



WORK SESSION

BOARD OF CLALLAM COUNTY COMMISSIONERS

223 East 4th Street, Room 160
Port Angeles, Washington
February 9, 2026

Board of Clallam County Commissioner meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 836 9266 4344 and passcode: 12345 and use *9 to raise your hand.

If you would like to participate in the meeting via Zoom video conference, visit <https://us06web.zoom.us/j/83692664344> and use meeting ID: 836 9266 4344 and passcode: 12345

This meeting can be viewed on a live stream at this link: <https://clallamcountywa.gov/meetings>

Public comment can be directed to the Clerk of the Board at 360-417-2256 or Loni.Gores@clallamcountywa.gov

Administration – 9 a.m.

- 1a Calendar/Correspondence
- 1b Resolution appointing various members to the Homelessness Task Force
- 1c Call for hearing to be held on Tuesday, March 3, 2026 at 10:30 a.m. regarding an Opportunity Fund request for Clallam County Public Works – Clallam Bay / Sekiu Pipe Replacement Project
- 1d Letter of support for the Port of Port Angeles application Marine Trades Expansion Project
- 1e Agreement with Department of Commerce for Violence Against Women STOP Grant Program
- 1f Verbal approval to use the Interlocal Purchasing System TIPS for the County Fair Rodeo Arena Grant Project
- 1g Discussion and next steps for regarding the Housing Solutions Committee recommendation regarding the Peninsula Housing Authority – Eklund at Gales Project
- 1h Pre-application questionnaire with Office of Crime Victim Advocacy for Victim Witness Assistance DV Specific Grant

Budget

- 2a Discussion on proposed budget reductions to be considered on February 24 (3a)*
- 2b Discussion of proposed supplemental appropriations to be considered on February 24 (3b)*
- 2c Discussion of proposed debatable emergencies to be considered on February 24 (3c)*

Public Works

- 3a Dungeness National Wildlife Refuge Access Improvement DNWR Project update

Community Development

- 4a Code Enforcement update
- 4b Briefing and next steps regarding the proposed RV Ordinance addressing the residential use and occupancy of Recreational Vehicles

Board of Commissioners

- 5a Boundary Review Board discussion
- 5b Agreement amendment for Salish Behavioral Health Administrative Services Organization
- 5c Legislative session update

General Discussion/Items for Future Agendas

- ONP and ONF updates (3/2/26 at 10 and 10:30 a.m.)
- Joint Meeting with the Department of Natural Resources (3/16 at 1 p.m.)
- Department of Transportation Highway 101 Projects (3/23 at 9 a.m.)
- Joint Meeting with the Port of Port Angeles (4/27 at 11 a.m. Hosted at Port)
- Joint Meeting with the Department of Natural Resources (6/15 at 1 p.m.)
- Department of Transportation Highway 101 Projects (6/22 at 9 a.m.)
- Joint Meeting with the Department of Natural Resources (8/17 at 1 p.m.)
- Department of Transportation Highway 101 Projects (9/14 at 9 a.m.)
- Joint Meeting with the Port of Port Angeles (10/26 at 11 a.m. Hosted at BOCC)
- Joint Meeting with the Department of Natural Resources (11/9 at 1 p.m.)
- Department of Transportation Highway 101 Projects (12/7 at 9 a.m.)

EXECUTIVE SESSION

The Board may recess into Executive Session to consider employment or dismissal of personnel, to review the performance of a public employee, to consult with legal counsel, to consider the position to be taken in collective bargaining, to consider acquisition or sale of real estate, or other matters per RCW 42.30.110.

- Other items may be added at the discretion of the Board and additional Work Sessions may be scheduled if more time is needed to allow for adequate discussion.
- Written testimony presented by members of the public during the Board meeting is considered a public document and must be submitted to the Clerk of the Board. Copies of public documents from Board meetings are available by contacting the Public Records Department.



AGENDA ITEM SUMMARY

16
FEB 09 2026

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION **Meeting Date: 2-9-26**

REGULAR AGENDA **Meeting Date: 2-17-26**

Item summary:

- Call for Hearing
- Contract/Agreement/MOU - Contract #
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Executive summary:

Vacancies exist on the Homelessness Task Force due to expired terms and resignations.

The City of Sequim requested to appoint Nicole Hartman as the City of Sequim representative alternate.

The City of Port Angeles requested to appoint Mark Hodgson and Amy Miller as the City of Port Angeles representative and alternate.

The Health and Human Services Department recommended appointment of Michael Shonsey as the Faith Community representative.

Health and Human Services Department supports all the appointments.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

None

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approval of resolution.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners, Health & Human Services Department

* Work Session Meeting - Submit 1 single sided/not stapled copy Homelessness Task Force 2-17-26.docx
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



RESOLUTION _____, 2026

APPOINTING MEMBERS TO THE
HOMELESSNESS TASK FORCE

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Vacancies exist on the Homelessness Task Force.
2. A press release was issued during the month of December 2025 soliciting applications from interested citizens. 10 new applications were received
3. The Health and Human Services Department recommends the appointments of Nicole Hartman, Mark Hodgson, Amy Miller and Michael Shonsey.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. **Nicole Hartman** is appointed to the City of Sequim alternate position for a term expiring December 31, 2027.
2. **Mark Hodgson** is appointed to the City of Port Angeles position for a term expiring December 31, 2027.
3. **Amy Miller** is appointed to the City of Port Angeles alternate position for a term expiring December 31, 2026.
4. **Michael Shonsey** is appointed to the Faith Community position for a term expiring December 31, 2028.

PASSED AND ADOPTED this 17th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

ATTEST:

Loni Gores, MMC, Clerk of the Board

c: A22.50, Appointee(s), HHS

1C



AGENDA ITEM SUMMARY FEB 09 2026
(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION Meeting Date: 2-9-26
REGULAR AGENDA Meeting Date: 2-17-26

Item summary:

- Call for Hearing
- Contract/Agreement/MOU - Contract #
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Executive summary:

Clallam County Public Works has submitted an application to request a grant from the Opportunity Fund for the Clallam Bay / Sekiu Sewer Pipe Replacement Project

On January 7, 2026 the Opportunity Fund Advisory Board (OFB) convened in accordance with Clallam County Code 5.40 to consider the application submitted by Clallam County Public Works. At the conclusion of the meeting the OFP moved to recommend to the Clallam County Board of Commissioners to fund a loan in the amount of \$1,000,000, bearing interest at the Local Government Investment Pool (LGIP) rate in effect at the data of loan inception, to be repaid within 18 months. The loan proceeds will be used to fund improvements for the next phase of sewer inflow and infiltration pipe replacement at the Wastewater Treatment Plants located in Clallam Bay and Sekiu. Referencing Grant Agreement #WQC-2026-CLACPW-00271.

The Clallam EDC deemed the application met all requirements to be considered by the OFB and deemed it eligible for funding according to CCC 5.40.041.

The Prosecuting Attorney's Office has not reviewed and approved of the application.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

Recommends funding a loan in the amount of \$1,000,000, bearing interest at the Local Government Investment Pool (LGIP) rate in effect at the data of loan inception, to be repaid within 18 months. The loan proceeds will be used to fund improvements for the next phase of sewer inflow and infiltration pipe replacement at the Wastewater Treatment Plants located in Clallam Bay and Sekiu. Referencing Grant Agreement #WQC-2026-CLACPW-00271.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Review application and request a call for hearing to be held on March 3, 2026 at 10:30 a.m. to consider a resolution to authorize a grant from the Opportunity Fund.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Departments/Employee/Stakeholder attending meeting: Board of Commissioners, Opportunity Fund Board – Alan Barnard, Clallam EDC – Colleen McAleer, Prosecuting Attorney's Office and Finance Department, Rod Fleck – City of Forks

* Work Session Meeting - Submit 1 single sided/not stapled copy Opportunity Fund Clallam County Public Works 2-17-26.docx
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

PUBLIC HEARING

Proposed Grant from the Opportunity Fund for
Clallam County Public Works
Clallam Bay / Sekiu Sewer Pipe Replacement Project

NOTICE: The Clallam County Board of Commissioners will conduct a public hearing on Tuesday, March 3, 2026 at 10:30 a.m., or as soon thereafter. The public hearing is to consider the Resolution listed above. The proposed Resolution is available on the County website
<https://www.clallamcountywa.gov/228/Comment-on-Proposed-Ordinances-Policies>

Public comments are encouraged. Submit written comments to the address below before the hearing or present comments in person at the public hearing.

In compliance with the Americans with Disabilities Act, reasonable accommodations are available upon request. The facility is considered "barrier free" and accessible to those with physical disabilities.

PROPONENT: Clallam County Board of Commissioners
223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
Telephone: 360.417.2256

FORMAL IDENTIFICATION: Public Hearing to consider a Resolution for a proposed grant from the Opportunity Fund for Clallam County Public Works – Clallam Bay / Sekiu Pipe Replacement Project

Publish: February 20 and 27, 2026
Bill: Board of Commissioners

Loni Gores, MMC, Clerk of the Board



RESOLUTION _____, 2026

AUTHORIZING A GRANT FROM THE OPPORTUNITY FUND

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The Opportunity Fund was authorized by the state legislature in 1997 to assist economically distressed rural counties by providing limited funding for publicly owned infrastructure projects that would lead to new job creation or retention of existing jobs.
2. The Clallam County Board of Commissioners adopted Ordinance 668 on June 1, 1999 creating the Opportunity Fund Program codified at Chapter 5.40.
3. Clallam County Code Chapter 5.40 describes the imposition of a sales or use tax, the administration and collection of the tax, and use of the proceeds. It also creates an Opportunity Fund Board and details its composition and responsibilities.
4. The Opportunity Fund Board met January 7, 2026 to review the application submitted by Clallam County Public Works – Clallam Bay / Sekiu Sewer Pipe Replacement Project and voted to recommend approval of a grant.
5. A Board of Clallam County Commissioners public hearing was conducted March 3, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Authorizes one-time expenditure from the Opportunity Fund to be allocated as follows:
Clallam County Public Works – Clallam Bay / Sekiu Sewer Pipe Replacement Project/\$1,000,000
2. The Chair is authorized to execute the grant agreement for the approved allocation.

PASSED AND ADOPTED this 3rd day of March 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

ATTEST:

Loni Gores, MMC, Clerk of the Board

c: EDC/OFB, Finance Department, Treasurer's Office, Auditor's Office



JAN 07 2026

1...2...3...A...

MEMORANDUM FOR THE RECORD

TO: Clallam County Commissioners

CC: Clallam County Opportunity Fund Board Members, Mark Lane, Chief Financial Officer, Clallam County, Colleen McAleer, Executive Director, Clallam County EDC

FROM: Alan Barnard, Chair, Opportunity Fund Board

DATE: January 7, 2025

RE: Opportunity Fund Board Meeting –January 7 2026– Review of Clallam County Opportunity Fund Application

On January 7, 2026, the Opportunity Fund Board convened pursuant to Clallam County Code 5.40. During the meeting, the Board reviewed an application from the Clallam County Public Works Department to the Opportunity Fund Board.

Attached, you will find a copy of the application and the recommended funding amount.

At the conclusion of the hour-long meeting, which included a presentation by the applicant and in-depth discussion by the Opportunity Fund Board members, the following motion was approved by the 6 board members present:

The Opportunity Fund Board recommends the Board of Clallam County Commissioners authorize the execution of a loan in the amount of \$1,000,000, bearing interest at the Local Government Investment Pool (LGIP) rate in effect at the date of loan inception, to be repaid within 18 months. The loan proceeds will be used to fund improvements for the next phase of sewer inflow and infiltration pipe replacement at the Wastewater Treatment Plants located in Clallam Bay and Sekiu. Referencing Grant Agreement #WQC-2026-CLACPW-00271

The Opportunity Fund Board meeting was recorded and will be available for viewing on the Clallam County website.

Sincerely,

Alan Barnard

Chair, Clallam County Opportunity Fund Board



Clallam County Board of Commissioners

223 East Fourth Street, Suite 4

Port Angeles, WA 98362

360.417.2233

**OPPORTUNITY FUND
APPLICATION**

Section 1 – Applicant Information

Date: 11/13/2025	Project Title: Clallam Bay/Seki Sewer I/I Pipe Replacements	
Local Government Applicant: Clallam County Public Works		
Contact: Ronald Garcelon		
Address: 223 E 4 th Street, Suite 6		
City: Port Angeles	Zip: 98362	
Phone #: 360-417-2441	POC Email: ron.garcelon@clallamcountywa.gov	
Position of Authorized Signer: Steve Gray/ Deputy Director Public Works		

Section 2 – Attach a copy of your Detailed Description of Project Proposal including information regarding why the Opportunity Funds are necessary and other funding sought.



Clallam County Public Works Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

Section 2 – Attachment A

Clallam County owns and operates two Wastewater Treatment Plants (WWTPs) and the two associated collection systems located in the Clallam Bay/Sekiur Urban Growth Area (UGA): This infrastructure was installed in 1977 and has been operating continuously ever since. The collection systems consist of gravity piping and seven pump stations that deliver sewage to the treatment plants. The Clallam Bay/Sekiur Sewer Service Area is the boundary of the UGA. The attached maps show the service area and sewer system infrastructure.

