



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE
1011 Plum Street SE O PO Box 42525 O Olympia, Washington 98504-2525 O (360) 725-4000
www.commerce.wa.gov

August 4, 2025

RE: Closeout of Snohomish County, Contract 24-51601-041

Dear Snohomish County,

Thank you for participating in the Energy Audits for Public Buildings Program, funded by Washington's Climate Commitment Act. As of July 18, 2025, Contract #24-51601-041 with the Washington State Department of Commerce for Energy Audits for Public Buildings is now considered closed. Our financial records show the following reconciliation of your agreement funding: If there were any unexpended funds, they are now de-obligated.

Agreement award	\$	90927.48
Total expended	\$	90927.48
Unexpended funds	\$	0

Pursuant to RCW 40.14, Snohomish County is required to maintain all records, invoices, and backup documentation and data pertinent to this agreement for a period of six years from the date of final payment. These records are subject to inspection at any time by state and federal program staff and auditors.

The acceptance of deliverables for the Energy Audits for Public Buildings Program does not guarantee acceptance for compliance with the Clean Buildings Performance Standard.

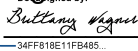
Please countersign this letter as acknowledgment of receipt of this contract closeout notification.

If there are any questions, please contact Brittany Wagner, Program Manager, at CBPSIncentives@commerce.wa.gov.

We look forward to working with you again on future projects!

Sincerely,

Signature:


34FF818E11FB485...

Brittany Wagner
Program Manager, Clean Buildings Unit

Date:
8/5/2025 | 12:28 PM PDT

Signature:

Ken Klein
Executive Director

Date:



Certificate Of Completion

Envelope Id: D89833DC-107F-4573-8913-1C024570D3B4

Status: Delivered

Subject: Complete with Docusign: 24-51601-041 Closeout Letter.pdf

Division:

Energy

Program: Energy Audits

ContractNumber: 24-51601-041

DocumentType: Contract

Source Envelope:

Document Pages: 1

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Brittany Wagner

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Olympia, WA 98504-2525

brittany.wagner@commerce.wa.gov

IP Address: 198.239.106.153

Record Tracking

Status: Original

Holder: Brittany Wagner

Location: DocuSign

8/5/2025 12:26:47 PM

brittany.wagner@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: Docusign

Signer Events

Brittany Wagner

brittany.wagner@commerce.wa.gov

COM 3

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

34FF818E11FB485...

Timestamp

Sent: 8/5/2025 12:28:26 PM

Viewed: 8/5/2025 12:28:41 PM

Signed: 8/5/2025 12:28:45 PM

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.106.153

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Ken Klein

Ken.Klein@snoco.org

Security Level: Email, Account Authentication (None)

Sent: 8/5/2025 12:28:46 PM

Viewed: 8/11/2025 9:39:15 AM

Electronic Record and Signature Disclosure:

Accepted: 8/11/2025 9:39:15 AM

ID: 5405c973-ca36-4d6b-a763-0a331742e92f

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/5/2025 12:28:26 PM
Certified Delivered	Security Checked	8/11/2025 9:39:15 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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How to contact Washington State Department of Commerce:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: docusign@commerce.wa.gov

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at docusign@commerce.wa.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to docusign@commerce.wa.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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