State of Washington WSCA Program®
Political Subdivision Request to Participate Form (RTP)

Puget Sound Clean Air Agency
(Insert Legal Name of Agency/Entity on above line)

Does this agency have an existing Corporate /Purchasing/One Card Program? (Circle one) Yes No

What payment programs do you plan to implement (circle all that apply):
Purchasing/Pcard  Corporate/Travel  OneCard  Central Billing Account/Ghost  Declining Balance  Payment Plus

Tax ID Number:  91-0823558
(Cities, Counties, School Districts, and Special Districts)

Washington State Master Contract Agreement Org Number  00612 (first 5 digits)
***US Bank only – This number is entered in the "spouse" field within tsys during account set up

Agency Point of Contact: The person designated below will serve as the initial point of contact for establishing an account or accounts with U. S. Bank.

Karen L. Houser
(Name)
9/18/19
(Date)
1904 Third Ave, Suite 105
(Mailing Address)
206-689-4036
(Phone)
Seattle, WA 98101
(City, State, ZIP)
karenh@pscleanair.org
(Email address)

$ 300,000
Estimated Annual Pcard or OneCard spend

$ __________________
Estimated Annual Corporate Card spend

$ __________________
Estimated Annual Central Billing/Ghost account spend

$ __________________
Estimated Annual Declining Balance spend

$ __________________
Estimated Annual Payment Plus spend

Estimated Number of Pcards or OneCards

# 70

Estimated Number of Corporate/Travel Cards

#

Estimated Number of Central Billing/Ghost accounts

#

Estimated Number of Declining Balance cards

#

Estimated Number of Payment Plus SUA's or PAL's

#

Web address for financials: www.pscleanair.org – also included 3 years' financial statements with these documents

Upon receipt of this Request to Participate and other properly completed*, required documentation as listed below, U.S. Bank will begin to process your request. Contract/Credit review should be completed within 30 business days.

Political Subdivisions - Local agencies; cities, counties, special districts, school districts and other non-state agencies, are required to complete and submit the following to U.S. Bank:
• A signed Political Subdivision Addendum, which can be found at WA ST DES website
• Three years of audited financials (it is preferred to provide web address if posted online, see above)
• Request to Participate Form*

* Properly completed documents include the following:
• Legal agency names: legal documents with abbreviations and/or variations of legal names cannot be processed.
• The Authorization and Execution section of the Political Subdivision Addendum is completed (signatures and titles must dated and match Certificate of Authority.)
• If a Certificate of Authority is required, it must be completed in accordance with the instructions. Titles on the Certificate of Authority must match titles on the Political Subdivision Addendum.

9/18/2019
The option is available to mail completed hard copy documentation to the address below. Or for quicker service, you may image the completed documents and send electronic document to the web address provided below.

- If your agency requires that you have original signature documents on file at your agency, please send more than one set of the above documents to U.S. Bank.

Please send completed documents to:

WSCA Sales Coordinator
U.S. Bank CPS
1025 Connecticut Ave. NW Suite 510
Washington, D.C. 20036

QUESTIONS? Email us at:
cpsmidmarketsalescoordinator@usbank.com

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Banker’s Employee ID ____________ Treasury Management Employee ID ____________

IPM ____________ RM/AM ____________

9/18/2019
NASPO POLITICAL SUBDIVISION ADDENDUM

This Political Subdivision Addendum ("Political Subdivision Addendum") constitutes an addendum to the Participating Addendum dated March 5, 2014 entered into by U.S. Bank National Association ("U.S. Bank") and the State of Washington ("State") ("Participating Addendum") which constitutes an addendum to the NASPO Contract dated January 1, 2014 between U.S. Bank and the State of Washington. This Political Subdivision Addendum is entered into by U.S. Bank and the Political Subdivision identified herein and supersedes like and similar agreements for any Card Product or Card Product Enhancement selected in Section 8 herein. This Political Subdivision Addendum shall become effective upon signing by U.S. Bank ("Effective Date").

RECATALS

A. The State has entered into the Participating Addendum for the purpose of making available a Purchase Card, One Card, Fleet Card or Corporate Card Program as described in the Participating Addendum for use by the State, its Agencies and Political Subdivisions.

B. The State is willing to permit Political Subdivision to participate in the Card Program provided that Political Subdivision assumes all responsibility and liability for Political Subdivision's performance of the terms and conditions of the Participating Addendum as if Political Subdivision was the entity signing the Participating Addendum. The State is not responsible for Political Subdivision under the Participating Addendum or this Political Subdivision Addendum; and

C. Political Subdivision has received a copy of the Participating Addendum from the State, and after a thorough review of the Participating Addendum, desires to participate as a Political Subdivision under the Participating Addendum. Political Subdivision is responsible for Political Subdivision's performance of the terms and conditions of this Political Subdivision Addendum, as well as the Participating Addendum, as if Political Subdivision was the entity signing the Participating Addendum. Political Subdivision is not liable for the acts and omissions of the State in the Participating Addendum or this Political Subdivision Addendum.

