



STATE OF WASHINGTON  
DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000  
[www.commerce.wa.gov](http://www.commerce.wa.gov)

March 1, 2024

SNOHOMISH COUNTY, FACILITIES AND FLEETS  
3402 McDougall Ave  
Everett, WA 98201

Re: Contingent award of the Washington State Electric Vehicle Charging Program  
(WAEVCP) Grant

Dear Ken Klein,

Congratulations! This letter confirms that SNOHOMISH COUNTY, FACILITIES AND FLEETS has been selected for a conditional award from the Washington State Electric Vehicle Charging Program. Please refer to the attached list of sites approved for a conditional award.

If a site is not listed, it was not funded in this round. All awards are subject to Commerce's spending authority as authorized by the legislature. If additional funding is authorized in the ongoing 2024 legislative session, Commerce may make additional awards. Please check the attached list of sites to ensure you want to accept the award for all sites. If you would like to accept a partial award (for example, for only a portion of the awarded sites), please notify your contract manager (listed below) at your earliest convenience.

In light of the contingent nature of this grant, we require a counter-signature below by an authorized SNOHOMISH COUNTY, FACILITIES AND FLEETS official. SNOHOMISH COUNTY, FACILITIES AND FLEETS, including its directors, employees and agents, agree to make no public statements regarding this award until the Grant Agreement is executed, unless Commerce provides prior consent. If the awardee wishes to accept funding for only some of the listed sites, please contact your contract manager (listed below) to discuss.

**Next Steps:**

- Please sign the award letter by **March 15, 2024**. If you will be unable to return the letter by this date, please get in touch with your contract manager (listed below) as soon as possible.
- Stay tuned for a New Awardee Webinar. We will send a registration link after the award letter has been signed. Attendance is required by at least one representative.
- After your award letter is signed, you will be required to complete an intake form to kick off the contracting process. This form will verify details of your application, such as site control, site location, ports, eligible project costs, and more as outlined in the [program implementation manual](#). Any inconsistencies found during verification that affect fund eligibility may result in a change to the award amount. Contracts will be processed in the order that completed pre-contract information is received.



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Please remember all funding is on a reimbursement basis and no costs chargeable to the award may be incurred before executing a contract.

Crystal Ralkey will be your contract manager. Please do not hesitate to contact them at [EVCharging@commerce.wa.gov](mailto:EVCharging@commerce.wa.gov) for assistance. We look forward to partnering with you on your project!

Commerce looks forward to working with you and your team on this important project.

Sincerely,

DocuSigned by:  
*Jennifer Grove*  
7BB0BF83E1F34AE...  
Jennifer Grove  
Managing Director

Accepted on behalf of SNOHOMISH  
COUNTY, FACILITIES AND FLEETS:

DocuSigned by:  
*Ken Klein*  
Signature: \_\_\_\_\_  
29E8C4A5E6514EE...

Title: Executive Director



Date: 3/20/2024 | 9:55 AM PDT

Lead Applicant	SITE	CITY	COUNTY	SITE TYPE	L2 PORTS	DCFC Ports	L2 Funding	DCFC Funding	Total Award
SNOHOMISH COUNTY, FACILITIES AND FLEETS	SITE #2	SNOHOMISH	Snohomish	FLEET DEPOT	20	0	\$ 150,000	\$ -	\$ 150,000
SNOHOMISH COUNTY, FACILITIES AND FLEETS	SITE #3	ARLINGTON	Snohomish	FLEET DEPOT	20	0	\$ 150,000	\$ -	\$ 150,000
SNOHOMISH COUNTY, FACILITIES AND FLEETS	SITE #1	EVERETT	Snohomish	FLEET DEPOT	20	0	\$ 200,000	\$ -	\$ 200,000