The Clallam Bay-Sekiur UGA is a residential and economic center along the County's remote northwest coastline. The two UGA sewer systems provide for the necessary wastewater collection and treatment needs for residents, recreational developments, community businesses, (e.g., restaurants, stores, gas station, etc.), public institutions (e.g., school, library), parks, and other developments. In addition, during fishing seasons (April – October) there are a large number of recreational visitors. These recreational visitors are from both inside and outside of Clallam County. The sewer systems serve all the RV parks, hotels, and rental properties occupied by visitors during this time. The local economy relies on the recreational activities provided by the area and supported by the sewer infrastructure.

The 2018 Clallam Bay/Sekiur General Sewer/Wastewater Facilities Plan and the 2025 amendment identifies the sewer/wastewater system improvements needed. This plan amendment identifies the same system improvements with updated estimates in 2023 dollars: \$13,964,300 for gravity system collection and conveyance related improvements; \$4,910,500 (lift/pump station improvements); and \$24,563,000 for wastewater treatment plant capital improvements.

The Clallam Bay and Sekiur UGA residential, recreational, commercial, public, and other sewer system users cannot generate sufficient revenue to fund these needed and required capital improvements from user fees alone. The amount of utility fee increases that would be required would be cost prohibitive for this small community with many residents and small businesses with limited resources. Historically, user fees have also been insufficient to fully fund the minimum day-day operation and maintenance (O&M) of the two sewer systems in the UGA. The substantial shortfall has been funded by the County's general fund to keep this essential



Clallam County Public Works Department

223 E. Fourth St., Suite 6

Port Angeles, WA 98362-3000

infrastructure operating to serve the community. The County is closing this funding shortfall for O&M with user-based funding. For example, the recent adoption of a new sewer ordinance has resulted in an increase of approximately \$250,000 generated from sewer system users by addressing how service connections are assessed. However, even with this revenue increase, the costs for O&M of the aging systems, additional user funding will need to be assessed to fully fund O&M. A user rate adjustment to cover the remaining funding gap for O&M is currently under way and is anticipated to go into effect in early 2026.

Clallam County is addressing the capital improvement needs in a phased approach that is greatly dependent upon grant funding. For example, the County has completed two major sewer conveyance/piping projects in Sekiu with \$4,747,373 in funding through the Department of Ecology's Clean Water State Revolving Fund (CWSRF). This is necessary due to the condition of the old concrete piping which allows groundwater to infiltrate and has caused multiple overflows in the treatment plants each wet season. To date, the county has replaced over 7,000 ft of sewer main pipe, 797 ft of side sewer pipe, and 30 manholes.

In addition to phasing completion of conveyance system improvements identified in the sewer facilities plan, the County is working to phase repair/replacements of seven pump stations. To date, the county has repaired/replaced two of the pump stations (Sekiu Pump Station and Lighthouse Pump Station). The first two pump stations were paid for with Real Estate Excise Tax (REET) funds. Since then, available REET funding has been allocated to other projects. The next pump stations being replaced/repared are the Snob Hill Pump Station, Clallam Bay Pump Station and the Middle Point Pump Station. These pump station projects are funded by Opportunity Fund grants and are under contract with the project expected to start in February 2026.

Additional sewer conveyance improvements are planned for 2026, including the remaining portions of Sekiu, Snob Hill and the Middle Point areas of the Clallam Bay/Sekiu UGA. A CWSRF funding package has been awarded to Clallam County Public Works for this project. This award is reimbursement-based funding. Clallam County Public Works is requesting a short-term loan for working capital to pay for project expenses prior to reimbursement by the Department of Ecology.

Section 3 – Application Funding Requested

Amount of Loan Requested:	\$ 1,000,000
Amount of Grant Funds Requested	\$ 0
Local Government Match:	\$ 0
Private Matching Funds: (if applicable)	\$ n/a
State Matching Funds: (if applicable)	\$ n/a
Federal Matching Funds: (if applicable)	\$ n/a
Total Project Cost:	\$ 1,000,000
Amount Raised to Date:	\$ 0

Loan terms proposed: (if applicable)

Requested Rate of Interest:	LGIP Rate at date of loan
Total number of years for repayment:	1 - 1.5
# of Years for Deferral Period: (if applicable):	0
Type of Loan Payment Schedule: (Check One Type Below)	
Straight Line Amortization	
Decreasing Payments	
Increasing Payments	
Other (Specify in Project Proposal)	Lump Sum

If Opportunity Fund grant funding is being applied for explain the project's revenues will not have sufficient cashflow to support loan payments: N/A, loan only. The funding package awarded to Clallam County Public Works for this project is all

reimbursable. This is a short-term loan request for working capital until completion of the project and expenses are reimbursed by the Ecology grant.

Section 4 – Project Site Information:

- A) Link and page # detailing the project’s inclusion in an officially adopted Clallam County overall capital facilities plan, or economic development section of Clallam County’s comprehensive plan, or the comprehensive plan of a city within Clallam County:

Clallam County Capital Plan

<https://www.clallamcountywa.gov/DocumentCenter/View/14458/Capital-Plan> Page 3

General Sewer Facilities Plan

<https://www.clallamcountywa.gov/DocumentCenter/View/5039/General-Sewer-and-WasteWater-Facilities-Plan-PDF?bidId=>

General Sewer Facilities Plan - Amendment

<https://www.clallamcountywa.gov/DocumentCenter/View/13155/CBSekiu-General-Sewer-Facilities-Plan---Amendment---Ecology-Approved?bidId=>

- B) Include a site map of the area. Identify the location of the site, *and* public infrastructure (existing and/or proposed).

Please see attached.

- C) Project cost breakdown: **The project costs include \$10,030,145 for Construction and Construction Management. The loan requested is for working capital to pay expenses prior to reimbursement by the Ecology Clean Water State Revolving Fund funding package.**

- D) Specifically, for what element(s) of the project are Opportunity Fund Program (OFP) dollars being requested?

- **Clallam County Public Works has been awarded a \$10,030,145 funding package to pay for the next phase of sewer Inflow & Infiltration (I/I) pipe replacements in Clallam Bay/Sekiu from Department of Ecology’s Clean Water State Revolving Fund (CWSRF) program. This funding package is a**

CLALLAM COUNTY BOARD OF COMMISSIONERS

OPPORTUNITY FUND FINAL APPLICATION FORM

reimbursement program. The request for an Opportunity Fund loan is for working capital to fund construction prior to being reimbursed by the CWSRF program.

E) Estimated schedule for project completion:

Estimated Completion Date:

- Preliminary Engineering Report: Done
- All permits obtained: Done
- Preliminary Design Plans: Done
- Land/Right-of-Way Acquisition Done
- Prepare Bid Documents January 2026
- Award Construction Contract February 2026
- Begin Construction April 2026
- Complete Construction December 2026
- Project Operational December 2026
- Other: Final Grant Reimbursement Q2 2027

F) What other jurisdictions are involved in the planning, design, financing, construction, operation *or use* of this project? (cities, counties, state/federal agencies, tribes, etc.): **n/a**

G) Will the applicant maintain the project? If not, who will be responsible for its maintenance? **Clallam County Public Works maintains the sewer collection system as part of the Clallam Bay/Seki Sewer System.**

Section 5 – Affordable Workforce Information (If applicable):

A) Does this project directly fund infrastructure related to Affordable Workforce Housing?

Yes	XX
No	

If no, skip to Section 5.

This project directly funds infrastructure related to all buildings, residential, public owned, or commercial in the service area. This includes all workforce housing in the service area.

B) If applicable, describe the number of workforce housing units in project that would receive funding if approved:

	Leased	Fee Simple	120%
Type of Units: (e.g., Single Family Residential, fourplex, apartment, etc.):			
# of Units in Type:	71	55	
# of Bedrooms per Unit:			

C) 100% of Clallam County’s Area Median Income (AMI) used for this application: **\$80,800**

Clallam Bay Median Income: \$44,321, Sekiu Median Income: \$72,917 (American Community Survey data 2022).

D) Source used to determine most recent year available for Clallam County’s AMI: **HUD**

E) Describe whether the housing will be for a single person, family, or unrelated persons or a combination: **existing housing**

F) If applicable, describe the procedures that will be followed to ensure the occupants are in the workforce and meet the 120% AMI threshold: **N/A**

Section 5 – Private Sector Commitment or Involvement (if applicable)

N/A

A) Identify private sector firm(s) and contact person(s) involved in the project:

Private Entity: N/A
POC at Entity:
POC Telephone:
Will entity locate to Project Site?

B) Explain the private sectors involvement in the project. Why does the private sector require the proposed public infrastructure improvements? N/A

C) Type of jobs to be created/retained:

	# Jobs Retained	# Jobs Created	Ave Annual Wage
Management/Admin (exclusive of owners)			
Supervisors/Professional			
Entry Level Workforce			

This project funds infrastructure that supports all job retention, potential job creation and any residential activities in the project area (Clallam Bay/Seki UGA).

D) Projected annual gross payroll (exclusive of owner group):

1-3 Years:	\$
3-5 Years:	\$
5-10 Years:	\$

E) Does the Private Entity commit to signing a standard NDA and to allow a representative from the Clallam EDC to review their Annual Payroll Report to confirm job creation and payroll when requested within the first ten-year term? (check one)

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Section 6 – Financial Information of Applicant

This section examines the general financial status of the applicant.

- A) Provide the most current annual financial report reviewed by the State Auditor. If the most current year is not representative of the past five years, please provide additional information or reports.

The report Financial Statements and Federal Single Audit Report Clallam County for the period January 1, 2022 – December 31, 2022 can be found at:

<https://www.clallamcountywa.gov/ArchiveCenter/ViewFile/Item/901>

- B) Identify funds (General Fund, Utility Fund, etc.) that will be eligible to repay an OFP loan. If any funds cannot be used to service OFP debt, please explain. If a particular fund or revenue source has been identified for repayment of the loan, please describe

The Opportunity Fund loan repayment will be funded by the Department of Ecology's Clean Water State Revolving Fund (CWSRF) program reimbursements.

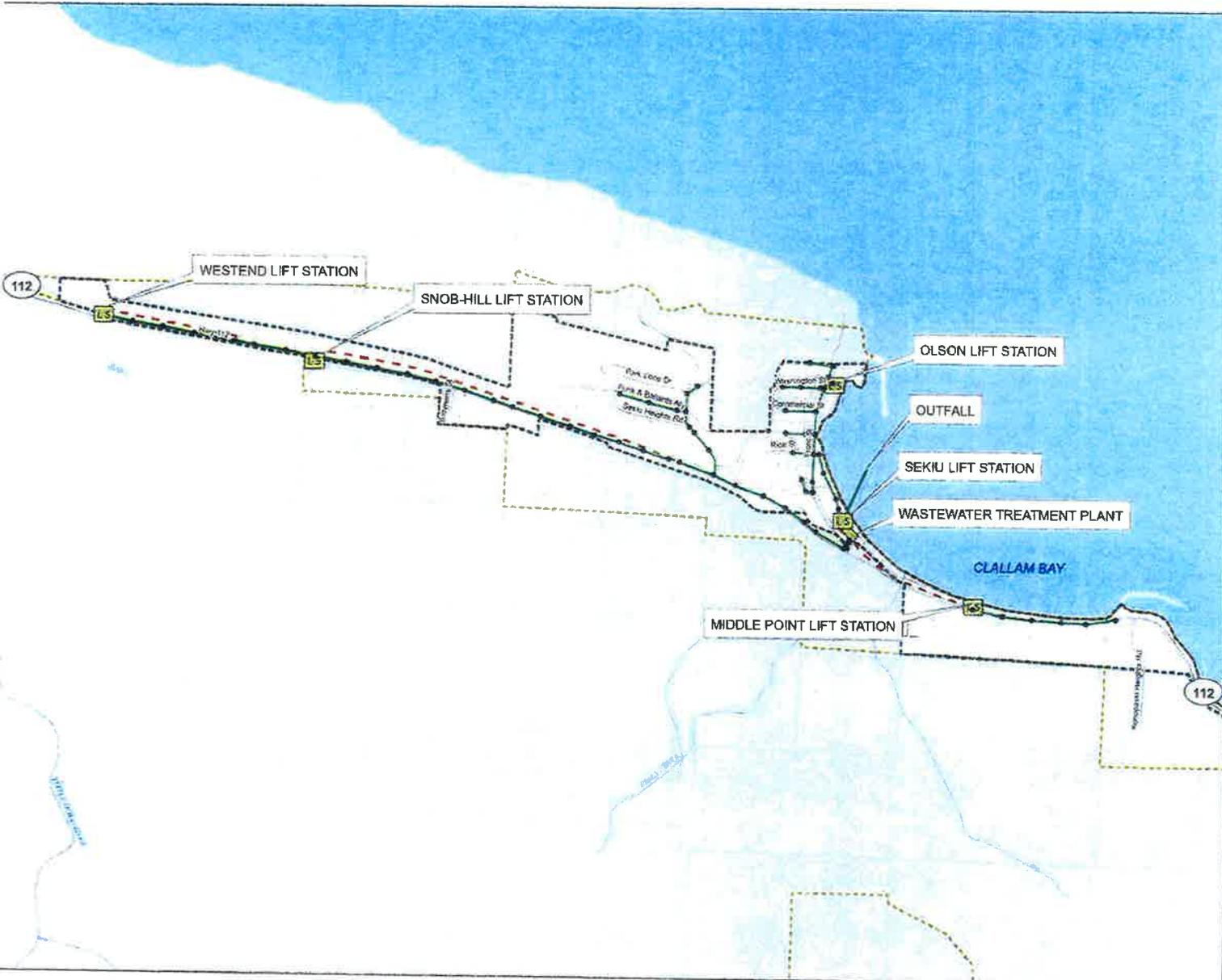
Section 7 – Declaration

I HEREBY CERTIFY THAT THE INFORMATION GIVEN IN THIS APPLICATION TO THE OPPORTUNITY FUND BOARD IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Signature of responsible official:



