

**CONTRACT #2019-CSBG-01**

between

**CLARK COUNTY**

PO Box 5000, Vancouver, WA 98666-5000

and

**CLARK COLLEGE**

1933 Fort Vancouver Way, BRD 114, Vancouver, WA 98661-3529

**Programs:** Financial Wellness to Address Generational Poverty  
 Contract Period: July 1, 2019 through June 30, 2021  
 Total Contract Amount: \$180,000  
 Funding Sources: Community Services Block Grant (CSBG) – Fund 1932  
 Human Services Fund – Fund 1932  
 DUNS Number: 055966303  
 CFDA: 93.569  
 Procurement History: 2019 CAP Request for Application

Contractor Contact	Contractor Fiscal Contact	County Program Contact	County Fiscal Contact
Cath Busha 360.992.2983 <a href="mailto:cbusha@clark.edu">cbusha@clark.edu</a>	Hannah Throop 360.992.2900 <a href="mailto:hthroop@clark.edu">hthroop@clark.edu</a>	Rebecca Royce 564.397.7863 <a href="mailto:rebecca.royce@clark.wa.gov">rebecca.royce@clark.wa.gov</a>	Rhonda Hills 564.397.7836 <a href="mailto:rhonda.hills@clark.wa.gov">rhonda.hills@clark.wa.gov</a>

By signing below, Clark County, hereinafter referred to as the “County,” and Clark College, hereinafter referred to as the “Contractor,” agree to the terms of this Contract as well as the Clark County Community Services General Terms and Conditions, as amended, which are incorporated herein by reference with the same force and effect as if they were incorporated in full text. The full text version of the County’s General Terms and Conditions are available at [Clark County Community Services General Terms and Conditions](#). Hard copies will be provided by Clark County upon request.

**FOR CLARK COUNTY:**

DocuSigned by:  
  
 020976145587476... 7/23/2019

Shawn Hennessee, County Manager

**FOR CLARK COLLEGE:**

DocuSigned by:  
  
 1B2447DE58A1489... 7/22/2019

William Belden, VP of Student Affairs

**APPROVED AS TO FORM ONLY:**

DocuSigned by:  
  
 F6B2CB11526542F... 7/17/2019

Amanda Migchelbrink  
 Deputy Prosecuting Attorney

**BUDGET SUMMARY  
CONTRACT #2019-CSBG-01  
CLARK COLLEGE**

**Contract Period  
July 1, 2019 through June 30, 2021**

<b>STATEMENT OF WORK #1</b>					
<b>FINANCIAL WELLNESS PROGRAM TO ADDRESS GENERATIONAL POVERTY</b>					
<b>Service Activity</b>	<b>Category</b>	<b>Payment Type</b>	<b>Revenue Source</b>	<b>07/01/19-06/30/20</b>	<b>07/01/20-06/30/21</b>
Personnel & Operating Costs	Income & Asset Building	Cost Reimbursement	CSBG State	\$28,000	\$28,000
			Human Services Fund	\$32,400	\$32,400
Supportive Services			Human Services Fund	\$29,600	\$29,600
<b>ANNUAL SOW #1 TOTAL</b>				<b>\$90,000</b>	<b>\$90,000</b>
<b>TOTAL SOW #1 AMOUNT</b>				<b>\$180,000</b>	

**STATEMENT OF WORK #1  
CONTRACT #2019-CSBG-01  
CLARK COLLEGE**

1. PROGRAM DESCRIPTION

Clark College aims to break the cycle of intergenerational poverty by providing wraparound support services for low-income students who are most likely to drop out of college. A Financial Wellness Coach will use a supportive approach to identify career goals, create an individualized program of study, develop a financial plan for attending college, and provide access to financial resources for income and asset development to build self-sufficiency. Students will also have access to an Emergency Grant Fund to support students who encounter financial barriers.

This program meets several Income and Asset Building priority needs identified in the 2017 Community Needs Assessment.

