearly identify each such portion with words such as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." If the County determines that the material is not exempt from public disclosure law, the County will notify the Applicant of the request and allow the Applicant ten (10) Days to take whatever action it deems necessary to protect its interests. If the Applicant does not take such action within said period, the County will release the portions of the Application deemed subject to disclosure. By submitting an Application, the Applicant assents to the procedure outlined in this subsection and shall have no claim against the County on account taken under such procedure.

APPENDIX A – APPLICATION QUESTIONS

Festival and Events Application

Part I – Identification of Applicant

- Large or small event? (large = an annual operating budget of \$250,000 and more, small = an operating budget under \$250,000).
- Full name of festival or event
- Festival or event organization’s name (Only festival and event “owners” can apply)
- Type of organization (Non-profit, for profit, Chamber, City, Tourism organization)
- Mailing address
- City, State, Zip Code
- Person to contact
- Contact telephone number and email address
- Festival or event website, if applicable

Part II – General Event Information

- Type of event (check all that apply)—
 - Festival
 - Street Fair
 - Lifestyle event (running, triathlons, etc.)
 - Art fair
 - Music festival
 - Civic celebration
 - Cultural/heritage event
 - Holiday event
 - Film festivals
- Number of musicians, artists, and performers that your festival or event hires
 - 1 – 10
 - 10 – 20
 - 20 – 40
 - 40-70
 - 70 – 100
 - 100 – 200
 - Over 200
- Number of event/festival workers your festival or event hires
 - 1-10
 - 10-20
 - 20-40
 - 40-70
 - 70-100
 - 100-200
 - Over 200
- Number of vendors that participate in your festival or event and budget
 - 1 – 10
 - 10-20
 - 20-40
 - 40-70

- 70-100
- 100-200
- Over 200

Part III – Specific Event Information

- Was your live festival or event cancelled at least once due to COVID-19?
- What were the dates of your last live completed event?
- What were/will be your festival or event dates in 2021 and 2022?
- Please clearly state your organization’s plans to remain operating and providing festivals and events throughout 2022.
- Will your festival or event be held in person and live?
- Is your festival or event open to the general public?
- How many spectators or participants do you anticipate?
- Please explain any additional COVID-related expenses you anticipate. Will you have additional expenses due to COVID-19? COVID-19 Security officer and additional security? Will you operate at reduced capacity? Will you have expense for onsite COVID testing? Will you have to purchase additional products such as hand sanitizer? Will you have expense for COVID-19 cleaning purposes?
- Describe how your festival or event impacts the community and is inclusive of community needs and employment needs for all sectors of our society (e.g., diverse representation in leadership, board, and staff teams; event is executed in or services a historically underserved community).

Part IV – Funding Questions

- Festival or event 2019 budget (income)
 - \$0 - \$50,000
 - \$50,000 - \$200,000
 - \$200,000 - \$500,000
 - \$500,000 - \$1 million
 - \$1 million plus
- Festival or event 2019 budget (expense)
 - \$0 - \$50,000
 - \$50,000 - \$200,000
 - \$200,000 - \$500,000
 - \$500,000 - \$1 million
 - \$1 Million Plus
- Festival or event 2020 budget (income)
 - \$0 - \$50,000
 - \$50,000 - \$200,000
 - \$200,000 - \$500,000
 - \$500,000 - \$1 million
 - \$1 million plus
- Festival or event 2020 budget (expense)
 - \$0 - \$50,000
 - \$50,000 - \$200,000
 - \$200,000 - \$500,000
 - \$500,000 - \$1 million
 - \$1 Million Plus

- Amount of money lost from 2019 to 2020 (*If selected for award you will be asked to submit 2019 and 2020 Form 990s or Form 1040s to demonstrate gross revenue loss*).
 - \$0 - \$25,000
 - \$25,000 - \$50,000
 - \$50,000 - \$100,000
 - \$100,000 - \$250,000
 - \$250,000 - \$500,000
 - Over \$500,000
- Using the above demonstrated revenue loss how much money are you requesting? Please provide a narrative of how you arrived at the estimated amount.
- How much revenue do you anticipate your festival or event will generate in 2021/2022?
- Explain why your festival or event needs funding assistance and how relief funds will contribute to reopening (staff, musicians, artists, and other creative performers, event workers, vendors, suppliers, and other operations)
- Have you already received, or have you applied to receive, any other relief funding? We need to know if you have already or intend to apply for other COVID-19 relief funding because we can only assist with unfunded loss due to the COVID-19 pandemic. For example, this funding could include federal/state/local grant, SVOG Shuttered Venue Operator Grant, subsidized loan, insurance policies of any type of coverage, any reimbursement or relief program, or Paycheck Protection Program “PPP”) Please explain and include:
 - Date of application or receipt of funds;
 - Awarding organization, and;
 - Award amount.
 - Were these funds reported as revenue on your 2020 IRS return?

APPENDIX B – SAMPLE GRANT AGREEMENT/CONTRACT PACKAGE

The following draft documents are attached to this RFA for reference/information purposes. King County will use this set of documents to enter into a grant agreement/contract with each successful applicant upon completing evaluation of applications in response to this RFA. Award recipients will be subject to the terms and conditions of the Subrecipient Grant Agreement and its associated certifications and assurances.

1. Sample Grant Agreement/Contract and Award Terms
2. Sample Grant Pre-Award Forms and Certifications
 - Automated Clearing House (ACH) Authorization
 - Civil Rights Assurance
 - CLFR Data Collection
 - Cost Certification
 - King County W-9
 - Lobbying Certification
3. Sample Grant Reporting Forms
 - ARPA CLFR PSB Application Budget
 - ARPA CLFR PSB Application Budget Narrative
 - ARPA CLFR PSB Invoice (includes an invoice summary and an expense detail)
 - ARPA CLFR PSB Program Narrative Progress Report
 - ARPA CLFR PSB Program Narrative Final Report
 - ARPA CLFR PSB Grant Recipient Documentation Requirement Checklist