Print or Type Name and title: Steve Gray, Deputy Director Public Works



LEGEND

- SEWER MANHOLE
- GRAVITY SEWER PIPE
- - - FORCE MAIN
- ☐ LIFT STATION
- ▭ WASTEWATER TREATMENT PLANT
- - - CURRENT SEWER SERVICE AREA
- ⋯ UGA BOUNDARY
- ▭ PARCEL
- ▭ WATERBODY

**CLALLAM BAY/SEKIU
GENERAL SEWER/WASTEWATER
FACILITIES PLAN**

FIGURE 2-1
SEWER SERVICE AREA (SEKIU)


Gray & Osborne, Inc.
 CONSULTING ENGINEERS

id

FEB 09 2026



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION Meeting Date: 2-9-26

REGULAR AGENDA Meeting Date: 2-17-26

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other

Documents exempt from public disclosure attached:

Executive summary:

The Port is applying for construction funds to build two new marine trades industrial buildings. The Small Boat Building will be located at the Port Angeles Boat Yard (PABY) and will serve vessels up to 75 tons. The Large Boat Building will be located at the Marine Trades Center (MTC) and serve vessels between 75 and 500 tons. Each building will support multiple users and increase the availability of sheltered, ventilated working space on the waterfront. Today, there is not enough sheltered working space for businesses to use, leaving them vulnerable to costly damages during annual winter storms. Additionally, there is no publicly available ventilated space on the waterfront, preventing businesses from conducting certain high-demand activities like spray painting and blasting vessels during fabrication and/or regular maintenance. The Port has engaged multiple businesses to develop the project plan and design, ensuring that the two buildings meet local needs and address barriers to growth.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**
N/A

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Request approval of the letter of support.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Departments/Employee/Stakeholder attending meeting: Board of Commissioners, Katherine Frazier – Port of Port Angeles

* Work Session Meeting - Submit 1 single sided/not stapled copy Marine Trades Buildings Port of Port Angeles 2-17-26.docx
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019



Board of Clallam County Commissioners

223 East 4th Street, Suite 4
Port Angeles, WA 98362-3015
360.417.2233 Fax: 360.417.2493

Email: commissioners@clallamcountywa.gov

MIKE FRENCH, District 3, Chair
RANDY JOHNSON, District 2
MARK OZIAS, District 1

TODD MIELKE, County Administrator

February 17, 2026

The Honorable Ben Page
Deputy Assistant Secretary for Economic Development
U.S. Department of Commerce
1401 Constitution Avenue, NW
Suite 71014
Washington, D.C. 20230

Dear Deputy Assistant Secretary Page:

We are writing in support of the Port of Port Angeles's application for FY 2025 Disaster Supplemental funding through the Economic Development Administration (EDA) for its Marine Trades Expansion project. The proposed investment in two new buildings for marine trades manufacturing and repair will increase the sector's resilience to disasters, provide critical infrastructure to promote business expansion, and contribute to industrial diversification that will improve the region's ability to endure economic challenges.

This application addresses needs across the spectrum of Clallam County's marine trades industry. One proposed building will serve the small and medium vessel market, while the other will focus on the large vessel market. Both buildings will have flexible-use space that provides equal, affordable access to all members of the industry, from independent tradespeople and small family businesses to some of the area's largest firms.

This project will contribute immediate benefit to local economic resilience efforts by reducing reliance on the area's dominant industries, timber and tourism. While these industries will remain regionally significant, the timber industry's decline and the tourism industry's emphasis on part-time, seasonal employment have both resulted in an average annual wage in Clallam County that is over \$25,000 lower than the state's average annual wage. Additionally, both timber and tourism are highly sensitive to weather events, making the regional economy vulnerable to natural disasters.

The proposed investment in two marine trades buildings will spur development in the marine trades, one of the region's highest-paying sectors, by addressing existing barriers to growth:

- (1) Limited covered, enclosed facilities in Clallam County for vessel fabrication, repair, and maintenance activities; today, most working spaces are exposed to the elements, making businesses vulnerable to damage, work stoppages, and lost revenue caused by disaster events like the winter storms in January and November 2024.
- (2) The lack of publicly-available facilities in Clallam County with the appropriate ventilation systems required to complete certain high-demand activities, such as vessel painting and sandblasting.
- (3) A statewide loss of working waterfront lands, resulting in fewer firms that support the region's maritime industry and provide quality jobs to Washington residents.

This project will help position Clallam County as a leader in the Pacific Northwest's marine trades industry and build on recent efforts to expand the working waterfront, including EDA's \$7.2 million investment in core infrastructure for the Marine Trades Center (MTC). Across Washington, many communities are losing their marine industrial spaces as waterfront land is increasingly being converted into residential, recreational, or retail uses. In Port Angeles, however, the Port is making a concerted effort to expand the marine industrial base.

These strategic investments, including the MTC and the marine trades buildings, will allow the community to capitalize on new economic opportunities as vessel repair and fabrication work leaves the I-5 corridor around Seattle and Tacoma. The proposed buildings will support the region's maritime manufacturing and repair needs, ensuring that this essential work and the associated family-wage jobs stay within Washington rather than going to shipyards abroad or in neighboring British Columbia.

Additionally, this project is located along a high-traffic marine corridor, which will allow the local industry to capture activity from the diverse commercial, recreational, governmental, Tribal, and military vessels that travel between Puget Sound and the Pacific Ocean. The project's location ensures that businesses are not too dependent on any one market segment, insulating them from downturns and other potential impacts from wider industry trends.

By directly empowering small and medium businesses to grow, this project will create new and much-needed high-wage jobs in Port Angeles while increasing the resilience of both the marine trades industry and the wider regional economy. With living wage jobs a top need in Clallam County, we urge you to give full and fair consideration to the Port of Port Angeles' application for FY 2025 Disaster Supplemental funding.

Sincerely,

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

le

FEB 09 2026



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Sheriff

WORK SESSION Meeting Date: 2/9/26

REGULAR AGENDA Meeting Date: 2/17/26

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Contract/Agreement/MOU - Contract # 811-26-02
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

Executive summary: This STOP Violence Against Women Formula Grant, state contract F25-31103-059, is an annual renewal providing reimbursement for eligible training costs for law enforcement deputies or officers from the Sheriff's Office, Port Angeles Police Department, and Sequim Police Department. The total award is \$16,901 for the calendar year of 2026, with the required match met by salary costs of deputies/officers while at training.

Budgetary impact: Already included in 2026 budget.

Recommended action: Board approval

County Official signature & print name: Sheriff King, 

Name of Employee/Stakeholder attending meeting: Beth Biasell

Relevant Departments: Sheriff

Date submitted: 2/3/26

811-26-02



Federal Interagency Agreement with

Clallam County Sheriff's Office

through

Office of Crime Victims Advocacy
Community Services Division

Contract Number:
F25-31103-059

For:

FFY 2025 Violence Against Women STOP Grant Program

Dated: 01/01/2026



Table of Contents

TABLE OF CONTENTS	2
FACE SHEET	4
SPECIAL TERMS AND CONDITIONS	5
1. AUTHORITY.....	5
2. ACKNOWLEDGEMENT OF FEDERAL FUNDING	5
3. ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY OR UNDERMINE OFFENDER ACCOUNTABILITY	5
4. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 C.F.R. PART 35	6
5. APPLICABILITY OF PART 200 UNIFORM REQUIREMENTS AND DOJ GRANTS FINANCIAL GUIDE.....	6
6. AUDIT	6
7. BILLING PROCEDURES AND PAYMENT.....	6
8. COMPENSATION.....	7
9. COMPLIANCE WITH 41 U.S.C. 4712 (INCLUDING PROHIBITIONS ON REPRISAL; NOTICE TO EMPLOYEES).....	8
10. COMPLIANCE WITH APPLICABLE RULES REGARDING APPROVAL, PLANNING, AND REPORTING OF CONFERENCES, MEETINGS, TRAININGS, AND OTHER EVENTS.	8
11. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 38	9
12. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 42	9
13. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 54	9
14. COMPLIANCE WITH GENERAL APPROPRIATIONS-LAW RESTRICTIONS ON THE USE OF FEDERAL FUNDS FOR THIS FISCAL YEAR	9
15. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS	10
16. COMPUTER NETWORK REQUIREMENT	10
17. CONFIDENTIALITY AND INFORMATION SHARING.....	10
18. CONTRACT MANAGEMENT	10
19. CONTRACT MODIFICATION	10
20. COPYRIGHTED WORKS.....	10
21. DEBARMENT	11
22. DETERMINATIONS OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS	12
23. FRAUD AND OTHER LOSS REPORTING	12
24. INDIRECT COSTS	12
25. INSURANCE.....	12
26. LIMITATION ON USE OF FUNDS FOR ACTIVITIES ADDRESSING HUMAN TRAFFICKING	12
27. LIMITATION ON USE OF FUNDS FOR ACTIVITIES ADDRESSING MISSING OR MURDERED INDIGENOUS PERSONS (MMIP)	12
28. NON-SUPPLANTION.....	12
29. NOTIFICATION OF FINDINGS OF DISCRIMINATION OR NONCOMPLIANCE	12
30. ONGOING COMPLIANCE WITH STATUTORY CERTIFICATIONS	13
31. POLICY FOR RESPONSE TO WORKPLACE-RELATED INCIDENTS OF SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND DATING VIOLENCE.....	13
32. POLITICAL ACTIVITIES	13
33. REPORTING.....	13



34. REPORTING POTENTIAL FRAUD, WASTE, AND ABUSE, AND SIMILAR MISCONDUCT14

35. REQUIREMENT TO REPORT ACTUAL OR IMMINENT BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII) 14

36. REQUIREMENTS PERTAINING TO PROHIBITED CONDUCT RELATED TO TRAFFICKING IN PERSONS (INCLUDING REPORTING REQUIREMENTS AND OVW AUTHORITY TO TERMINATE AWARD).....14

37. RESTRICTIONS AND CERTIFICATIONS REGARDING NON-DISCLOSURE AGREEMENTS AND RELATED MATTERS 14

38. RESTRICTIONS ON “LOBBYING” AND POLICY DEVELOPMENT15

39. SERVICES TO LIMITED-ENGLISH-PROFICIENT (LEP) PERSONS16

40. SUBCONTRACTOR DATA COLLECTION16

41. VAWA 2013 NONDISCRIMINATION CONDITION.....16

42. ORDER OF PRECEDENCE16

GENERAL TERMS AND CONDITIONS..... 17

1. DEFINITIONS 17

2. ALL WRITINGS CONTAINED HEREIN18

3. AMENDMENTS18

4. ASSIGNMENT18

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION18

6. COPYRIGHT.....18

7. DISPUTES19

8. GOVERNING LAW AND VENUE19

9. INDEMNIFICATION19

10. LICENSING, ACCREDITATION AND REGISTRATION.....19

11. RECAPTURE.....19

12. RECORDS MAINTENANCE19

13. SAVINGS20

14. SEVERABILITY.....20

15. SUBCONTRACTING/SUBGRANTING20

16. SURVIVAL.....20

17. TERMINATION FOR CAUSE.....20

18. TERMINATION FOR CONVENIENCE.....21

19. TERMINATION PROCEDURES.....21

20. TREATMENT OF ASSETS22

21. WAIVER22

ATTACHMENT A: AWARD ACCEPTANCE 23

ATTACHMENT B: SCOPE OF WORK..... 24

ATTACHMENT C: BUDGET 26

ATTACHMENT D: FEDERAL FUNDS CHECKLIST 27



Face Sheet

Contract Number: F25-31103-059

Subrecipient Contractor

Research & Development: Yes No

**Washington State Department of Commerce
Community Services and Housing Division
Office of Crime Victims Advocacy
FFY 2025 Violence Against Women STOP Grant Program**

1. Contractor CLALLAM, COUNTY OF DBA SHERIFF PORT ANGELES, WA 98362		2. Contractor Doing Business As (as applicable) Clallam County Sheriff's Office		
3. Contractor Representative Elizabeth Biasell Chief Civil Deputy Elizabeth.biasell@clallamcountywa.gov (360) 417-2393		4. COMMERCE Representative Jodi Honeysett Section Manager (360) 725-2876 jodine.honeysett@commerce.wa.gov		PO Box 42525 98504-8304 1011 Plum Street SE Olympia WA 98501
5. Contract Amount \$16,992.00	6. Funding Source Federal: <input checked="" type="checkbox"/> State: <input type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>		7. Start Date 01/01/2026	8. End Date 12/31/2026
9. Federal Funds (as applicable) \$16,992.00		Federal Agency: Department of Justice, Office on Violence Against Women		ALN 16.588
10. SWV # SWV0000200-05	11. UBI # 054004559	12. UEI # JY6JJNELRBS5	13. Indirect Rate N/A	
14. Award Method Competitive: No Direct: Authorized by Funding Source		NOFO/RFX# FFY 2025 Violence Against Women STOP Grant Program		Proviso # N/A
15. Contract Purpose STOP Violence Against Women Formula Grant Program, grant pass through allocation to improve the community response to violence against women.				
COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following other documents incorporated by reference: Contractor Terms and Conditions including Attachment "A" – Award Acceptance; Attachment "B" – Scope of Work; Attachment "C" – Budget; Attachment "D" – Federal Funds Checklist, and the Contractor's Application for Funding.				
FOR CONTRACTOR _____ Name, Title _____ Signature _____ Date		FOR COMMERCE _____ Cindy Guertin-Anderson, Assistant Director _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL APPROVAL ON FILE		

Approved as to form only by:

Jay Reno
 Local Government
 Civil Deputy Prosecuting Attorney
 Clallam County



Special Terms and Conditions

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by the Interlocal Cooperation Act, Chapter 39.34 RCW.

