



WHATCOM COUNTY CONTRACT INFORMATION SHEET (CIS)

Whatcom Co. Contract #:

Originating Department: 65 - Prosecuting Attorney
Division: 6580 - Victim Witness
Program: 658000 - Victim Witness
Contract or Grant Administrator: Hilary Thomas
Contractor's / Agency Name: Washington State Department of Commerce
Title of Agreement (optional):

Type of Contract: Grant (Whatcom County is Grantee) (State Funds)
If amendment or renewal, original contract #: 202603018
Is this is a grant agreement? Yes If so, grantor agency contract #s: S26-31115-024 ALN: <i>Note: Complete ALN field if contract involves direct federal grants/cooperative agreements or pass-through federal funds.</i>
Is this contract grant-funded? No If yes, Whatcom County grant contract number(s):
If this contract the result of an RFP? No If yes, RFP number(s):
Is this contract the result of a Bid Process? No If yes, Bid Number(s):
Does this contract involve federal reimbursement? (i.e. fed grant, cooperative agreement, pass-through fed funds, etc.) No
Procurement method: N/A - Interlocal/Grant - For interlocal agreements between governments or grant-funded contracts
Council review: Required - Grant exceeds \$40,000

Fund(s): 1650
Cost Center(s): 16501000
Object Account(s): 16501000.4334.0421

Contract Amount (sum of original contract amount and any prior amendments): \$	24218
This Amendment Amount: \$	50000
Total Cumulative Amount: \$	74218

Contract term ends: 6/30/2027

Key words/summary (optional): This amendment is to extend the end date and add funds to support the victim witness coordinator's activities through the grant period
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Contract routing (please initial & date):

Prepared by: Josiah Pickerill

Contractor signed: _____

Contractor review: _____

Executive review: _____

Attorney signoff: John E. GO

Council approval, if necessary: _____

AS Finance review: J. Thomson 07/20/2026

AB#: _____

IT review (if related): _____

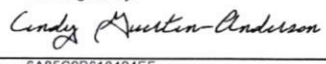
Executive signed: _____



Amendment

Contract Number: S26-31115-024
Amendment Number: A

**Washington State Department of Commerce
 Community Services Division
 Office of Crime Victims Advocacy
 SFY 2026 Victim Witness DV Specific Grant**

1. Contractor WHATCOM COUNTY DBA PROSECUTOR 311 GRAND AVE STE 201 BELLINGHAM WA 98225		2. Contractor Doing Business As (optional) Whatcom County Prosecuting Attorney's Office	
3. Contractor Representative Melissa Lacki Victim Witness Coordinator mlacki@co.whatcom.wa.us (360) 778-5710		4. COMMERCE Representative Lisa Lipsey Program Coordinator (564) 669-3830 lisa.lipsey@commerce.wa.gov	
5. Original Contract Amount (and any previous amendments) \$24,218.00		6. Amendment Amount \$50,000.00	
		7. New Contract Amount \$74,218.00	
8. Amendment Funding Source Federal: ☐ State: ☒ Other: ☐ N/A: ☐		9. Amend. Effective Date 6/30/2026 12:00:00 AM	
		10. End Date 06/30/2027	
11. Federal Funds (as applicable)		Federal Agency:	
		ALN Number:	
		Indirect Rate (as applicable): N/A	
12. SWV # SWV0002425-21		13. UBI # 602782481	
		14. UEI # NT6RMN8THTN7	
15. Amendment Purpose This amendment is to extend the end date and add funds to support activities through the grant period.			
COMMERCE, defined as the Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this Grant as Amended and attachments and have executed this Grant Amendment on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Grant as Amended are governed by this Grant Amendment and the following other documents incorporated by reference: Grant Terms and Conditions including Attachment A – Scope of Work; Attachment B – Budget; and Grantee's Original Application for funding. A copy of this Grant Amendment shall be attached to and made a part of the original Grant between COMMERCE and the Grantee. Any reference in the original Grant to the "Grant" shall mean the "Grant as Amended".			
FOR CONTRACTOR Signed by:  Signature Satpal Sidhu Name County Executive Title 6/24/2026 7:34 AM PDT Date		FOR COMMERCE DocuSigned by:  Cindy Guenther-Anderson, Assistant Director 6/24/2026 8:27 AM PDT Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE	

This Contract is **amended** as follows:

Special Terms and Conditions

1. COMPENSATION

COMMERCE shall pay an amount not to exceed **\$ 74,218.00** for the performance of all things necessary for or incidental to the performance of work as set forth in the Scope of Work. Contractor's compensation for services rendered shall be based on the terms of the Scope of Work and Budget.

Expenses

Contractor shall receive reimbursement for approved expenses as identified below or as authorized in advance by COMMERCE as reimbursable. The maximum amount to be paid to the Contractor for authorized expenses shall not exceed **\$ 74,218.00** which amount is included in the Contract total above.

If travel is required to complete the scope of work and approved in advance in writing, reimbursable travel expenses may include airfare (economy or coach class only), other transportation, lodging, and food necessary during periods of required travel.

Transfer of funds between line item budget categories must be approved by the Office of Crime Victims Advocacy (OCVA) program staff. A cumulative amount of these transfers exceeding ten (10) percent of the total program budget shall be subject to justification and negotiation between the Contractor and OCVA, including approval from the Contractor's signature authority and the relevant OCVA Section Manager.

Payment will be on a reimbursement basis only.