2. PROGRAM ELIGIBILITY

- 2.1. Income can be no more than 125% of the Federal Poverty Level.

3. PROGRAM REQUIREMENTS

- 3.1. Provide financial coaching and wellness services.
  - 3.1.1. Identify career goals.
  - 3.1.2. Create an individualized program of study.
  - 3.1.3. Develop a financial plan for attending college.
  - 3.1.4. Provide access to financial resources for income and asset development to build self-sufficiency.
- 3.2. Provide emergency grants to eligible participants.
- 3.3. Contractor shall provide the County with program policies within 10 days of contract execution or modification.
- 3.4. The Contractor must utilize the following best practice models based on the definitions in the Clark County Community Action Programs Request for Application:
  - 3.4.1. Consumer Involvement/Peer Support
  - 3.4.2. Trauma Informed Approach
  - 3.4.3. Motivational Interviewing

3.4.4. Strengths Based Practice

3.4.5. Inclusion

3.4.6. Cultural Competence. Agency must take active steps to help their organizations and programs become more culturally competent and aware, and improve delivery of services to historically underserved communities in Clark County.

3.4.6.1. Historically underserved communities include but are not limited to: Native Americans, Hispanic/Latin(x), African Americans, Pacific Islanders, LGBTQ community, and other under-represented communities of color.

3.4.6.2. Examples of active steps furthering this effort include, but are not limited to: increasing representation of underserved communities on agency governing boards; forming advisory committees with members of underserved communities to assist in culturally appropriate delivery of services; incorporating formal collaboration with culturally specific organizations in program design.

3.5. Contractor shall display the 211info contact information in an area visible by clients.

3.6. Provide or assist households with connections to other community resources and supports that help them improve their safety and well-being to achieve their long-term goals.

3.7. Treat People with Dignity and Respect

3.7.1. Consistently implement practices to meet people where they are and provide person-centered care that focuses on personal strengths.

3.7.2. Establish formal policies and value statements that convey clear expectations that persons will be treated with dignity and respect in every interaction. Monitor adherence to expectations. Provide people served with a grievance process.

3.7.3. Have expectations of program participants clearly communicated and easily accessible for review.

3.7.4. Serve individuals in a trauma informed manner, providing choice, transparency, a clear explanation of role, and allow flexibility and accommodation, whenever possible.

3.7.5. Ensure that services provided are client-directed, respectful of individuals' right to self-determination, and voluntary.

3.7.6. Practice cultural competency and provide appropriate accommodations for program participants across demographic differences.

#### 4. PROGRAM REPORTING

4.1. Clark County Homeless Management Information System (HMIS) Requirements

- 4.1.1. Contractor shall enter client data into HMIS when new clients are assisted, at reassessment, and as needed to keep system information current.
- 4.1.2. Exceptions to HMIS entry are made for those covered under the Victims of Crime Act (VOCA) and those refusing to sign the HMIS Release of Information. If a household does not opt into HMIS, a paper file must be kept and anonymous information provided to the Council for the Homeless, as requested.
- 4.1.3. Client data must be entered into HMIS no later than 10 days following enrollment. Program Directors are responsible for ensuring Contractor's data for the previous month is entered into HMIS accurately by the 5th of each month.
- 4.1.4. Contractor must use HMIS to maintain unduplicated counts of persons served by the program.
- 4.2. Client satisfaction surveys must be developed and offered to program households at least annually. Contractor shall provide the County with a summary of satisfaction survey responses. The following information must be reported:
  - 4.2.1. Number of households served during the survey period.
  - 4.2.2. Number of responses received to the survey.
  - 4.2.3. Summary of answers to each of the questions.
  - 4.2.4. Contractor shall report the total number of overall positive client satisfaction surveys received and total number of overall neutral and negative client satisfaction surveys received.
  - 4.2.5. Additional related details as Contractor finds appropriate or asked for by the County.
- 4.3. Contractor shall provide to the County quarterly status reports in a format acceptable to the County to include a copy of applicable HMIS reports. Reports shall be submitted by the 10th day of the month following the quarter when services were provided, except the 4th quarter report, which is due on July 31. Reports must include:
  - 4.3.1. Progress towards achieving goals and performance measures delineated in section 5 of this contract.
  - 4.3.2. Accounting of all grievances filed during the reporting period, and status of resolution.
  - 4.3.3. Steps taken by the agency to advance organizational and program cultural competence, as discussed in section 3.4.6. of this contract.
- 4.4. The Contractor shall provide the County with a year-end narrative report, due July 31.
- 4.5. The County may withhold payment to the Contractor if reporting requirements are not met.