2. ACKNOWLEDGEMENT OF FEDERAL FUNDING

Federal Award Date: 09/13/2023
Federal Award Identification Number (FAIN): 15JOVW-23-GG-00608-STOP
Federal Awarding Agency: Department of Justice, Office on Violence Against Women
Total amount of this federal award: \$3,784,202.00
Total amount of this federal award obligated in this contract: \$0.00
Awarding official: Joe Nguyen, Director (360) 725-4021

Federal Award Date: 09/13/2024
Federal Award Identification Number (FAIN): 15JOVW-24-GG-00552-STOP
Federal Awarding Agency: Office on Violence Against Women
Total amount of this federal award: \$3,725,610.00
Total amount of this federal award obligated in this contract: \$16,992.00
Awarding official: Joe Nguyen, Director (360) 725-4021

Federal Award Date: 08/18/2025
Federal Award Identification Number (FAIN): 15JOVW-25-GG-00064-STOP
Federal Awarding Agency: Office on Violence Against Women
Total amount of this federal award: \$3,844,412.00
Total amount of this federal award obligated in this contract: \$0.00
Awarding official: Joe Nguyen, Director (360) 725-4021

Unless otherwise specifically authorized herein, the budget period start and end dates shall be the same as the start and end dates on the Face Sheet.

The Contractor agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Contractor describing programs or projects funded in whole or in part with federal funds under this Contract, shall contain the following statements:

"This project was supported by Subgrant No. F25-31103-059 awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice. Contract funds are administered by the Office of Crime Victims Advocacy, Community Services Division, Washington State Department of Commerce."

In the event a correction is required to the Acknowledgement of Federal Funding, an administrative change will be processed. A change to the Acknowledgement of Federal Funding will not affect your budget or scope of work and notice will be provided.

3. ACTIVITIES THAT COMPROMISE VICTIM SAFETY AND RECOVERY OR UNDERMINE OFFENDER ACCOUNTABILITY

The Contractor and any subrecipient (subgrantee) at any tier, agrees that Contract funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude eligible victims from receiving services based on the classifications identified in 34 U.S.C. §12291(b)(13)(A) or their actual or perceived mental health condition, physical health condition, criminal record, immigration status, employment history or status, income or lack of income, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;



procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the application information, program notice of funding opportunity or companion guide under which the application was submitted.

4. **AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, ALSO REFERRED TO AS THE "ADA" 28 C.F.R. PART 35**

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

5. **APPLICABILITY OF PART 200 UNIFORM REQUIREMENTS AND DOJ GRANTS FINANCIAL GUIDE**

The Contractor agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The Contractor also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.334, 200.337.

6. **AUDIT**

If the Contractor expends \$1,000,000 or more in federal awards as a Subrecipient from any and all sources in a fiscal year, the Contractor shall procure and pay for a single audit or a program-specific audit for that fiscal year in accordance with 2 CFR 200 Subpart F. In accordance with 2 CFR 200.501(h), for-profit Subrecipients expending \$1,000,000 or more in federal awards in a fiscal year are also required to procure and pay for a single audit or program-specific audit for that fiscal year.

Upon completion of each audit Contractor shall send all audit documentation to the Federal Audit Clearinghouse.

If the Contractor expends **less** than \$1,000,000 in federal awards as a Subrecipient from any and all sources in a fiscal year the Contractor shall notify COMMERCE they did not meet the audit requirement threshold within 30 calendar days of the end of that fiscal year.

7. **BILLING PROCEDURES AND PAYMENT**

COMMERCE will pay Contractor upon acceptance of deliverables or services provided and receipt of properly completed invoices, which shall be submitted to COMMERCE via the Contracts Management System (CMS).

The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and any expenses to be reimbursed. The invoice shall include Contract Number F25-31103-059.

If applicable, Contractor must also include attachments that describe and document, to COMMERCE's satisfaction, a detailed description of the work performed, progress of the project, and/or receipts or other proof of payment. Except for approved indirect costs, if any, or as otherwise authorized by COMMERCE in writing, a receipt must accompany every expense in the amount of \$50.00 or more to receive reimbursement. COMMERCE may request additional documentation at any time.



Any expense reimbursed under this Contract which is later determined to be unallowable must be repaid according to the terms COMMERCE provides.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be made electronically utilizing Contractor's Statewide Vendor (SWV) number.

COMMERCE may, in its sole discretion, terminate this Contract or withhold payments if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE. No payments in advance of or in anticipation of any expense reimbursable under this Contract shall be made by COMMERCE.

If subgranting and/or subcontracting is authorized by COMMERCE, all Subgrantee/Subcontractor payments are reimbursable expenses within the meaning of this Agreement. Contractor must have, and may be required to demonstrate, the means to pay each and every Subgrantee/Subcontractor. Failure to pay Subgrantees/Subcontractors as agreed may result in suspension or termination of this Contract.

Invoices and End of Fiscal Year

Invoices are due on the 20th of the month following the provision of services.

Final invoices for a state fiscal year may be due sooner than the 20th and Commerce will provide notification of the end of fiscal year due date.

The Contractor must invoice for all expenses from the beginning of the Contract through June 30, regardless of the Contract start and end date.

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subgrantees.

Unless otherwise authorized by COMMERCE in writing, reimbursable payroll costs shall not include employee overtime nor bonus pay.

COMMERCE may, in its sole discretion, withhold ten percent (10%) from each payment until acceptance by COMMERCE of the final report (or completion of the project, etc.).

8. COMPENSATION

COMMERCE shall pay an amount not to exceed \$16,992.00 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 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 \$16,992.00, 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. 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, available here: <https://ofm.wa.gov/accounting/travel/>.

The Contractor acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day (excluding travel and subsistence costs) without prior written approval. To exceed this specified maximum rate, Contractors must submit to OCVA a detailed justification and have such justification approved by OCVA, prior to obligation or expenditure of such funds. Issuance of this Contract or approval of the budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, Contractors are required to maintain documentation to support all daily or hourly consultant rates.

Match

Contractor shall provide a non-federal match. The total match to be provided shall be at least the amount indicated in Attachment C – Budget. All funds designated as match are restricted to the same uses as STOP Formula Grant Program funds. Match funds may be expended in a greater proportion to Grant funds, however, all match funds must be expended prior to the close of this Grant. An expended amount of match funds provided must be identified on the invoice voucher form provided by COMMERCE.

Line-Item Adjustment

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.

9. **COMPLIANCE WITH 41 U.S.C. 4712 (INCLUDING PROHIBITIONS ON REPRISAL; NOTICE TO EMPLOYEES)**

The Contractor (and any subgrantee at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The Contractor also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the Contractor is to contact COMMERCE for guidance.

10. **COMPLIANCE WITH APPLICABLE RULES REGARDING APPROVAL, PLANNING, AND REPORTING OF CONFERENCES, MEETINGS, TRAININGS, AND OTHER EVENTS.**

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences. Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the OVW website at <https://www.justice.gov/ovw/conference-planning>.

OVW Training Guiding Principles



The Contractor understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/sites/default/files/ovw/legacy/2012/06/28/ovw-training-guiding-principles-granteessubgrantees.pdf>.

11. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 38

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that a faith-based organization that participates in this program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in federal law. Part 38 further states that an organization may not use direct federal financial assistance from the Department of Justice to support or engage in explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements.

An organization receiving federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that relate to engaging in or conducting explicitly religious activities.

Contractors and subrecipients that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Written_Noteice_of_Beneficiary_Protectioons.pdf.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements.

For more information on the requirements referenced in this condition, see <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

12. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 42

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42.

13. COMPLIANCE WITH DOJ REGULATIONS PERTAINING TO CIVIL RIGHTS AND NONDISCRIMINATION – 28 C.F.R. PART 54

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

14. COMPLIANCE WITH GENERAL APPROPRIATIONS-LAW RESTRICTIONS ON THE USE OF FEDERAL FUNDS FOR THIS FISCAL YEAR

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a Contractor (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the Contractor is to contact COMMERCE for guidance, and may not proceed without the express prior written approval of COMMERCE.



15. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS

The Contractor agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Violence Against Women Act Reauthorization Act of 2022, P.L. 117-103, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

16. COMPUTER NETWORK REQUIREMENT

Contractors may not use any award funds to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography. Nothing in this requirement limits the use of funds necessary for any local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities or victim assistance-related activity.

17. CONFIDENTIALITY AND INFORMATION SHARING

The Contractor agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The Contractor also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>. The Contractor also agrees to ensure that all subrecipients (subgrantees) at any tier meet these requirements.

18. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

19. CONTRACT MODIFICATION

Notwithstanding any provision of this Contract to the contrary, at any time during the Contract period, COMMERCE may, by written notification to the Contractor and without notice to any known guarantor or surety, make changes within the general scope of the program activities to be performed under this Contract. All other modifications shall not be valid unless made in writing and signed by the parties. Any oral understandings and agreements not incorporated herein, unless made in writing and signed by the parties hereto, shall not be binding.

Notwithstanding any provision of this Contract to the contrary, at any time during the Contract period, COMMERCE may analyze Contract expenditures as a proportion of the Contract budget. If COMMERCE determines, in its sole discretion, that the Contract funding is underutilized, COMMERCE, in its sole discretion, may unilaterally modify the Contract to reduce the balance of the Contract budget. Funds de-obligated by COMMERCE as a result of a budget reduction may be made available to other Contractors for the provision of eligible program activities.

20. COPYRIGHTED WORKS

Pursuant to 2 C.F.R. 200.315(b), the Contractor may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or



in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subrecipient (subgrantee) of this award, for federal purposes, and to authorize others to do so.

In addition, the Contractor (or subrecipient, contractor, or subcontractor of this award at any tier) must obtain advance written approval from the COMMERCE representative assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the Contractor (and of each subrecipient, contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

21. DEBARMENT

- A. Contractor, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:
 - i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.
 - ii. Have not within a three-year period preceding this Contract, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - iii. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of federal Executive Order 12549; and
 - iv. Have not within a three-year period preceding the signing of this Contract had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Contractor is unable to certify to any of the statements in this Contract, the Contractor shall attach an explanation to this Contract.
- C. The Contractor agrees by signing this Contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Contractor further agrees by signing this Contract that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- i. The lower tier Contractor certifies, by signing this Contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.



ii. Where the lower tier Contractor is unable to certify to any of the statements in this Contract, such contractor shall attach an explanation to this Contract.

E. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded**, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. Contractor may contact COMMERCE for assistance in obtaining a copy of these regulations.

22. DETERMINATIONS OF SUITABILITY TO INTERACT WITH PARTICIPATING MINORS

The Contractor, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (titled "Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors") and are incorporated by reference here.

23. FRAUD AND OTHER LOSS REPORTING

Contractor shall report in writing all known or suspected fraud or other loss of any funds or other property furnished under this Contract immediately or as soon as practicable to the Commerce Representative identified on the Face Sheet.

24. INDIRECT COSTS

Contractor shall provide their indirect cost rate that has been negotiated between their entity and the federal government. If no such rate exists a de minimis indirect cost rate of up to 15% of Modified Total Direct Costs (MTDC) may be used.

25. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

26. LIMITATION ON USE OF FUNDS FOR ACTIVITIES ADDRESSING HUMAN TRAFFICKING

The Contractor agrees that Contract funds will not be used for activities addressing human trafficking unrelated to domestic violence, dating violence, sexual assault, or stalking.

27. LIMITATION ON USE OF FUNDS FOR ACTIVITIES ADDRESSING MISSING OR MURDERED INDIGENOUS PERSONS (MMIP)

The Contractor agrees that Contract funds will not be used for activities addressing MMIP unrelated to domestic violence, dating violence, sexual assault, or stalking.

28. NON-SUPPLANTION

The Contractor agrees that Contract funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this Contract.

29. NOTIFICATION OF FINDINGS OF DISCRIMINATION OR NONCOMPLIANCE

In the event a state or federal court or a state or federal administrative agency makes a finding of discrimination after a due process hearing on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, age, or disability against the Contractor, any subgrantee at any tier, or a program partner or participant receiving Contract funds, the Contractor will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights (OCR), and COMMERCE.