Travel expenses incurred or paid by Contractor shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current travel rates may be accessed at:

<https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

ATTACHMENT B: Budget

<u>Budget Category</u>	<u>Amount</u>
Salaries	\$ 48,327.00
Benefits	\$ 25,891.00
Grant Total	\$ 74,218.00

Transfer of funds between line item budget categories must be approved by the Office of Crime Victims Advocacy (OCVA) program staff. A cumulative amount of these transfers exceeding ten (10) percent of the total program budget shall be subject to justification and negotiation between the Contractor and OCVA, including approval from the Contractor's signature authority and the relevant OCVA Section Manager.

Travel expenses incurred or paid by Contractor shall be reimbursed at a rate not to exceed the current state rate and in accordance with the State of Washington Office of Financial Management Travel Regulations. Current rates for travel may be accessed at

<https://ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>.

Any purchase over \$10,000 must be pre-approved by COMMERCE.

ALL OTHER TERMS AND CONDITIONS OF THIS CONTRACT REMAIN IN FULL FORCE AND EFFECT.



DocuSign Contract Review and Routing Form

Office of Crime Victims Advocacy

Reviewed by:	Title:	I verify that I have:	Date:
Cheryl Rasch	Grant Manager	Proofed documents	6/23/2026 1:09 PM PDT
Jodine Honeysett	Section Manager	Matched approved Obligation Summary Memo and Allocation Spreadsheet Reviewed entry and coding in CMS	6/23/2026 1:10 PM PDT
Trisha Smith	Assistant or Managing Director	Correct template from IntraCOM has been used OR Documentation has been included with reason for exception	6/23/2026 1:15 PM PDT

Use if Grant Manager needs to verify Grantee submission before Assistant Director's signature			
Reviewed by:	Title:	I verify that I have:	Date:
	Grant Manager	Checked that Grantee has completed all required certifications and/or forms	

Certificate Of Completion

Envelope Id: 137A2AE2-9B67-8D9B-80AF-5DD1D8D7B97D

Status: Completed

Subject: OCVA: Whatcom County Prosecutor: SFY 2026 Victim Witness DV Specific Grant Amd. A |S26-31115-024

Division:

Community Services and Housing

Program: OCVA

ContractNumber: S26-31115-024

DocumentType:

Contract Amendment

Source Envelope:

Document Pages: 3

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lupe Mendoza

AutoNav: Enabled

1011 Plum Street SE

Envelopeld Stamping: Enabled

MS 42525

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

Olympia, WA 98504-2525

lupe.mendoza@commerce.wa.gov

IP Address: 198.239.10.152

Record Tracking

Status: Original

6/23/2026 11:39:22 AM

Holder: Lupe Mendoza

lupe.mendoza@commerce.wa.gov

Location: DocuSign

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Cheryl Rasch

cheryl.rasch@commerce.wa.gov

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

Signature

Completed

Using IP Address: 198.239.106.189

Timestamp

Sent: 6/23/2026 11:44:53 AM

Resent: 6/23/2026 12:57:28 PM

Viewed: 6/23/2026 1:08:43 PM

Signed: 6/23/2026 1:09:08 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Jodine Honeysett

jodine.honeysett@commerce.wa.gov

VAWA Section Manager, OCVA

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

Completed

Using IP Address: 198.239.10.149

Sent: 6/23/2026 1:09:09 PM

Viewed: 6/23/2026 1:09:31 PM

Signed: 6/23/2026 1:10:31 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Trisha Smith

trisha.smith@commerce.wa.gov

Managing Director

WA State Dept of Commerce

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

Completed

Using IP Address: 198.239.106.253

Sent: 6/23/2026 1:10:33 PM

Viewed: 6/23/2026 1:15:37 PM

Signed: 6/23/2026 1:15:42 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Satpal Sidhu

ssidhu@co.whatcom.wa.us

County Executive

Whatcom County Human Resources

Security Level: Email, Account Authentication
(None)

Signed by:


1192C7C18B664E3...

Signature Adoption: Pre-selected Style

Using IP Address:

2601:602:580:2b80:800:ecb:ccf9:85bb

Signed using mobile

Sent: 6/23/2026 1:15:43 PM

Resent: 6/24/2026 7:14:03 AM

Viewed: 6/24/2026 7:34:54 AM

Signed: 6/24/2026 7:34:58 AM

Electronic Record and Signature Disclosure:

Signer Events	Signature	Timestamp
Accepted: 7/20/2021 11:20:26 AM ID: e975f3c1-d76d-4403-8331-74d7b761d23f		
Cindy Guertin-Anderson cindy.guertin-anderson@commerce.wa.gov .Assistant Director, Commerce Washington State Department of Commerce Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 24.17.99.212	Sent: 6/24/2026 7:34:59 AM Viewed: 6/24/2026 8:27:20 AM Signed: 6/24/2026 8:27:27 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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	6/23/2026 11:44:53 AM
Envelope Updated	Security Checked	6/23/2026 12:57:27 PM
Envelope Updated	Security Checked	6/23/2026 12:57:27 PM
Envelope Updated	Security Checked	6/24/2026 7:14:02 AM
Envelope Updated	Security Checked	6/24/2026 7:14:02 AM
Envelope Updated	Security Checked	6/24/2026 7:14:02 AM
Certified Delivered	Security Checked	6/24/2026 8:27:20 AM
Signing Complete	Security Checked	6/24/2026 8:27:27 AM
Completed	Security Checked	6/24/2026 8:27:27 AM
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.

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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..

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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.