AGREEMENT

Now therefore, in consideration of the foregoing Recitals, the mutual premises and covenants set forth in the Participating Addendum, which are incorporated herein by reference, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, all parties agree as follows:

1. Definitions. Capitalized terms used in this Political Subdivision Addendum and not otherwise defined in this Political Subdivision Addendum are used with the same respective meanings attributed thereto in the Participating Addendum.

2. Political Subdivision Responsibility. Political Subdivision agrees to accept and perform all duties, responsibilities and obligations required of State as set forth in the Participating Addendum. Cards shall be issued to designated employees of Political Subdivision upon execution of this Political Subdivision Addendum by Political Subdivision and U.S. Bank.

3. Financial Information. In order to determine credit qualifications for Political Subdivision, Political Subdivision shall provide U.S. Bank with the last three (3) years of audited financial statements with this signed Political Subdivision Addendum. Political Subdivision shall provide to U.S. Bank annual financial statements thereafter. U.S. Bank will review the financial statements and notify Political Subdivision of the approval or decline of its credit qualification. If such financial statements can be independently obtained by U.S. Bank. Political Subdivision will not be required to provide such financial statements.

4. Payment. Political Subdivision shall make payment to U.S. Bank for all Debt incurred by Political Subdivision and its Cardholders as provided in the Participating Addendum. "Debt" means all amounts charged to a card and/or account including without limitation all amounts related to purchases, fees and other Charges that are owed to U.S. Bank by Political Subdivision, its Cardholders.

5. Authority. The representations, warranties and recitals of Political Subdivision set forth in this Political Subdivision Addendum and the Participating Addendum constitute valid, binding and enforceable agreements of Political Subdivision. All extensions of credit made to Political Subdivision pursuant to this Political Subdivision Addendum and the Participating Addendum will be valid and enforceable obligations of Political Subdivision and Political Subdivision shall pay to U.S. Bank all Debts incurred by Political Subdivision in accordance with the terms of the Participating Addendum and this Political Subdivision Addendum. The execution of this Political Subdivision Addendum and the performance of the obligations hereunder and under the Participating Addendum are within the power of Political Subdivision, have been authorized by all necessary action and do not constitute a breach of any contract to which Political Subdivision is a party or is bound.

6. Purpose of Card Use. Political Subdivision declares that cards shall be used for official Political Subdivision purchases only, and shall not be used for individual consumer purchases or to incur consumer debt. Political Subdivision warrants that it possesses the financial capacity to perform all of its obligations under the Participating Addendum and this Political Subdivision Addendum.

7. Governing Law. Except as provided to the contrary herein, the law of the State and applicable federal laws and regulations shall apply to all services provided by U.S. Bank under this Political Subdivision Addendum.

8. Card Products and Card Product Enhancements: U.S. Bank may provide the following Card Products to Political Subdivision and its Cardholders. Political Subdivision shall mark here the products requested.

   A. ⯈ Purchase Card with Corporate Liability (Travel Accident Insurance not included with this Card Product)
   ⯈ Central Billing Accounts (Central Purchase Accounts/Event Planner Accounts/Managed Spend Accounts)
   ⯈ Managed Spend Cards (declining balance functionality)
   ⯈ Emergency Response Cards
B. ☑ One Card with Corporate Liability (Travel Accident Insurance is included with this Card Product)
- Central Billing Accounts (Central Travel Accounts/Event Planner Accounts/Managed Spend Accounts)
- Managed Spend Cards (declining balance functionality)
- Emergency Response Cards

C. ☐ Fleet Card with Corporate Liability

D. ☐ Corporate Card (Travel Accident Insurance is included with this Card Product)
- Contingent Liability
- Joint and Several Liability

9. The notice address for Political Subdivision is:

1904 Third Ave, Suite 105
Seattle, WA 98101

Attn: CLAIG KENWORTHY

10. Rebate Payments. To receive payment, Political Subdivision must register in the manner prescribed by U.S. Bank. U.S. Bank will not make any payments until Political Subdivision has registered. If Political Subdivision fails to register by the end of the first Addendum Year, Political Subdivision forfeits any payments for that Addendum Year and any subsequent Addendum Years in which Political Subdivision fails to register. Political Subdivision designates the following person to register Political Subdivision:

Authorized Person's Name: KAREN L. HOUWER
Authorized Person's Email Address: karenlhouwer@pscei.air.org

11. Authorization. Political Subdivision certifies to U.S. Bank that the person executing this Political Subdivision Addendum is authorized by Political Subdivision in accordance with its organization rules and applicable law to bind Political Subdivision to the Terms and Conditions of this Political Subdivision Addendum, including the authority to incur Debt in the name of Political Subdivision.