5. PROGRAM GOALS

The Contractor shall meet or exceed the following local goals:

<b>Program Goals</b>	<b>Anticipated Unduplicated Annual Outputs</b>
Number of students served	250
Number of students who receive an Emergency Grant	50

<b>Program Goals</b>	<b>Anticipated Unduplicated Annual Outcomes</b>
Number of students who remain in college	220
Number of students who report improved financial wellness	200

6. PAYMENT

In addition to the contract terms listed in the Clark County Community Services General Terms and Conditions (GTC), the following shall apply:

- 6.1. The County will pay the Contractor on a cost reimbursement basis. Invoices shall include a Payment Request Form and adequately describe the expenses incurred, identify the month and year of service, the contract number, be categorized by statement of work/work order, and be accompanied by adequate general ledger detail as described in the GTC.
- 6.2. Personnel Costs: Salaries and benefits for staff time related to the program and program supervision.
  - 6.2.1. If applicable, finance salaries must be submitted as administrative costs, and will not be paid with program dollars.
- 6.3. Operating Costs: Telephone, training costs, mileage, supplies, insurance, and other operating costs.
  - 6.3.1. Volunteer recruitment expenses can be reimbursed as program Operating Costs; however, volunteer recognition expenses (if applicable) must be reimbursed using administrative funds.
  - 6.3.2. Contractor shall comply with the Clark County Travel Policy. If requesting payment for employee reimbursement costs for anything other than out-of-town travel meals, please include copies of mileage logs and receipts supporting the costs shown (general ledger detail does not include the vendor names, dates of purchase and individual amounts). When traveling out of the area, food costs shall be reimbursed at the Clark County per diem rates; meeting agendas must be attached to the reimbursement requests.
- 6.4. Supportive Services:
  - 6.4.1. Supplies needed to participate in classes: books, computer, office supplies.

- 6.4.2. Fees for certification tests.
- 6.4.3. Basic needs items: clothing, hygiene and health supplies.
- 6.4.4. Transportation assistance:
  - 6.4.4.1. Bus passes. A log including the recipient name, date, signature and bus pass number must be submitted as reimbursement backup.
  - 6.4.4.2. Gas vouchers. A voucher and receipt must be submitted as reimbursement backup.
  - 6.4.4.3. Auto maintenance and repairs. Must show proof of vehicle registration, state-required insurance, and a valid operator's license and/or endorsement. Auto repair assistance is only available from a licensed mechanic.
  - 6.4.4.4. Other transportation services with prior County staff approval, if not listed specifically in the contract budget.
- 6.4.5. Other supportive services as identified with pre-approval from County Program Contact.
- 6.4.6. The Contractor must submit back-up documentation for staff requests for reimbursements (if applicable), for all supportive services.
- 6.5. Services that are reimbursable through Medicaid/Medicare shall not be billed through this Contract.
- 6.6. 2 C.F.R. 200 administrative charges are allowed, but may not exceed the amount listed in the budget table.
- 6.7. The invoice for the period ending June 30 is due July 8.