The Contractor, and any subgrantee at any tier, shall include a statement clearly stating whether or not the finding is related to any Contract activity supported with a Grant in which U.S. Department of



Justice funds are involved, and identify all open grants and contracts utilizing U.S. Department of Justice funding by grant or contract number and program title.

30. ONGOING COMPLIANCE WITH STATUTORY CERTIFICATIONS

The Contractor agrees that compliance with the statutory certification requirements is an ongoing responsibility during the award period and that, at a minimum, a hold may be placed on the Contractor's funds for noncompliance with any of the requirements of 34 U.S.C. § 10449(e) (regarding judicial notification), 34 U.S.C. § 10450 (regarding certain fees and costs), and 34 U.S.C. § 10451 (regarding polygraphing of sexual assault victims), and 34 U.S.C. 10454 (regarding victim-centered prosecution), and 34 U.S.C. 10446(d)(6) (regarding award conditions). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

31. POLICY FOR RESPONSE TO WORKPLACE-RELATED INCIDENTS OF SEXUAL MISCONDUCT, DOMESTIC VIOLENCE, AND DATING VIOLENCE

The Contractor, and any subrecipient at any tier, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

32. POLITICAL ACTIVITIES

Political activity of Contractor's employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17A RCW and the Federal Hatch Act, 5 U.S.C. 1501 - 1508.

No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

33. REPORTING

Contractors must collect and maintain data that measure the performance and effectiveness of work done under this Contract.

If providing direct services or outreach, the Contractor shall submit data quarterly in the InfoNet data collection system, relative to the provision of FFY 2025 Violence Against Women STOP Grant Program services. Report data will be due in InfoNet no later than the fifteenth day following the end of each quarter.

The Contractor shall submit non-personally identifying demographic, service and compliance data required by state funding sources in the InfoNet data collection system. The Contractor shall maintain documentation and records that support the data reported in InfoNet.

The Contractor shall establish and maintain written procedures for the security of InfoNet use at its site. Procedures shall include:

- Only authorized staff are provided access to the InfoNet data and files;
- Staff are informed of the need for security and confidentiality of data and files maintained in or available through the InfoNet system; and
- That the Contractor shall notify the Department Program Coordinator for this Contract when an employee is no longer authorized to access the InfoNet system.

Alternative reporting methods are subject to the approval of the Representative for Commerce.

The Contractor shall submit an annual progress report electronically on a form or in the system provided by COMMERCE for the services or program activities funded through this Contract. The report shall be inclusive of the work performed by any subgrantees. The report is due to COMMERCE



January 31, 2027 (for the performance period January 1, 2026 – December 31, 2026). The Contractor and any subgrantees shall maintain documentation and records that support the progress report.

Coordinated Community Response: The Contractor shall submit quarterly progress reports electronically on a form or in the system provided by COMMERCE on the Coordinated Community Response Activity indicated in the approved Contract application.

34. REPORTING POTENTIAL FRAUD, WASTE, AND ABUSE, AND SIMILAR MISCONDUCT

The Contractor and any subrecipients (subgrantees) must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by-- (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

35. REQUIREMENT TO REPORT ACTUAL OR IMMINENT BREACH OF PERSONALLY IDENTIFIABLE INFORMATION (PII)

The Contractor (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of an OVW grant-funded program or activity, or (2) uses or operates a Federal information system (as defined in OMB Circular A-130). The Contractor's breach procedures must include a requirement to report actual or imminent breach of PII to COMMERCE no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

36. REQUIREMENTS PERTAINING TO PROHIBITED CONDUCT RELATED TO TRAFFICKING IN PERSONS (INCLUDING REPORTING REQUIREMENTS AND OVW AUTHORITY TO TERMINATE AWARD)

The Contractor, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Contractors, subrecipients (subgrantees), or individuals defined (for purposes of this condition) as "employees" of the Contractor or of any subrecipient.

The details of the Contractor's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by Grantees and subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

37. RESTRICTIONS AND CERTIFICATIONS REGARDING NON-DISCLOSURE AGREEMENTS AND RELATED MATTERS

No Contractor or subrecipient (subgrantee) under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in Page: 9 of 20 accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information),



Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

- A. In accepting this award, the Contractor –
 - i. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - ii. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
- B. If the Contractor does or is authorized under this award to make subawards (subgrants), procurement contracts, or both –
 - i. it represents that—
 - a. it has determined that no other entity that the Contractor's application proposes may or will receive award funds (whether through a subaward (subgrant), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and
 - ii. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

38. RESTRICTIONS ON “LOBBYING” AND POLICY DEVELOPMENT

In general, as a matter of federal law, federal funds may not be used by the Contractor, or any subrecipient (subgrantee) at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. 1913. The Contractor, or any subrecipient (subgrantee) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program. Another federal law generally prohibits federal funds awarded by OVW from being used by the Contractor, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations. Should any question arise as to whether a particular use of federal funds by a Contractor (or subrecipient) would or might fall within the scope of these



prohibitions, the Contractor is to contact COMMERCE for guidance, and may not proceed without the express prior written approval of COMMERCE.

39. SERVICES TO LIMITED-ENGLISH-PROFICIENT (LEP) PERSONS

To ensure compliance with Title VI and the Safe Streets Act, Contractors are required to make reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Recipients are encouraged to consider the need for language services for LEP persons served or encountered both in developing their programs and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs. Additional assistance regarding LEP obligations and information may be found at: www.lep.gov.

40. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Contract performed by subcontractors and the portion of Contract funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

41. VAWA 2013 NONDISCRIMINATION CONDITION

The Contractor agrees to comply with 34 U.S.C. 12291(b)(13) in any program or activity funded in whole or in part by OVW. Recipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of a program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The recipient also agrees to ensure that any subrecipients (subgrantees) at any tier will comply with this provision.

42. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- Attachment A – Award Acceptance
- Attachment B – Scope of Work
- Attachment C – Budget
- Attachment D – Federal Funds Checklist
- General Terms and Conditions
- FFY 2025 Violence Against Women STOP Grant Program Application for Funding as submitted and approved by COMMERCE



General Terms and Conditions

1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Washington Department of Commerce.
- C. "Contract" or "Agreement" or "Grant" means the entire written agreement between COMMERCE and the Contractor, including any Exhibits, documents, or materials incorporated by reference and may constitute a Subaward if so designated. Electronic transmission of a signed copy of a Contract shall be the same as delivery of an original.
- D. "Contractor" or "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Agreement, and shall include all employees and agents thereof.
- E. "Modified Total Direct Costs" (MTDC) shall mean all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$50,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward in excess of \$50,000.
- F. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers, and "Protected Health Information" under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- G. "State" shall mean the state of Washington.
- H. "Subaward" shall mean an award provided by a pass-through entity to a Subrecipient for the Subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A Subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a Contract.
- I. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" mean subcontractor(s) in any tier.
- J. "Subrecipient" or "Subgrantee" shall mean a non-Federal entity that receives a Subaward from a pass-through entity to carry out part of a Federal program, but does not include an individual that is a beneficiary of such program. A Subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.



2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

A. "Confidential Information" as used in this section includes:

- i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
- ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
- iii. All Personal Information in the possession of the Contractor that may not be disclosed under state or federal law.

B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within twenty-four hours of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes,



and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract.

The Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject



at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten (10) calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this Contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Contract.

15. SUBCONTRACTING/SUBGRANTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting/subgranting, the Contractor shall maintain written procedures related to subcontracting/subgranting, as well as copies of all subcontracts/subawards and records related to subcontracts/subawards. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting/subgranting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting/subgranting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract/subaward.

Every subcontract/subaward shall bind the Subcontractor/Subgrantee to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor/Subgrantee fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor/Subgrantee to assure fiscal conditions of this Contract. In no event shall the existence of a subcontract/subaward operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract/subaward shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor/Subgrantee's performance of the subcontract/subaward.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this Contract in a timely manner, COMMERCE has the right to suspend or terminate this Contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the Contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.



COMMERCE reserves the right to suspend all or part of the Contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the Contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this Contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days' written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this Contract, COMMERCE, in addition to any other rights provided in this Contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this Contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the Contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the Contract had been completed, would have been required to be furnished to COMMERCE;



- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this Contract, which is in the possession of the Contractor and in which COMMERCE has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this Contract, or (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this Contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this Contract.
- E. All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.



Attachment A: Award Acceptance

By signing the certification below, I--

- A. Declare to the U.S. Department of Justice (DOJ), and Department of Commerce (COMMERCE) under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.
- B. Certify to DOJ and COMMERCE, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance:
 - i. I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and
 - ii. I have the legal authority to accept this award on behalf of the applicant.
- C. Accept this award on behalf of the applicant.
- D. Declare the following to DOJ and COMMERCE, under penalty of perjury, on behalf of myself and the applicant:
 - i. I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ and COMMERCE will rely upon this declaration and certification as a material representation; and
 - ii. I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Clallam County Sheriff's Office

Agency Name

Brian King

Sheriff

Name of Authorized Official

Title of Authorized Official

Signature of Authorized Official

Date



Attachment B: Scope of Work

Clallam County Sheriff's Office shall provide staff and furnish goods and services necessary to accomplish the activities under the STOP Violence Against Women Formula Grant Program during the Contract period.

This Contract is not a Benefit or Entitlement to the Contractor. It is not to be used to acquire property or services for the state government's direct benefit. The principle purpose of this Contract is to provide funding for Clallam County Sheriff's Office to accomplish a public purpose.

Funding from this Contract must be used to support the Contractor's STOP Violence Against Women Formula Grant Program. Contractor must ensure that activities funded under this Contract program are available to adult or youth victims (ages 11 or older) of intimate partner domestic violence, sexual assault, stalking or dating violence during Contractor's regular business hours and shall include, but not be limited to:

- attend local and/or national training sessions;
- training related to crimes involving adult or youth victims (ages 11 and older) of domestic violence, sexual assault, dating violence, and/or stalking;
- active collaboration with victim services and prosecution to ensure a supportive and strong coordinated response for victims of intimate partner domestic violence; sexual assault, dating violence, and/or stalking; and
- ensuring that goods and services, supplies or administrative costs supported by this grant program are related to issues involving adult or youth victims (ages 11 and older) of intimate partner domestic violence, sexual assault, dating violence or stalking.

Services provided must be consistent with current state and federal laws and mandates.

Coordinated Community Response Team

The Contractor, and any Subgrantees, if applicable, will meet at least quarterly with the other recipients of STOP Formula Grant Program funding in their county to collaborate on the Community Activities indicated in their approved grant applications to increase the safety of victims of domestic violence, sexual assault, dating violence and/or stalking and to hold offenders accountable. OCVA Program Staff may attend and/or conduct periodic checks for compliance with the quarterly meetings. Noncompliance may result in suspension of payments to Contractor under this Contract.

The Contractor, and any Subgrantees, if applicable, will submit quarterly progress reports on the Coordinated Community Response Activity from their approved grant application as indicated in Section 33 – Reporting. Noncompliance may result in suspension of payments to Contractor under this Contract.

Victim Safety and Recovery

The Contractor and Subgrantees, if applicable, agrees that Contract funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as:

- A. Procedures or policies that exclude eligible victims from receiving services based on the classifications identified in 34 U.S.C. 12291(b)(13)(A) or their actual or perceived mental health condition, physical health condition, criminal record, immigration status, employment history or status, income or lack of income, or the age and/or sex of their children.
- B. Procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services;
- C. Procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.).



- D. Procedures or policies that fail to ensure service providers conduct safety planning with victims;
- E. Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing;
- F. Or any other activities outlined in the application information, program notice of funding opportunity or companion guide under which the application was submitted.

The Office on Violence Against Women (OVW) does not fund activities that jeopardize victim safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

Deliverables

The Contractor shall be responsible for the following deliverables:

- A. Participation in community collaboration meetings at least quarterly – As detailed above
- B. Reports – As described in the Special Terms and Conditions
- C. Vouchers – Must be submitted at least quarterly

Performance Measures

Provision of the deliverables listed above will be measured using the following performance measures:

- A. Participation in at least 75% of the quarterly community collaboration meetings
- B. 100% of required reports will be submitted on time
- C. 90% of vouchers will be completed on time



Attachment C: Budget

Budget	STOP - Law Enforcement	Total
Subgrantees	\$8,000.00	\$8,000.00
Goods and Services	\$8,992.00	\$8,992.00
Non-Match Total	\$16,992.00	\$16,992.00
Match	\$5,664.00	\$5,664.00
Project Total	\$22,656.00	\$22,656.00

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.

The cost of allowable equipment purchased with these funds must be prorated to Contract activity usage. Equipment authorized to be purchased with Contract funds must be documented in an inventory system indicating, at a minimum, date of purchase, quantity, and distribution. **Equipment must also be purchased within the first quarter of the Contract.**

Printing of Materials: OCVA must forward requests to print brochures, billboards, and other publications developed with Contract funds to the Office on Violence Against Women not less than twenty (20) days prior to public release of the materials. **If approved, the printing must be completed within the first three (3) months of the Contract.**

Food and Beverage Costs: The Contractor agrees Contract funds will not be used to purchase food and/or beverages for any meeting, conference, training, or other event, with the exception of support groups or otherwise within the context of victim services where it is necessary and integral to providing services to enhance victim safety. Additional information may be found in the Frequently Asked Questions (FAQs) About STOP Formula Grants available at: <https://www.justice.gov/ovw/page/file/1008816/download>.