**FUND OBLIGATION, DE-OBLIGATION, CONTRACT APPROVAL  
ROUTING SLIP**  
ENERGY DIVISION | CLEAN TRANSPORTATION

**\*FOR COMMERCE USE ONLY\***

REVIEWED BY	I VERIFY THAT:	INITIALS
<b>PROGRAM MANAGER</b> <i>Commerce Specialist 3</i>	<ul style="list-style-type: none"> <li>Any and all changes made are within my delegated authority and responsibilities</li> <li>DocuSign or Amendment form has been added to CMS and both match (include dollar amount and start/end dates)</li> <li>Fund source reviewed and contract amount approved</li> <li>If applicable, formula fund allocation spreadsheet emailed to appropriate staff, included with obligation memo</li> <li><i>If routing a Fund Obligation Memo</i>, draft memo reviewed and approved by leadership prior to routing final memo in DocuSign for AD approval</li> <li><i>If routing Contracts</i>, associated Fund Obligation Memo approved prior to routing contract or amendment.</li> </ul>	
<b>TEAM SUPERVISOR</b> <i>Commerce Specialist 5</i>	<ul style="list-style-type: none"> <li>Any and all changes made are within my delegated authority and responsibilities</li> <li>Fund source, contract terms, scope of work reviewed and approved</li> </ul>	
<b>BUDGET STAFF</b>	<ul style="list-style-type: none"> <li>Any and all changes made are within my delegated authority and responsibilities</li> <li>Reviewed allotment authority and coding</li> <li>Appropriate award paperwork in place, if applicable</li> <li>Reviewed contract/amendment entry in CMS</li> </ul>	<p>N/A</p>
<b>SECTION SUPERVISOR</b> <i>WMS 2</i>	<ul style="list-style-type: none"> <li>Any and all changes made are within my delegated authority and responsibilities</li> <li>Contract terms, scope of work reviewed and approved</li> </ul>	<p>N/A</p>
<b>MANAGING DIRECTOR</b> <i>Alternate: Assistant Managing Director on behalf of MD</i>	<ul style="list-style-type: none"> <li>Any and all changes made are within my delegated authority and responsibilities</li> <li>Final review before appointing authority signature</li> </ul>	<p>Signed on attached document</p>
<b>ASSISTANT DIRECTOR</b> <b>cc: Admin Assistant</b> <i>Alternate: Deputy Assistant Director on behalf of AD</i>	<ul style="list-style-type: none"> <li>Contract, amendment, or memo approved and signed by Appointing Authority</li> </ul>	<p>N/A</p>

Certificate Of Completion

Envelope Id: 99111C8A3677492A8CD7E2D19A4E83EA

Status: Completed

Subject: Complete with DocuSign: Snohomish County, Facilities and Fleets Award Letter

Division:

Energy

Program: WAEVCP

ContractNumber: NA

DocumentType:

Other

Source Envelope:

Document Pages: 4

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 2

Tatum Holestine

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

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

Olympia, WA 98504-2525

tatum.holestine@commerce.wa.gov

IP Address: 198.239.106.183

Record Tracking

Status: Original

Holder: Tatum Holestine

Location: DocuSign

3/7/2024 11:13:30 AM

tatum.holestine@commerce.wa.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: DocuSign

Signer Events

Signature

Timestamp

Crystal Ralkey

Sent: 3/7/2024 11:19:03 AM

crystal.ralkey@commerce.wa.gov

Viewed: 3/11/2024 8:29:44 AM

Security Level: Email, Account Authentication (None), Login with SSO

Signed: 3/11/2024 8:30:59 AM

Signature Adoption: Pre-selected Style

Using IP Address: 198.238.8.160

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Forrest Watkins

Sent: 3/11/2024 8:31:01 AM

forrest.watkins@commerce.wa.gov

Viewed: 3/11/2024 4:52:45 PM

Security Level: Email, Account Authentication (None)

Signed: 3/11/2024 4:53:19 PM

Signature Adoption: Pre-selected Style

Using IP Address: 147.55.134.37

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Jennifer Grove

Sent: 3/11/2024 4:53:20 PM

jennifer.grove@commerce.wa.gov

Viewed: 3/12/2024 10:49:41 AM

Security Level: Email, Account Authentication (None)

Signed: 3/12/2024 10:49:48 AM

Signature Adoption: Pre-selected Style

Using IP Address: 198.239.106.182

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signer Events	Signature	Timestamp
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Ken Klein  
 Ken.Klein@co.snohomish.wa.us  
 Executive Director  
 Snohomish County  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 29E8C4A5E6514EE...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 207.183.1.30

Sent: 3/12/2024 10:49:50 AM  
 Viewed: 3/13/2024 10:04:48 AM  
 Signed: 3/20/2024 9:55:09 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/13/2024 10:04:48 AM  
 ID: 4f3b4284-3507-4be5-8891-0f78b0ea05fa

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Shawn Weeks  
 shawn.weeks@co.snohomish.wa.us  
 Security Level: Email, Account Authentication (None)



Sent: 3/12/2024 10:49:49 AM  
 Viewed: 3/12/2024 2:01:27 PM

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/7/2024 11:19:03 AM
Certified Delivered	Security Checked	3/13/2024 10:04:48 AM
Signing Complete	Security Checked	3/20/2024 9:55:09 AM
Completed	Security Checked	3/20/2024 9:55:09 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Washington State Department of Commerce (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.15 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

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.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **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](mailto:docusign@commerce.wa.gov)

### **To advise Washington State Department of Commerce of your new email address**

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](mailto: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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Washington State Department of Commerce**

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](mailto: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.

### **To withdraw your consent with Washington State Department of Commerce**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:



- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [docusign@commerce.wa.gov](mailto:docusign@commerce.wa.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Washington State Department of Commerce as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Washington State Department of Commerce during the course of your relationship with Washington State Department of Commerce.