**DELIVERABLES SUMMARY**  
**CONTRACT #2019-CSBG-01**  
**CLARK COLLEGE**

DELIVERABLE	REFERENCE	DUE DATE
Enter client data into HMIS	SOW §4	Within 10 days from program enrollment. Previous month's information by the 5 <sup>th</sup> of each month.
Client survey summary	SOW §4	Quarterly
Quarterly reports and a year-end narrative	SOW §4	Most reports are due 10 <sup>th</sup> of the month following the quarter when services were performed
Invoice	SOW §6 and General T&C §31	15 <sup>th</sup> of the month. The final invoice for the period ending June 30 is due July 8 <sup>th</sup> .
Apply for a Washington State Quality Award	Special T&C §10	Start of contract
Close-out financial, performance, and other reports	General T&C §8	30 days after contract expiration
E-Verify MOU and completion report	General T&C §19	Prior to starting work and contract expiration
Fiscal requirements	General T&C §23	Various
Proof of insurance	Special T&C §8 General T&C §26	Start of contract and throughout contract term

1. There may be additional deliverables defined in this contract which are not reflected here.
2. If there is a conflict between what appears in this summary table and what is listed elsewhere in the contract, the terms and conditions elsewhere in the contract shall apply.

## SPECIAL TERMS AND CONDITIONS COMMUNITY SERVICES BLOCK GRANT

### 1. COMMUNITY SERVICES BLOCK GRANT OVERVIEW

- 1.1. The Community Services Block Grant (CSBG) provides funds to alleviate the causes and conditions of poverty in communities. Funding for the Community Services Block Grant supports a variety of community goals including: increased stability and self-sufficiency, improved living conditions of individuals and families, ownership and pride in communities and strong community and family support systems.
- 1.2. The Human Services Fund (HSF) is a local allocation of property tax dollars. The fund is designed to alleviate the causes and conditions of poverty in communities. The HSF supports a variety of community goals including: increased stability and self-sufficiency, improved living conditions of individuals and families, ownership and pride in communities and strong community and family support systems.
- 1.3. Federal Award Identification:

Subrecipient Name	Clark College
Subrecipient Unique Entity Identifier	DUNS Number 055966303
Federal Award Identification Number (FAIN)	19B1WACOSR
Federal Award Date	2019 and 2020
Subaward Period of Performance	07/01/2019 – 06/30/2021
Amount of Federal Funds Obligated for this Contract	\$180,000
Total Federal Funds Obligated to Subrecipient	\$180,000
Total Amount of the Federal Award Committed	\$368,808 per year
Federal Award Project Description	Income & Asset Building Services
Federal Awarding Agency	Dept. of Health & Human Services
Pass-through Entity and Contact Name	Clark County; Michael Torres 564.397.7801
CFDA Number	93.569
CFDA Name	Community Services Block Grant
Is this award R&D?	No
Indirect Cost Rate for the Federal Award	N/A

### 2. AMERICANS WITH DISABILITIES ACT (ADA)

The Contractor shall comply with federal, State of Washington and local laws, including, but not limited to, 28 C.F.R. Part 35, which provides comprehensive protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

### 3. CONFIDENTIALITY AND PRIVACY

In addition to the contract terms listed in the Clark County Department of Community Services General Terms and Conditions, the following shall apply:

#### Personal Information

- 3.1. Personal information collected, used or acquired in connection with the services provided under this Contract shall be used solely for the purpose of this Contract. The Contractor agrees not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons the personal information without express written consent of the client or as provided by law. The written consent must include what client information may be shared and to whom or which agencies/businesses. The Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.
- 3.2. Personal information includes all personal information in the possession of the Contractor that may not be disclosed under state or federal law, including but not limited to, information related to a person's name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver's license number and other identifying numbers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### 4. CONFLICT OF INTEREST

Contractor certifies that no principal, director, officer, or employee has violated the Ethics in Public Service Act (Revised Code of Washington (RCW) chapters 42.23 and 42.52), or any similar statute involving the Contractor in the procurement of or performance under this Contract.