Consultant/contractor fees may not exceed \$650 per day (excluding travel and subsistence costs) for an eight-hour day or may not exceed \$81.25 per hour for less than an eight-hour day without prior approval from OCVA. **Contractors are required to maintain documentation to support all daily or hourly rates.**



Attachment D: Federal Funds Checklist

Subaward Checklist	Federal Award Information
(i) Subrecipient name (which must match the name associated with its unique entity identifier);	CLALLAM, COUNTY OF
(ii) Subrecipient's unique entity identifier;	JV6JJNELRBS5
(iii) Federal Award Identification Number (FAIN);	15JOVW-23-GG-00608-STOP
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	09/13/2023
(v) Subaward Period of Performance Start and End Date;	01/01/2026 to 12/31/2026
(vi) Subaward Budget Period Start and End Date;	01/01/2026 to 12/31/2026
(vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	\$0.00
(viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	<i>Subrecipient – reference your records.</i>
(ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	<i>Subrecipient – reference your records.</i>
(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	STOP Violence Against Women Formula Grant Program, grant pass through allocation to improve the community response to violence against women.
(xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	Federal awarding agency: Department of Justice, Office on Violence Against Women Pass-through entity: WA State Department of Commerce, Office of Crime Victims Advocacy jodine.honeysett@commerce.wa.gov
(xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement;	16.588 STOP Violence Against Women Formula Grants
(xiii) Identification of whether the award is R&D;	Not for research and development purposes.
(xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414.	N/A



Subaward Checklist	Federal Award Information
(i) Subrecipient name (which must match the name associated with its unique entity identifier);	CLALLAM, COUNTY OF
(ii) Subrecipient's unique entity identifier;	JV6JJNELRBS5
(iii) Federal Award Identification Number (FAIN);	15JOVW-24-GG-00552-STOP
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	09/13/2024
(v) Subaward Period of Performance Start and End Date;	01/01/2026 to 12/31/2026
(vi) Subaward Budget Period Start and End Date;	01/01/2026 to 12/31/2026
(vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	\$16,992.00
(viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	<i>Subrecipient – reference your records.</i>
(ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	<i>Subrecipient – reference your records.</i>
(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	STOP Violence Against Women Formula Grant Program, grant pass through allocation to improve the community response to violence against women.
(xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	Federal awarding agency: Department of Justice, Office on Violence Against Women Pass-through entity: WA State Department of Commerce, Office of Crime Victims Advocacy jodine.honeysett@commerce.wa.gov
(xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement;	16 588 STOP Violence Against Women Formula Grants
(xiii) Identification of whether the award is R&D;	Not for research and development purposes.
(xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414.	N/A



Subaward Checklist	Federal Award Information
(i) Subrecipient name (which must match the name associated with its unique entity identifier);	CLALLAM, COUNTY OF
(ii) Subrecipient's unique entity identifier;	JV6JJNELRBS5
(iii) Federal Award Identification Number (FAIN);	15JOVW-25-GG-00064-STOP
(iv) Federal Award Date (see §200.39 Federal award date) of award to the recipient by the Federal agency;	08/18/2025
(v) Subaward Period of Performance Start and End Date;	01/01/2026 to 12/31/2026
(vi) Subaward Budget Period Start and End Date;	01/01/2026 to 12/31/2026
(vii) Amount of Federal Funds Obligated by this action by the pass-through entity to the subrecipient;	\$0.00
(viii) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity including the current obligation;	<i>Subrecipient – reference your records.</i>
(ix) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;	<i>Subrecipient – reference your records.</i>
(x) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA);	STOP Violence Against Women Formula Grant Program, grant pass through allocation to improve the community response to violence against women.
(xi) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity;	Federal awarding agency: Department of Justice, Office on Violence Against Women Pass-through entity: WA State Department of Commerce, Office of Crime Victims Advocacy jodine.honeysett@commerce.wa.gov
(xii) Assistance Listings number and Title; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at time of disbursement;	16.588 STOP Violence Against Women Formula Grants
(xiii) Identification of whether the award is R&D;	Not for research and development purposes.
(xiv) Indirect cost rate for the Federal award (including if the de minimis rate is charged) per §200.414.	N/A



DocuSign Contract Review and Routing Form

Office of Crime Victims Advocacy

Reviewed by:	Title:	I verify that I have:	Date:
	Grant Manager	Proofed documents	
Jodine Honeysett	Section Manager	Matched approved Obligation Summary Memo and Allocation Spreadsheet Reviewed entry and coding in CMS	12/22/2025 8:08 AM PST
Trisha Smith	Assistant or Managing Director	Correct template from IntraCOM has been used OR Documentation has been included with reason for exception	12/29/2025 9:27 AM PST

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: A14268DA-9314-41D7-A26C-B9DDDD471D592
Subject: OCVA FFY25 VAWA STOP F25-31103-059 Clallam County Sheriff's Office
Division:
Community Services and Housing
Program: OCVA
ContractNumber: F25-31103-059
DocumentType: Contract
Source Envelope:
Document Pages: 30
Certificate Pages: 5
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Status: Sent

Envelope Originator:
Kelly Tracy
1011 Plum Street SE
MS 42525
Olympia, WA 98504-2525
kelly.tracy@commerce.wa.gov
IP Address: 198.239.10.131

Record Tracking

Status: Original
12/19/2025 10:17:44 AM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Kelly Tracy
kelly.tracy@commerce.wa.gov
Pool: StateLocal
Pool: Washington State Department of Commerce

Location: DocuSign
Location: Docusign

Signer Events

Jodine Honeysett
jodine.honeysett@commerce.wa.gov
VAWA Section Manager, OCVA
Security Level: Email, Account Authentication
(None), Login with SSO

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)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Brian King
brian.king@clallamcountywa.gov
Sheriff
Clallam County Sheriffs Office
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Accepted: 12/29/2025 11:32:39 AM
ID: d955c533-a997-45da-b884-2ebdde9c9d21

Cindy Guertin-Anderson
cindy.guertin-anderson@commerce.wa.gov
Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:
Not Offered via Docusign

Signature

Completed

Using IP Address: 147.55.134.89

Completed

Using IP Address: 24.18.177.55

Timestamp

Sent: 12/22/2025 7:57:03 AM
Viewed: 12/22/2025 8:07:44 AM
Signed: 12/22/2025 8:08:32 AM

Sent: 12/22/2025 8:08:34 AM
Viewed: 12/29/2025 9:27:28 AM
Signed: 12/29/2025 9:27:36 AM

Sent: 12/29/2025 9:27:37 AM
Viewed: 12/29/2025 11:32:39 AM

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	12/22/2025 7:57:03 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.

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.



AGENDA ITEM SUMMARY
(Must be submitted NLT 3PM Wednesday for next week agenda)

IF
FEB 09 2026

Department: Parks, Fair, & Facilities

WORK SESSION **Meeting Date:** February 9, 2026

REGULAR AGENDA **Meeting Date:** February 17, 2026

Required originals approved and attached?
Will be provided on:

Item Summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other: BOCC formal approval

Documents exempt from public disclosure are attached:

Executive summary: *The Parks, Fair, & Facilities Department seeks formal approval to utilize The Interlocal Purchasing System (TIPS) to employ cooperative purchasing to expedite the procurement of equipment for the County Fair Rodeo Arena Renovation Grant Project.*

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

Cooperative Purchasing provides expedited and compliant procurement. No direct financial impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the utilization of TIPS to make expedited and compliant procurement purchases for the County Fair Rodeo Arena Renovation Grant Project

County Official signature & print name:  Don Crawford, Director

Name of Employee/Stakeholder attending meeting: Don Crawford

Relevant Departments: Board of Commissioners, Parks, Fair & Facilities Department

Date submitted: February 4, 2026

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Home | [About Us](#) | [Security](#) | [FAQ](#) | [All Contracts](#) | [All Divisions](#)

Search



THE INTERLOCAL PURCHASING SYSTEM

"PURCHASING MADE PERSONAL"



Home

Contracts

Membership

News

Edgar &

People

Compliance

Partnerships

About

Us

Lead Agency Overview

The Interlocal Purchasing System, better known as, TIPS Purchasing Cooperative, began in 2002 as a small regional cooperative of the [Region 8 Education Service Center](#). While the cooperative has far exceeded the initial vision, Region 8 ESC has maintained its role as the Lead Agency for what is now a national operation.



Region 8 ESC is one of 20 Regional Education Service Centers within Texas which assists school districts in improving student performance and increasing the efficiency and effectiveness of school operations, as commissioned by the [Texas state legislature](#). Region 8 ESC is governed by a seven-member Board of Directors, elected by local school board members; and an Executive Director, appointed by the Board of Directors, with approval of the Commissioner of Education. The laws of many states throughout the nation permit interlocal cooperation and interlocal agreements with other public entities in the United States. Region 8 ESC, the Lead Agency of TIPS, is a public governmental entity. Please click [here](#) and select your state to find more membership information and documentation for your jurisdiction.

In addition, a Regional Advisory Committee serves in an advisory capacity to the Center and its Board of Directors to assist in evaluating the Center's programs and services. This committee consists of one representative from each school district and one representative from each college or university with a teacher education program. TIPS Purchasing Cooperative is one such program implemented and administered by Region 8 ESC. All TIPS contracts are awarded by the ESC 8 seven-member Board of Directors, and each TIPS vendor has met strict [Competitive Procurement Process](#) guidelines established by the ESC 8 administration and the TIPS legal team. The bidding statute for the lead agency is Chapter [44.031](#) of the Texas Education Code.

To learn more about the Region 8 Education Service Center, visit the ESC 8 [website](#).

Crawford, Donald

From: Jack Brown <jack.brown@tips-usa.com>
Sent: Tuesday, February 3, 2026 5:09 PM
To: Crawford, Donald
Subject: Re: TIPS in Washington State
Attachments: Member_Portal_User_Guide v3.20 (1).pdf; MembershipBenefits.pdf; TIPS Member PO Process for Reseller.pdf; TIPS Member PO Process.pdf

You don't often get email from jack.brown@tips-usa.com. [Learn why this is important](#)

Hi Donald,

It's good to hear from you! Yes, absolutely Washington State agencies are using TIPS. I noticed that your application to become a TIPS member came in today and was approved. I'll be your account manager moving forward so please reach out if you have any questions or would like to explore other offerings TIPS has.

I've attached PO instructions and some membership information for your review. I look forward to working with you!

Best,
Jack

--



Jack Brown

Program Manager - Western US
Territory: AK-CA-HI-ID-NV-OR-WA

The Interlocal Purchasing System

Direct: (715) 891-3964
TIPS Office: (866) 839-8477
Email: jack.brown@tips-usa.com
4845 US Hwy 271 N | Pittsburg, TX 75686



While TIPS does all that it can to comply with and exceed the bidding requirements for most public entities, because the laws applicable vary by entity type, location, spend amount, purchase type, and the purchaser's local policies, TIPS cannot legally advise any Member/End-User when a TIPS purchase is appropriate. It is always up to the Member/End-User to review our processes and determine if we meet their needs for any particular purchase or entity.

From: Crawford, Donald <Donald.Crawford@clallamcountywa.gov>
Date: Tuesday, February 3, 2026 at 1:41 PM
To: Jack Brown <jack.brown@tips-usa.com>
Subject: TIPS in Washington State

You don't often get email from donald.crawford@clallamcountywa.gov. [Learn why this is important](#)

[EXTERNAL SENDER - CAUTION: This email originated from outside of the organization.]

Jack,

I am with Clallam County, Washington. We are renovating our county Fairgrounds Rodeo Arena. The equipment vendor we want to use, Preifert, is only on TIPS. Can you tell me if Washington State Agencies Use TIPS? I sure hope so!

Gig'Em!



Don Crawford, CGM

Director

Clallam County

Parks, Fair, & Facilities Department

223 East Fourth Street, Suite 7

Port Angeles, WA 98362-3000

360.797.8283 cell



19



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

FEB 09 2026

Department: BOCC

WORK SESSION Meeting Date: 02/09/2026

REGULAR AGENDA Meeting Date: 02/17/2026

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other

Documents exempt from public disclosure attached:

Executive summary: Update on Peninsula Housing Authority's construction of a 24-unit multifamily development to be called Eklund at Gales located at 7th and Gales in Port Angeles, WA. Review of original resolution 52-2024 with potential extension and increase in funding allocation. Housing Solutions Committee will be making potential recommendations following their February 2026 meeting.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) If a budget action is required, has it been submitted and a copy attached?

There is no current impact on the 2026 budget, any impact with potential Housing Solutions Committee recommendations to BOCC will require budget adjustment or incorporation in the 2027 budget.

