



Washington State
Department of
Commerce

**CLEAN TRANSPORTATION
ENERGY DIVISION**

Routing Slip – Awards

Washington Electric Vehicle Charging Program

Reviewed by	I verify that:	Initials
CONTRACT MANAGER	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities. Fund source reviewed and award amount approved. Fund obligation discussed, reviewed and memo approved by leadership and appointing authority prior to routing contract or amendment, if applicable. 	
MANAGING DIRECTOR	<ul style="list-style-type: none"> Any and all changes made are within my delegated authority and responsibilities. Fund source reviewed and award amount approved. Fund obligation discussed, reviewed and memo approved by leadership and appointing authority prior to routing contract or amendment, if applicable. 	[Signature on document]

Instructions:

- Attach this slip to the top of your DocuSign envelope *before* any additional materials
- When routing, only staff implicated in a request need to initial this slip. Inapplicable initial cells may be left empty
- The DocuSign envelope should be *context complete* and all relevant explanatory material attached



Award Letter

Washington Electric Vehicle Charging Program

12/05/2024
City Of Everett
802 E Mukilteo Blvd
Everett, WA 98203

Dear Karen Schraven,

Congratulations! This letter confirms that City Of Everett has been selected for a conditional award from the Washington State Electric Vehicle Charging Program (WAVEVCP). 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 awarding phase. All awards are subject to Commerce's spending authority as authorized by the legislature. 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.

Commerce requires a counter-signature below by an authorized City Of Everett official. City Of Everett, 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

1. Please sign the award letter by **5:00 p.m. on Dec. 6, 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.
2. After your award letter is signed, you will be required to complete a Contracting 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 application 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.
3. A link to a prerecorded webinar will be sent to you that goes over the above mentioned documents, and how to complete them. We will also include an instructional document to provide guidance on completing your forms and next steps to begin the contracting process.

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

Tatum Holestine will be your contract manager. Please do not hesitate to contact them at EVCharging@commerce.wa.gov for assistance.

We look forward to partnering with you on your project!


Sincerely,
DocuSigned by:


25DA70218812495...
Steven Hershkowitz, Managing Director


12/5/2024 | 11:31 AM PST
Date

Awardee acceptance


Accepted on behalf of City of Everett

DocuSigned by:
 APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY
F00D83ECEDB341B...
Tim Benedict, Deputy City Attorney

12/5/2024 | 11:37 AM PST
Date

DocuSigned by:

04EE4EF03E7A440...
Cassie Franklin, Mayor

12/5/2024 | 2:00 PM PST
Date

Signed by:

B450DB000B27461...
Marista Jorve, City Clerk

12/5/2024 | 2:47 PM PST
Date

Lead Applicant	Site	City	County	Site Type	L2 Ports	DCFC Ports	L2 Funding	DCFC Funding	Total Award
CITY OF EVERETT	SITE #1	EVERETT	Snohomish	Public	0	2	\$ -	\$ 221,000.00	\$ 221,000.00
CITY OF EVERETT	SITE #2	EVERETT	Snohomish	Public	0	2	\$ -	\$ 223,000.00	\$ 223,000.00

Certificate Of Completion

Envelope Id: 5F2984653D2C460E8F494FA31CE5FBE4

Status: Completed

Subject: Complete with Docusign: DOCUSIGN_ED Routing Slip_Awards_ 10-31-2024.docx, WAEVCP_Award_Letter_...

Division:

Energy

Program: Clean Transportation

ContractNumber: N/A

DocumentType:

Other

Source Envelope:

Document Pages: 4

Signatures: 4

Envelope Originator:

Certificate Pages: 5

Initials: 1

Crystal Ralkey

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

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

Olympia, WA 98504-2525

crystal.ralkey@commerce.wa.gov

IP Address: 198.238.6.181

Record Tracking

Status: Original

12/5/2024 11:03:16 AM

Holder: Crystal Ralkey

crystal.ralkey@commerce.wa.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Washington State Department of Commerce

Location: DocuSign

Signer Events

Crystal Ralkey

crystal.ralkey@commerce.wa.gov

Security Level: Email, Account Authentication (None)

Signature

Signature Adoption: Pre-selected Style

Using IP Address: 198.238.6.181

Timestamp

Sent: 12/5/2024 11:26:47 AM

Viewed: 12/5/2024 11:26:56 AM

Signed: 12/5/2024 11:26:58 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Steven Hershkowitz

steven.hershkowitz@commerce.wa.gov

Security Level: Email, Account Authentication (None)

DocuSigned by:

Signature Adoption: Pre-selected Style

Using IP Address: 147.55.149.237

Sent: 12/5/2024 11:27:00 AM

Viewed: 12/5/2024 11:29:37 AM

Signed: 12/5/2024 11:31:23 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Tim Benedict

Tbenedict@everettwa.gov

DCA

Security Level: Email, Account Authentication (None)

DocuSigned by:

Signature Adoption: Uploaded Signature Image

Using IP Address: 20.245.51.190

Sent: 12/5/2024 11:31:24 AM

Viewed: 12/5/2024 11:33:01 AM

Signed: 12/5/2024 11:37:46 AM

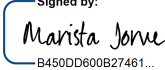
Electronic Record and Signature Disclosure:

Accepted: 12/5/2024 11:33:01 AM

ID: 2aab2e68-d8d5-4b9e-9ce1-85f6fa187e8e

Signer Events	Signature	Timestamp
Cassie Franklin CFranklin@everettwa.gov Mayor Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  04EE4EF93E7A440...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 206.208.64.136</div>	Sent: 12/5/2024 11:37:49 AM Resent: 12/5/2024 11:50:48 AM Viewed: 12/5/2024 2:00:13 PM Signed: 12/5/2024 2:00:19 PM

Electronic Record and Signature Disclosure:
Accepted: 12/5/2024 2:00:13 PM
ID: 7da1808c-1274-4c65-8572-4d93399b577b

Marista Jorve Mjorve@everettwa.gov City Clerk Security Level: Email, Account Authentication (None)	<div>Signed by:  B450DD600B27461...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 206.208.64.136</div>	Sent: 12/5/2024 2:00:21 PM Viewed: 12/5/2024 2:47:38 PM Signed: 12/5/2024 2:47:54 PM
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Electronic Record and Signature Disclosure:
Accepted: 12/5/2024 2:47:38 PM
ID: 2dfe14df-64e1-4dab-a8dd-8f0196188dc2

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
Karen Schraven KSchraven@everettwa.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	<div>COPIED</div>	Sent: 12/5/2024 2:47:56 PM

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/5/2024 11:26:47 AM
Envelope Updated	Security Checked	12/5/2024 11:50:31 AM
Certified Delivered	Security Checked	12/5/2024 2:47:38 PM
Signing Complete	Security Checked	12/5/2024 2:47:54 PM
Completed	Security Checked	12/5/2024 2:47:56 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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 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 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 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.