Specific restrictions apply to contracting with current or former state employees pursuant to RCW chapter 42. Contractor must identify any person employed in any capacity by the state of Washington that worked on the grant(s) funding this contract including but not limited to formulating or drafting legislation, participating in grant procurement planning and execution, awarding grants, and monitoring grants, during the 24 month period preceding the start date of this contract.

### 5. CONSUMER RIGHTS

- 5.1. The Contractor shall comply with state and federal non-discrimination policies, to the extent that they are applicable to this Contract. This includes Discrimination – Human Rights Commission (RCW 49.60); 42 CFR 438.214, Title VI of the Civil Rights Act of 1964 as implemented by regulations at 45 CFR part 80; the Age Discrimination Act of 1975 as implemented by regulations at 45 CFR part 91; the Rehabilitation Act of 1973; and titles II and III of the Americans with Disabilities Act; and other laws regarding privacy and confidentiality. The Contractor shall ensure that its staff takes these rights into account when furnishing services to consumers.
- 5.2. Contractor shall ensure that funds provided under this Contract shall not be utilized for

inherently religious activities such as worship, religious instruction, or proselytization.

6. DOCUMENTS INCORPORATED BY REFERENCE

Each of the documents listed below, as now established or hereafter amended, are incorporated by reference with the same force and effect as if they were incorporated in full text.

- 6.1. The Washington State Department of Commerce Community Services Block Grant (CSBG) #F17-32101-006, including but not limited to the laws and regulations referenced therein.
- 6.2. The Washington State Department of Commerce CSBG Guidelines
- 6.3. Clark County Department of Community Services General Terms and Conditions
- 6.4. The Clark County Homeless Action Plan
- 6.5. All applications, proposals, or other documents submitted by the Contractor in an effort to secure this Contract
- 6.6. This Contract is subject to the human trafficking provisions of 22 U.S.C. 7104.

7. FAIR HOUSING AND NON-DISCRIMINATION

In addition to the contract terms listed in the Clark County Department of Community Services General Terms and Conditions, the following shall apply:

- 7.1. The Contractor shall comply with all local, State of Washington and Federal fair housing and non-discrimination laws, regulations, and policies. Contractor will take necessary and appropriate actions to prevent discrimination in rental units assisted through the contracted funding sources.
- 7.2. In accordance with the decision in *United States v. Windsor* (133 S. Ct. 2675 (June 26, 2013)); Section 3 of the Defense of Marriage Act, codified at 1 USC 7, in any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite sex spouses, marriages, and households, respectively.

8. INSURANCE

In addition to the contract terms listed in the Clark County Department of Community Services General Terms and Conditions, the following shall apply:

Contractor is not required to provide professional liability insurance

9. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving

precedence in the order listed below:

- 9.1. Federal statutes and regulations
- 9.2. State statutes and regulations
- 9.3. Statement of Work
- 9.4. Special Terms and Conditions
- 9.5. Clark County Department of Community Services General Terms and Conditions
- 9.6. The Contractor's application and budget

10. PAYMENT PROCEDURES

In addition to the contract terms listed in the Clark County Department of Community Services General Terms and Conditions, the following shall apply:

If the Contractor receives over \$500,000 in combined state and housing-related funding sources annually, Contractor must apply for a WA State Quality Award (WSQA) assessment once every three years.

11. PROHIBITION AGAINST POLITICAL ACTIVITY AND RELIGIOUS ACTIVITY

In addition to the contract terms listed in the Clark County Department of Community Services General Terms and Conditions, the following shall apply:

- 11.1. The Contractor shall not use program funds or identify program funds in a manner supporting any partisan or nonpartisan political activity, or for any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election or any voter registration activity.
- 11.2. The Contractor shall not use program funds to support inherently religious activities such as religious instruction, worship, or proselytization. Contractor must take steps to separate, in time or location, inherently religious activities from the services funded under this Contract.

12. PUBLICITY

Contractor shall not publish or use any advertising or publicity materials in which the State of Washington, Department of Commerce, or Clark County's name is mentioned, or in which language is used which may reasonably be inferred or implied, without the prior written consent of the County.