Recommended action: Evaluate Housing Solutions Committee recommendation to Resolution 52-2024

County Official signature & print name: Timothy Dalton 

Names of Relevant Departments/Employees/Stakeholders attending meeting:

Timothy Dalton, Housing and Grant Resource Director/Sarah Martinez, Exec. Dir. Peninsula Housing Authority

Date submitted: 02/04/2026

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary PHA Eklund at Gales
Revised: 3-04-2019

30



RESOLUTION 52, 2024

JUN 25 2024

AUTHORIZING EXPENDITURE FROM THE AFFORDABLE HOUSING SALES AND USE TAX FUND FOR THE APPROVED 2024 AFFORDABLE HOUSING TAX FUNDING APPLICATIONS

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

Whereas The County collects Affordable Housing Sales and Use Tax 1406/1590 Tax pursuant to RCW 82.14.540 (1406) and RCW 82.14.530 (1590) County to expend Affordable Housing Sales and Use Tax Funds received by the County to assist in providing Affordable and Supportive Housing to county residents at or below 60% or Area Median Income with the following needs:

- a) Persons with behavioral health disabilities.
- b) Veterans.
- c) Senior citizens.
- d) Persons who are homeless or at-risk of being homeless, including families with children.
- e) Unaccompanied homeless youth or young adults.
- f) Persons with disabilities.
- g) Domestic violence survivors.

1. Resolution No. 32-2022 assigns responsibility to the Clallam County Housing Solutions Committee to provide guidance and support for the administration of the Clallam County Affordable Housing Sales and Use Tax 1406/1590 Grant fund and make recommendations to the Board of Clallam County Commissioners.
2. The Clallam County Housing Solution Committee received an application in April of 2024 from Peninsula Housing Authority for construction of a 24-unit Multi-family Apartment Complex located at 7th and Gales in Port Angeles, WA called Eklund at Gales in the amount of One Million Five Hundred Thousand dollars (\$1,500,000.000).
3. The Housing Solutions Committee met on June 7, 2024, hereby makes the following recommendation to the Clallam County Board of County Commissioners for a commitment from the Affordable Housing Sales Tax (1406/1590) Fund not to exceed One Million Five Hundred Thousand dollars (\$1,500,000.000) for FY 2025 Budget contingent on the Peninsula Housing Authority's ability to secure all additional funding necessary to complete this project by January 15th, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. Concurs in the recommendation of the Clallam County Housing Solutions Committee recommendation and hereby authorizes a commitment from the Affordable Housing Sales Tax (1406/1590) Fund not to exceed One Million Five Hundred-Thousand-dollar (\$1,500,000.000) contingent on the Peninsula Housing Authority's ability to secure all additional funding necessary to complete this project by January 15, 2026.

PASSED AND ADOPTED this 25 day of June 2024

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French
Mike French, Chair

Randall S. Johnson
Randall Johnson

Mark Ozias
Mark Ozias

ATTEST:
Loni Gores
Loni Gores, MMC, Clerk of the Board





Peninsula Housing Authority
Serving Clallam and Jefferson Counties
727 E. 8th Street, Port Angeles WA 98362
(360) 452-7631 • (360) 457-7001 Fax
Email: info@peninsulapha.org

February 3, 2026

Clallam County Commissioners
c/o Timothy Dalton, Housing and Grant Resource Director
223 E. 4th Street
Port Angeles, WA 98362

RE: Request for extension of 1590 and additional funding

Dear Clallam County Commissioners:

The Peninsula Housing Authority is pleased to provide an update on the Eklund at Gales project, a 24-unit multi-family development located in east Port Angeles at the corner of Gales and E. 7th Ave.

We have made significant strides in our capital campaign. Most recently, the project was awarded an additional \$3 million from the Washington State Housing Trust Fund's traditional funding round. This crucial award brings the project to 85% funded.

Project Timeline & Next Steps

To maintain our momentum, the PHA is moving forward with the following milestones:

- **Design & Permitting:** We are re-engaging our architect this month to finalize construction drawings in preparation for bidding and permitting.
- **Final Funding Phase:** In February, we will apply for an additional **\$500,000** in Clallam County 1590 funds. By the 1st of May, we will apply to the Federal Home Loan Bank AHP program and begin soliciting Letters of Intent (LOIs) from lending institutions.
- **Construction:** We anticipate breaking ground in **Fall 2026**, with a goal of reaching full occupancy by **early 2028**.



The Peninsula Housing Authority does not discriminate on the basis of race, color, creed, religion, age, familial status, marital status, national origin, sex, gender identity, honorably discharged veteran or military status, sexual orientation, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability in admission or access to its programs. If you need a reasonable accommodation, contact the PHA at (360) 462-7631.

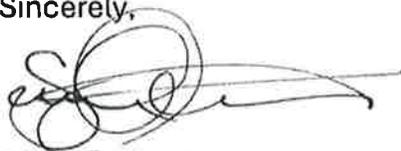


Extension Request

Our current award of 1590 funds were contingent on securing full funding by January 15th, 2026. Because we are now on a clear path to being fully funded by the end of this year, **we respectfully request an extension of these funds through January 31, 2027.**

The PHA is deeply grateful for our continued partnership with Clallam County. We ask for your favorable consideration of this extension to ensure the successful completion of Eklund at Gales—a vital addition to our community’s affordable housing inventory.

Sincerely,



Sarah T. Martinez
Executive Director



14

FEB 09 2026

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Prosecuting Attorney

WORK SESSION **Meeting Date: 02/09/2026**

REGULAR AGENDA **Meeting Date:**

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU
- Proclamation
- Final Ordinance
- Budget Item
- Other Grant Application Questionnaire

Documents exempt from public disclosure attached:

Executive summary:

Approval requested for application to the Office of Crime Victim Advocacy for funding provided through the Victim Witness Assistance DV Specific Grant Program. This grant will cover a portion of the salary and benefits for a Victim Witness Coordinator to better serve victims, survivors, and witnesses of domestic violence.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

Revenues and expenditures have already been factored into the 2026 budget. No changes are expected.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approval of application request by County Administrator. Application deadline is February 11, 2026

County Official signature & print name: Mark Nichols *Mark Nichols*

Name of Employee/Stakeholder attending meeting: Christi Wojnowski

Relevant Departments: Prosecuting Attorney's Office

Date submitted: 02/04/2026

* Work Session Meeting - Submit 1 single sided/not stapled copy Agenda Item Summary - VWA - DV Grant Request 2.26
 ** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies) Revised: 3-04-2019

Clallam County

Grant Application Information

DEPARTMENT: **Prosecuting Attorney**

DATE SUBMITTED TO W/S: **2/4/2026**

GRANT NAME: **Victim Witness Assistance DV Specific Grant**

APPLICATION DEADLINE: **2/11/2026**

ISSUING AGENCY: **Office of Crime Victim Advocacy**

IS THIS A RENEWAL? **No**

LENGTH OF GRANT: **5 months**

RENEWAL POSSIBLE? **Unknown**

TOTAL AWARD: **\$27,364.00**

ANNUAL AMOUNT: **\$27,364.00**

MATCH REQUIRED? **No**

MATCH AMOUNT: **N/A**

DESCRIPTION OF GRANT AND PURPOSE:

To provide support and information to domestic violence victims, survivors, and witnesses such as: notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.), information on victims' rights, victim impact statement assistance, assistance with restitution, referral to community based crime victim assistance programs, information about and assistance completing the Crime Victim Compensation (CVC) application.

EXPLAIN HOW THIS GRANT WILL BE USED FOR THE GOOD OF CLALLAM COUNTY CITIZENS:

Funds from this grant will cover a portion of the salary and benefits for a Victim Witness Coordinator to better serve victims, survivors, and witnesses of domestic violence..

DOES THE GRANT ACTIVITY FURTHER THE DEPARTMENT'S MISSION OR CORE FUNCTIONS? HAS IT BEEN A PART OF LONG TERM DEPARTMENT OR COUNTY GOALS?

Yes

DOES THE GRANT ACTIVITY INCREASE AN EXISTING SERVICE OR ADD A NEW SERVICE? TO WHAT DEGREE? IF THE GRANT WERE NOT AVAILABLE, WOULD THE SERVICE HAVE BEEN NECESSARY?

This grant allows for continued service. The state requires our office to provide information and support to victims, and grants such as this allow us to be in compliance while using lesser general fund resources. If the grant were not available, interaction and support to victims may be reduced.

WHAT MEASUREMENTS (PERFORMANCE MEASURES) WILL BE USED TO EVALUATE THE SUCCESS OF THE ACTIVITIES PROVIDED BY THE GRANT? WILL PERFORMANCE MEASURES BE DEVELOPED?

These measurements are determined by the state and/or federal agencies that provide the funding. Statistical data is reported quarterly.

DOES THE GRANT ACTIVITY CREATE A NEW SERVICE OR LEVEL OF SERVICE WHICH IS EXPECTED TO BE CONTINUED FROM LOCAL FUNDING AT THE END OF THE GRANT PERIOD?

No

IF MATCHING FUNDS ARE REQUIRED, WHERE WILL THEY COME FROM? DOES THE DEPARTMENT HAVE EXISTING RESOURCES TO COVER MATCH REQUIREMENTS? FROM WHERE?

There are no match requirements.

WILL THE ACTIVITY IN THIS GRANT HAVE IMPACTS ON OTHER DEPARTMENTS? HAS THIS BEEN DISCUSSED? DO OTHER DEPARTMENTS HAVE SUFFICIENT RESOURCES TO DEAL WITH ADDITIONAL IMPACTS?

No

WILL NEW POSITIONS BE ADDED? IF SO, HOW MANY AND WHAT TYPE ARE EXPECTED? ARE ALL WAGES AND BENEFITS PAID IN THE GRANT? WHAT WILL HAPPEN TO THE POSITIONS WHEN THE GRANT PERIOD ENDS?

No additional positions will be added due to this grant.

DOES YOUR DEPARTMENT HAVE SUFFICIENT RESOURCES TO ADMINISTER THE GRANT? PROVIDE FOR TIMELY REIMBURSEMENT AND ACTIVITY REPORTS?

Yes, required reporting will be provided by the Victim Witness Coordinators. The financial aspect of the grant, including reimbursement requests, deposits, and the annual application, currently reside with the Office Manager.

ARE THERE IMPACTS TO THE COUNTY IF THE GRANT IS NOT RECEIVED? WHAT ARE THEY?

We would be more limited in the assistance we provide victims, survivors, and witnesses of domestic violence.

ARE INDIRECT COSTS ALLOWABLE ON THIS GRANT? IF SO, ARE THERE LIMITATIONS? WILL THEY BE CHARGED AND ALLOCATED AS INDIRECT?

This grant will provide funds for staff salary and benefits.

ARE THERE OTHER ACTIVITIES (GRANT OR OTHERWISE) THAT ARE BUDGETED FOR THIS YEAR THAT WILL NOT BE COMPLETED IF THIS GRANT IS APPROVED?

No

WHAT BUDGET CHANGES ARE NECESSARY? INCLUDE REVENUES AND EXPENDITURES.

None. The revenues and expenditures have been worked into the 2026 budget.

OTHER COMMENTS



ELECTED OFFICIAL/DEPARTMENT HEAD SIGNATURE

ADMINISTRATOR

APPROVAL

Submit in duplicate to the Board of Commissioners for Work Session discussion and approval by the Administrator prior to application for any grant. The approved form must be included with the grant contract when it is submitted to the Board for approval. Refer to Administrative Policies 120 and 562.



SFY26 Victim Witness Assistance DV Specific Grant Program

OFFICE OF CRIME
VICTIMS ADVOCACY

Funding Period: February 1, 2025 through June 30, 2026

Applications Due: February 11, 2026

The Victim Witness Domestic Violence grant project will be supported with dedicated Washington State Domestic Violence Victim Assistance funds. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by Washington State.

What can these funds be used for?

Eligible grant activities which can be supported with this grant funding include services focused on providing support and information for **domestic violence** victims, survivors and witnesses such as: advocacy on behalf of victims, crisis intervention, notification of criminal justice events (case status, arrest, court proceedings, case disposition, release, etc.), information on victims' rights, victim impact statement assistance, assistance with restitution (includes assistance in requesting and when collection efforts are not successful), referral to community based victim assistance programs, information about and assistance completing the Crime Victim's Compensation (CVC) application.