12. Execution. By signing below, the individual(s) signing this Political Subdivision Addendum is/are acting in his or her capacity as an authorized signing officer of Political Subdivision and not in his or her personal capacity, and certifies and warrants that (1) all action required by Political Subdivision's organizational documents to authorize the signer(s) to act on behalf of Political Subdivision in all actions taken under this Political Subdivision Addendum, including but not limited to, the authority to incur Debt on behalf of Political Subdivision, has been taken, (2) each signer is empowered in the name of and on behalf of Political Subdivision to enter into all transactions contemplated in this Political Subdivision Addendum and (3) the signatures appearing on all supporting documents of authority, if any, are authentic.

13. Reliance. Political Subdivision has read, understands and agrees to all terms and conditions in this Political Subdivision Addendum, and U.S. Bank is entitled to act in reliance upon the authorizations and certifications set forth herein.

IN WITNESS WHEREOF, the parties have, by their authorized representatives, executed this Political Subdivision Addendum.

Date: 10/10/2019

By Political Subdivision:

Puget Sound Clean Air Agency

(Name)

(Signature of Authorized Signer)

(Craig Thomas Kenworthy)

(Printed Name of Authorized Signer)

(Executive Director)

(Printed Title of Authorized Signer)

Date:

By U.S. Bank:

U.S. Bank National Association

(Signature of Authorized Signer)

(Printed Name of Authorized Signer)

(Vice President)

(Printed Title of Authorized Signer)

Approved as to form:

(Signature of Attorney for Political Subdivision)

(JENNIFER DOLD)

(Printed Name of Attorney)

Before completing the Certificate of Authority, please read:
• If the document being signed was “approved as to form” by an attorney, it is not necessary to complete the attached Certificate of Authority (C of A).
• If the document was not “approved as to form” by an attorney, please complete the attached C of A (page 6).
• Be sure to date all documents upon signing. Undated documents cannot be accepted and will be returned for dating.

### Signing Instructions for Certificate of Authority

Note that three (3) different individuals must sign and date the C of A. If the Political Subdivision does not have three individuals who are authorized to sign on behalf of the Political Subdivision, please refer to page 7.

**Section 1** Organizational Information - Enter the legal Political Subdivision name and the tax ID number on the C of A. Note: The legal name of the Political Subdivision name is required. The legal name is usually the name on the Political Subdivision’s financial statements.

**Section 2** Authorized Persons - The individual who signed the Political Subdivision Addendum must complete and sign in Section 2.

**Section 3** Execution Requirement - Check only one box in Section 3 to indicate how many individuals (either 1 or 2) that the Political Subdivision requires to sign legal documents on behalf of the Political Subdivision.

**Section 4** Execution - No action required.

**Section 5** Certification - Two (2) individuals must sign and date Section 5 as well as insert their names and titles. Note: The individual(s) who signed in Section 2 cannot sign in Section 5 or the document is invalid.

- An officer of the Political Subdivision ("Officer One") is required to sign the top area of Section 5 attesting to the signatures in Section 2.
- One other officer of the Political Subdivision ("Officer Two") must sign the bottom area of Section 5 attesting to the signature of Officer One.

Please see examples below:

5. Certification. I certify that I am the Secretary and I am acting in my official capacity as an authorized officer who has been given the authority by the Political Subdivision to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Political Subdivision to execute and deliver to U.S. Bank, on behalf of the Political Subdivision, and to bind the Political Subdivision under, the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.

JOHN DOE

[PRINTED NAME OF THE SECRETARY OF THE POLITICAL SUBDIVISION](CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

[Signature of the Secretary of the Political Subdivision]

DATE

I certify that I am an officer of the Political Subdivision, and as such, I certify that the above-named Secretary is acting in such capacity on behalf of the Political Subdivision, the signature below is my genuine signature and the signature above is the genuine signature of such Secretary.