13. TERMINATION

- 13.1. The award or continuation of this Contract is dependent upon the availability of future

funding. The County's payment obligations are payable only and solely from funds both appropriated and otherwise legally available for this Contract.

- 13.1.1. The absence of initial appropriated or other lawfully-available funds shall render the Contract null and void to the extent funds are not appropriated or available.
- 13.1.2. If the funds upon which the County relied to establish this Contract are withdrawn, reduced, or limited, or if additional or modified conditions are placed on such funding, the County may immediately terminate this Contract in whole or in part by providing notice to the Contractor. The termination shall be effective on the date specified in the notice of termination.
- 13.2. The County shall have the right to terminate this Contract, in whole or in part, with or without cause, by providing no fewer than ten (10) calendar-days written notice. Upon receipt of a notice of termination, the Contractor shall promptly cease all further work pursuant to this Contract, with such exceptions, if any, specified in the notice of termination. The County shall pay the Contractor, to the extent of funds appropriated or otherwise legally available for such purpose, for all goods delivered, services performed, and obligations incurred prior to the date of termination in accordance with the terms hereof.
- 13.3. Upon termination of this Contract any unexpended balance of Contract funds will remain with the County. If termination occurs for cause, the Contractor shall immediately, and without notice of presentment, return to the County all funds that were expended in violation of the terms of this Contract.
- 13.4. Any notice required to be given pursuant to the terms of this section shall be in writing and shall be sent by certified or registered mail, return receipt requested, postage prepaid, or by hand delivery, to the receiving party at the address listed on the signature page, or at any other address of which a party has given notice. Notice shall be deemed given on the date of delivery or refusal as shown on the return receipt if delivered by mail, or the date upon which such notice is hand delivered.

**EXHIBIT A**

**CONTRACTOR TRAVEL REIMBURSEMENT POLICY**

For contracts which allow for travel reimbursements, the Contractor shall comply with the Clark County Travel Policy. The following travel-related expenses are allowable only if they are incurred in conjunction with travel for the performance of work under an agreement with Clark County.

**LOCAL travel expenses** are those incurred within a 50 mile radius of the Contractor’s business location and/or travel more than 50 miles that does NOT include an overnight stay

- Mileage
- Parking
- Business meals at actual cost. Total, including tax and tips, should not exceed the current IRS High-Low per diem rate

**Itemized receipts** must be provided for meals at actual cost and for all other travel-related expenses. If the travel expense involves a conference, workshop, seminar, or similar organized activity, a copy of the agenda or outline must be submitted.

**NON-LOCAL travel expenses** are those incurred more than 50 miles from the Contractor’s business location and include an overnight stay.

- Airfare, bus, train, local transportation, tolls, car rentals and parking fees
- Mileage - In instances where personal automobile usage exceeds the cost of airfare, reimbursement will be limited to the cost of traveling to the same destination by coach class airfare.
- Hotel or motel accommodations at single occupancy rates. The lowest rate should be requested.
- Meal costs at the **per diem rates** established by the Internal Revenue Service using the High-Low substantiation method. Authorized travelers will be allowed 75% of the daily per diem allowance on the first and last day of travel and 100% of the daily per diem allowance the remainder of the trip.
- Other reasonable and ordinary expenses which are job related

**Itemized receipts** must be provided for airfare, lodging, and all other travel-related expenses. If the travel expense involves a conference, workshop, seminar, or similar organized activity, a copy of the agenda or outline must be submitted.

The current per diem rates and mileage rates can be located at <https://www.clark.wa.gov/community-services/travel>.

