

ANNUAL CERTIFICATION

BACKGROUND

NovoaGlobal ("NG") has an agreement with Washington Department of Licensing ("DOL") in which NG is required to have a subrecipient agreement with any entity that NG will grant access to data from DOL. Furthermore, on a yearly basis, NG is required to ensure that such entity complies with the signed subrecipient agreement between the parties.

In accordance with the sub-recipient agreement between the City of Everett ("CUSTOMER") and NovoaGlobal ("NG"), the CUSTOMER who is already a DOL approved entity is required by DOL to perform a yearly self-assessment ("Assessment").

For specific subrecipient policy requirements, please review attachment A through F in your initial contact agreement with NovoaGlobal Inc.

- Attachment A – PERMISSIBLE USE
- Attachment B – Data Security Requirements
- Attachment C – Subrecipient Requirements
- Attachment D – Permissible Use Requirements
- Attachment E – Audit and Annual Internal Assessment
- Attachment F – Data Security Breach and Misuse Notification

DATA SECURITY BREACH AND MISUSE NOTIFICATION

Subrecipient ISO shall notify the NovoaGlobal CISO either by telephone or email within 12 hours of discovery of a security incident involving a system or network that is able to access the DOL (PPI) data received via the NovoaGlobal I-C BackOffice web-based system. If DOL data (PPI) appears to be compromised, the Subrecipient ISO shall immediately notify the NovoaGlobal CISO. In cases where the integrity of network communications is in question, preference shall be given to voice communication of the security incident. The NovoaGlobal CISO will then investigate the security incident and notify DOL help desk about the breach within the next 12 hours.

Security Incident/Breach Contact Information

NovoaGlobal Inc.
Title: CISO
Name: Markus Hemstrom
Email: dol-breach@novoaglobal.com
Cell: 407-712-4552
Office: 888-666-4218

CONFIRMATION OF YEARLY SELF ASSESSMENT

The CUSTOMER hereby confirms that it has performed the Assessment within the past 12 months.

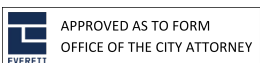
CITY OF EVERETT

Work Title: Mayor

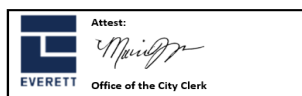
Printed Name: Cassie Franklin

Date: 07/16/2025

Signature: _____



APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY



Attest:
[Signature]
Office of the City Clerk











NovoaGlobal_DOLDataSharing_AnnualCertification_SubRecipientAgreement_CH_SD_07.11.25

Final Audit Report

2025-07-16


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 Agreement completed.

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