JANE SMITH, TREASURER

[PRINTED NAME & TITLE OF INDIVIDUAL SIGNING BELOW](CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)

[Signature of Attested by One (1) Other Individual of the Political Subdivision]

DATE
CERTIFICATE OF AUTHORITY

1. **Organizational Information.** This Certificate of Authority has been completed on behalf of the following Political Subdivision (the "Political Subdivision"):  

   **Political Subdivision Legal Name:**  
   
   **Federal Tax Identification Number:**  

2. **Authorized Persons.** In accordance with the governance rules relating to the Political Subdivision, the following individuals (the "Authorized Person(s)") are authorized, on behalf of the Political Subdivision, to execute and deliver to U.S. Bank National Association ("U.S. Bank") and/or its affiliates the applicable contract(s), any applicable addenda and/or amendments thereto and any other documents or writings required by U.S. Bank (collectively, the "Documents") for the purpose of performing one (1) or more programs, extending credit and providing related services to the Political Subdivision with U.S. Bank in the United States (collectively, the "Services"):  

<table>
<thead>
<tr>
<th>Name</th>
<th>TITLE</th>
<th>SIGNATURE</th>
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3. **Execution Requirements.** The governance rules relating to the Political Subdivision require the following number of Authorized Persons to sign the Documents for the Services (choose only one box):  

- [ ] One (1) Authorized Person  
- [ ] Two (2) Authorized Persons  

4. **Execution.** By signing the Documents, each individual signing in his or her capacity as an authorized signing officer of the Political Subdivision and not in his or her personal capacity, certifies and warrants that (a) all action required by Political Subdivision’s organizational documents to authorize the signer(s) to act on behalf of the Political Subdivision in all actions taken under the Documents, including but not limited to, the authority to incur debt on behalf of the Political Subdivision, has been taken, (b) each signer is empowered in the name of and on behalf of the Political Subdivision to enter into all transactions and Services contemplated in the Documents, and (c) the signatures appearing on all supporting documents of authority are authentic.

5. **Certification.** I certify that I am the and I am acting in my official capacity as an authorized officer who has been given the authority by the Political Subdivision to certify that the Authorized Person(s) has/have the full power and authority under applicable law and the governance rules relating to the Political Subdivision to execute and deliver to U.S. Bank, on behalf of the Political Subdivision, and to bind the Political Subdivision under the Documents for the purpose of establishing and extending the Services. I also certify that the name(s) and title(s) of the Authorized Person(s) set forth above are correct and that the signature appearing beside each name is a true and genuine specimen of his/her signature.  

- [ ] PRINTED NAME OF THE OF THE POLITICAL SUBDIVISION (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)  

- [ ] Signature of the Signature of the of the Political Subdivision  

- [ ] DATE  

   I certify that I am an officer of the Political Subdivision, and as such, I certify that the above-named is acting in such capacity on behalf of the Political Subdivision, the signature below is my genuine signature and the signature above is the genuine signature of such  

- [ ] PRINTED NAME & TITLE OF INDIVIDUAL SIGNING BELOW (CANNOT BE AN AUTHORIZED PERSON LISTED IN SECTION 2)  

- [ ] Signature of Attested by One (1) Other Individual of the Political Subdivision  

- [ ] DATE
EXAMPLES TO Signing Instructions
for
Certificate of Authority (C Of A)

EXAMPLE 1:

1. One (1) person is required to sign legal documents, and
2. Political Subdivision has more than two (2) authorized signatories who can attest to signatures of other signatories.

Addendum:
C of A Section 2: Person A signs.
C of A Section 3: Person A completes and signs.
C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A
AND
Person C signs attesting to Person B’s authority and signature.

EXAMPLE 2:

1. Two (2) people are required to sign legal documents, and
2. Political Subdivision has more than two (2) authorized signatories who can attest to signatures of other signatories.

Addendum:
C of A Section 2: Persons A and B sign.
C of A Section 3: Persons A and B complete and sign.
C of A Section 5: Person C (preferably the Secretary) signs attesting to the signatures of Persons A and B
AND
Person D signs attesting to Person C’s authority and signature.

EXAMPLE 3:

1. One (1) person is required to sign legal documents, and
2. Political Subdivision has only one (1) other authorized signatory who can attest to signatures of other signatories.

Addendum:
C of A Section 2: Person A signs.
C of A Section 3: Person A completes and signs.
C of A Section 5: Person B (preferably the Secretary) signs attesting to the signature of Person A.
NOTE: If the Secretary can sign the C of A, than they cannot be Person A, they must be Person B.
AND
Person A signs attesting to Person B’s authority and signature.

EXAMPLE 4:

1. Two (2) people are required to sign legal documents, and
2. Political Subdivision has only one (1) other authorized signatory who can attest to signatures of other signatories.

Addendum:
C of A Section 2: Persons A and B sign.
C of A Section 3: Persons A and B complete and sign.
C of A Section 5: Either Person A or B (preferably the Secretary) signs attesting to the signature of Persons A and B.
NOTE: If the Secretary can sign the C of A, then they must sign in Section 4 and the other person must sign in Section 5
AND
The Person who did not sign Section 4 signs attesting to the signing authority and signature of the person who did sign in Section 4, subject to the note above.