2019	Low	High
Breakfast	12	17
Lunch	18	22
Dinner	30	32

**EXHIBIT B****BUDGET SUMMARY****SOW #1 - Financial Wellness Program to Address Generational Poverty**

Desc.	Revenue Source	2019 Amount	2020 Amount	2021 Amount	Spend Category	Grant	Cost Center	Fund	BASUB	Program	Activity
Personnel & Operating Costs	CSBG State	\$ 14,000	\$ 28,000	\$ 14,000	S0081	TBD	CC209	9009	B5651000	PG0528	
	HSF	\$ 16,200	\$ 32,400	\$ 16,200	S0081	N/A	CC209	1932	B5651000	PG0528	A019382
Supportive Services	HSF	\$ 14,800	\$ 29,600	\$ 14,800	S0080	N/A	CC209	1932	B5651000	PG0528	A019382
<b>TOTALS</b>		<b>\$ 45,000</b>	<b>\$ 90,000</b>	<b>\$ 45,000</b>							

## Certificate Of Completion

Envelope Id: D38112432CB44EBFB9ECD98F9879AF93	Status: Completed
Subject: Please E-Sign this Contract for a Financial Wellness Program (Clark College #2019-CSBG-01)	
Source Envelope:	
Document Pages: 15	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Lynn Mueller
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	1300 Franklin St
	Vancouver, WA 98660
	lynn.mueller@clark.wa.gov
	IP Address: 64.4.181.102

## Record Tracking

Status: Original	Holder: Lynn Mueller	Location: DocuSign
7/16/2019 10:32:34 AM	lynn.mueller@clark.wa.gov	

## Signer Events

Amanda Migchelbrink  
 amanda.migchelbrink@clark.wa.gov  
 Deputy Prosecuting Attorney  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 F6B2CB11526542F...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 64.4.181.35

## Timestamp

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 Viewed: 7/17/2019 9:40:37 AM  
 Signed: 7/17/2019 9:40:51 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 7/17/2019 9:40:36 AM  
 ID: 6408c27b-c214-41b1-a2a5-6755ac4935bd

William Belden  
 wbelden@clark.edu  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 1B2447DE58A1489...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 192.102.5.75

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**Electronic Record and Signature Disclosure:**  
 Accepted: 7/17/2019 11:19:03 AM  
 ID: fc6ad2e0-6a55-4353-bb66-ac148951fb68

Tina Redline  
 tina.redline@clark.wa.gov  
 Office Supervisor  
 Clark County, WA  
 Security Level: Email, Account Authentication (None)

**Completed**  
 Using IP Address: 64.4.181.42

Sent: 7/22/2019 4:56:53 PM  
 Viewed: 7/23/2019 7:04:35 AM  
 Signed: 7/23/2019 7:04:38 AM

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

Shawn Hennessee  
 shawn.hennessee@clark.wa.gov  
 County Manager  
 Clark County, WA  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 020976145587476...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 64.4.181.42

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**Electronic Record and Signature Disclosure:**  
 Accepted: 7/31/2018 3:34:36 PM  
 ID: 23d55715-0ff9-4bb6-9775-6e617676e741

## 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
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Janet Snook janet.snook@clark.wa.gov testing dcs Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/23/2019 8:02:53 AM Viewed: 7/23/2019 9:34:04 AM
Cath Busha cbusha@clark.edu Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<b>COPIED</b>	Sent: 7/23/2019 8:02:53 AM
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	7/23/2019 8:02:53 AM
Certified Delivered	Security Checked	7/23/2019 8:02:53 AM
Signing Complete	Security Checked	7/23/2019 8:02:53 AM
Completed	Security Checked	7/23/2019 8:02:53 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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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: loann.vuu@clark.wa.gov

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**Required hardware and software**

Operating Systems:	Windows® 2000, Windows® XP, Windows Vista®; Mac OS® X
Browsers:	Final release versions of Internet Explorer® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safari®, 3.0 or above (Mac only)
PDF Reader:	Acrobat® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

\*\* These minimum requirements are subject to change. If these requirements change, you will be asked to re-accept the disclosure. Pre-release (e.g. beta) versions of operating systems and browsers are not supported.

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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 verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an 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 on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

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