For assistance with this application, please feel free to contact the OCVA Victim Witness Program Manager
Cheryl Rasum at Cheryl.Rasum@commerce.wa.gov

Indirect *Indirect cannot exceed 15% maximum

Item Description	Calculation	Amount
	SUBTOTAL	\$ 0.00

Budget Summary

Staff Name and Title	Amount
SALARIES	\$ 0.00
BENEFITS	\$ 0.00
INDIRECT	\$ 0.00
BUDGET TOTAL	\$ 0.00

As the duly authorized representative of the applicant, I certify that the Applicant has the legal authority to apply for assistance sought by the application, and that it has the institutional, managerial, and financial capability, including funds sufficient to plan, manage, and complete the project described in the application properly. I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

Signature of Authorized Official

Date

Attachment A - VW Assistance DV Specific FY26 Allocations

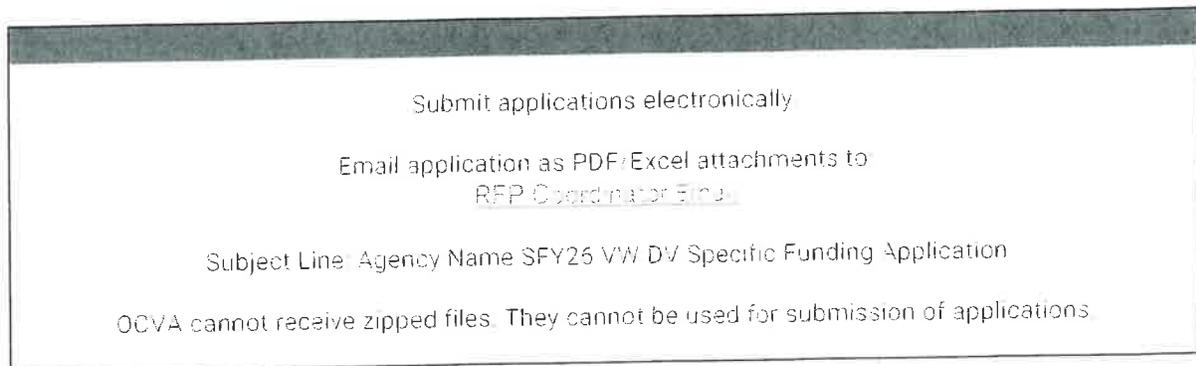
VW Assistance Unit Grantees	FY26 DV Specific Allocation
Adams County Prosecutor's Office	\$ 23,394.00
Asotin County Prosecutor's Office	\$ 38,591.00
Benton County Prosecutor's Office	\$ 47,803.00
Chelan County Prosecutor's Office	\$ 21,286.00
Clallam County Prosecutor's Office	\$ 27,364.00
Clark County Prosecutor's Office	\$ 27,915.00
Columbia County Prosecutor's Office	\$ 34,210.00
Cowlitz County Prosecutor's Office	\$ 31,635.00
Douglas County Prosecutor's Office	\$ 28,757.00
Ferry County Prosecutor's Office	\$ 31,708.00
Franklin County Prosecutor's Office	\$ 33,870.00
Garfield County Prosecutor's Office	\$ 32,220.00
Grant County Prosecutor's Office	\$ 34,764.00
Grays Harbor County Prosecutor's Office	\$ 35,059.00
Island County Prosecutor's Office	\$ 28,315.00
Jefferson County Prosecutor's Office	\$ 36,870.00
King County Prosecutor's Office	\$ 85,647.00
Kitsap County Prosecutor's Office	\$ 30,237.00
Kittitas County Prosecutor's Office	\$ 28,061.00
Klickitat County Prosecutor's Office	\$ 34,620.00
Lewis County Prosecutor's Office	\$ 27,361.00
Lincoln County Prosecutor's Office	\$ 28,757.00
Mason County Prosecutor's Office	\$ 28,077.00
Okanogan County Prosecutor's Office	\$ 28,061.00
Pacific County Prosecutor's Office	\$ 28,513.00
Pend Oreille County Prosecutor's Office	\$ 28,721.00
Pierce County Prosecutor's Office	\$ 40,522.00
San Juan County Prosecutor's Office	\$ 28,757.00
Skagit County Prosecutor's Office	\$ 29,361.00
Skamania County Prosecutor's Office	\$ 26,038.00
Snohomish County Prosecutor's Office	\$ 41,317.00
Spokane County Prosecutor's Office	\$ 33,574.00
Stevens County Prosecutor's Office	\$ 35,969.00
Thurston County Prosecutor's Office	\$ 40,271.00
Wahkiakum County Prosecutor's Office	\$ 28,757.00
Walla Walla County Prosecutor's Office	\$ 28,061.00
Whatcom County Prosecutor's Office	\$ 24,218.00
Whitman County Prosecutor's Office	\$ 24,971.00
Yakima County Prosecutor's Office	\$ 33,368.00

Submissions of Proposals and Due Date

Application Due: Wednesday, February 11, 2026

For assistance with this application, please feel free to contact the OCVA Victim Witness Program Manager, Cheryl Rasch at cheryl.rasch@commerce.wa.gov.

Applications will be reviewed as received and grants will be developed after approval of the application. Applications accepted after the due date, with prior approval from Violence Against Women Program Section Manager, Jodine Honeysett, OCVA, could have a grant start date later than February 1, 2026. This would result in a grant period less than 5 months.



Commerce does not assume responsibility for problems with an applicant's email. If Commerce email is not working, appropriate allowances will be made.

Applicants should allow sufficient time to ensure timely receipt of the proposal by the [RFP Coordinator](#). All applications and any accompanying documentation become the property of Commerce and will not be returned. Materials submitted to OCVA may be released pursuant to a request under the Washington State Public Records Act.

Applicants will receive a generic email reply stating that their email has been received. The confirmation does not imply that an applicant has met eligibility criteria. If an applicant does not receive a reply, it is their responsibility to immediately contact the RFP coordinator to address any potential email issue.

Please do not wait till the last minute to submit your application, that is often when things go wrong. Historically, this is when most applicants have been disqualified from consideration.

The Department now uses **DocuSign** to obtain grant signatures. When ready, your Victim Witness Grant will be sent to you for review and signature using this automated digital system.



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

FEB 09 2026

2a
3a

Department: BOCC

WORK SESSION Meeting Date: 2-9-26

REGULAR AGENDA Meeting Date: 2-10-26

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other - Notice

Documents exempt from public disclosure attached:

Executive summary:

Board of Clallam County Commissioners will consider adopting by Resolution the attached budget reduction on February 24, 2026.

Budget reductions – a reduction in revenues and/or expenditures.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the attached notice – Budget reductions.

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Budget Reductions 2-10-26
Revised: 3-04-2019



NOTICE OF BUDGET REDUCTION

Notice is hereby given Clallam County will consider by Resolution of the Board the budget reduction shown below on February 24, 2026 at 10 a.m. in the Commissioners' Meeting Room (160), Clallam County Courthouse.

Parks & Facilities-Capital Projects – The Parks Fair & Facilities Department requests that 2026 budget funds be returned to the Ending Fund Balance because the project was completed and paid for in 2025/(\$10,000)

A copy of the budget change form may be reviewed at the office of the Board of County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 10, 2026

Mike French, Chair

Publish: February 14 and 21, 2026

Bill: Commissioners' Office

c: Budget Coordinator
Department(s)
Treasurer

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026

Budget Hearing/Meeting Date: February 24, 2026

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	30501.911. ✓	Budget Name	Parks and Facilities – Capital Projects ✓
---------------------------------	--------------	--------------------	---

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	59476.63.2248 ✓	Courthouse Fuel Tank Repair/ Maintenance ✓	-\$10,000 ✓
Total				-\$10,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	50800.00.0000 ✓	Ending Fund Balance ✓	-\$10,000 ✓
Total				-\$10,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department requests that funds from the approved 2026 budget be returned to the Ending Fund Balance. This project, while originally planned for 2026, was completed and paid for within the 2025 budget year.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

R. M. ...
Todd Mielke

Eric
[Signature]



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

2b
FEB 09 2026
3b

Department: BOCC

WORK SESSION **Meeting Date: 2/9/26**

REGULAR AGENDA **Meeting Date: 2/10/26**

Required originals approved and attached?

Will be provided on:

Item summary:

- | | | |
|---|--|--|
| <input type="checkbox"/> Call for Hearing | <input type="checkbox"/> Contract/Agreement/MOU - Contract # | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input checked="" type="checkbox"/> Other - Notice |

Documents exempt from public disclosure attached:

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached supplemental appropriations on February 24, 2026.

Supplemental appropriations – increased expenditures due to unanticipated federal, state, and local funds.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**
See attached form(s).

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Approve the attached notice of supplemental appropriations.

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)



NOTICE OF SUPPLEMENTAL APPROPRIATIONS BUDGET MEETING

Notice is hereby given Clallam County will consider by Resolution of the Board, the supplemental budget appropriations in the following funds pursuant to RCW 36.40.100, at 10 a.m. on February 24, 2026 in the Commissioners' Meeting Room (160) of the Clallam County Courthouse.

Health & Human Services-Environmental Health

- Department of Health Consolidated Contract Amendment #9 adds a \$218,392 two-year pollution identification and correction (PIC) grant, funding professional services for Tyler software consultants, with additional funds to be added later/\$47,877
- Environmental Health received a Puget Sound Partnership (PSP) grant to fund onsite septic projects and support implementation of the Tyler Health module for managing septic inspections/\$94,292

Public Works-Roads – Lodging Tax award from the City of Forks for the Calawah to Sitkum Sol Duc Road segment of the Olympic Discovery Trail/\$44,000

Sheriff-Emergency Services - Wildfire defense plan costs were mostly incurred and reimbursed in 2025, but final expenses and some reimbursements will occur in 2026/\$38,685

Sheriff-Jail - The fingerprint machine was purchased in 2025, with reimbursement through the NCHIP Grant received in 2026/\$19,497

Sheriff-Operations - A quarterly payment for 2025 Jamestown Contract Policing services was received in 2026, requiring an increase to the 2026 revenue line to properly record the payment/\$75,000

Sheriff-Nine-One-One Enhanced - A new E911 dispatch equipment grant requires increasing both revenue and expenditure lines to account for the additional funds/\$178,289

Noxious Weed Control - Unused funds from last year's WA Department of Agriculture knotweed grant, due to staff shortages, will be used for seasonal staff and vehicle rental before the grant expires in June 2027/\$8,200

Parks & Facilities-Capital Projects - The Parks Fair & Facilities Department requests 2025 budget funds be carried over to 2026 to complete the Courthouse Security/Safety Assessment project, delayed due to procurement issues/\$73,757

Copies of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

BOARD OF CLALLAM COUNTY COMMISSIONERS

Date: February 10, 2026

Mike French, Chair

Publish: February 14 and 21, 2026

Bill: Commissioners

c: Budget Coordinator
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/14/2026 ✓ **Budget Hearing/Meeting Date:** 02/24/2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	00100.511	Budget Name	HHS Environmental Health
---------------------------------	-----------	--------------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health	33366.12.3300 ✓	National Estuary PS SS12 Task 3 ✓	47,877
Total				47,877

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511	HHS – Env Health ✓	56254.41.0020 ✓	Professional Services ✓	47,877
Total				47,877

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Department of Health Consolidated Contract Amendment #9 is adding funding for a PIC grant through the National Estuary program. This will be a 2 year grant for \$218,392. This budget supplemental is adding funding to the professional services line to subcontract with Tyler software consultants. Additional funding that has been awarded will be brought in at a later date after further project task determination and planning have been completed.

County Official Approval: _____
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

John Muelke

Eric

SeCLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/20/2026 ✓ **Budget Hearing/Meeting Date:** 02/24/2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx. 00100.511 ✓ **Budget Name** HHS Environmental Health ✓

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	33366.45.6200 ✓	PSP – OSS Management ✓	94,292 ✓
Total				94,292 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.511 ✓	HHS – Env Health ✓	56254.31.0020 ✓	Operating supplies ✓	1,704 ✓
00100.511 ✓	HHS – Env Health ✓	56254.41.0020 ✓	Professional Services ✓	48,370 ✓
00100.511 ✓	HHS – Env Health ✓	56254.41.5075 ✓	Interfund: HHS Operations ✓	16,568 ✓
00100.511 ✓	HHS – Env Health ✓	56254.45.0010 ✓	Building / Office Rental ✓	2,000 ✓
00100.511 ✓	HHS – Env Health ✓	56254.49.0150 ✓	Homeowner Septic Incentives ✓	18,000 ✓
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance ✓	7,650 ✓
Total				94,292 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Environmental Health has been awarded a new grant from the Puget Sound Partnership. This grant provides revenues for onsite septic projects. It will also cover the initial cost and implementation of the Tyler Health module to manage onsite septic inspection information.

County Official Approval:
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten Signature]
[Handwritten Signature]

[Handwritten Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01.28.26 ✓

Budget Hearing/Meeting Date: 02.24.26 ✓

Supplemental Appropriation – increased expenditures due to unanticipated federal, state, or local funds

Debatable Emergency – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

Non-debatable Emergency – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law

Budget Revision – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase

Budget Reduction – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	10101.611	Budget Name	PW - Roads ✓
---------------------------------	-----------	--------------------	--------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	33700.00.0060 ✓	Lodging Tax Award – City of Forks ✓	\$44,000 ✓
Total				\$44,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
10101.611 ✓	PW – Roads ✓	59510.41.7777 ✓	PW Other Services and Charges ✓	\$44,000 ✓
Total				\$44,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Lodging Tax award from the City of Forks for the Calawah to Sitkum Sol Duc Road segment of the Olympic Discovery Trail.

County Official Approval: _____
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Todd Melke

Effie

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.815 ✓	Budget Name	Sheriff – Jail ✓
---------------------------------	-------------	--------------------	------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.815 ✓	Sheriff – Jail ✓	33316.55.4000 ✓	WSP - NCHIP Grant ✓	19,497 ✓
Total				19,497 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance ✓	19,497 ✓
Total				19,497 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Although the expenditures for the purchase of a new fingerprint machine in our jail occurred in 2025, the reimbursement through our NCHIP Grant was received in 2026.

County Official Approval: _____
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Handwritten Signature]

[Handwritten Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/26 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.811 ✓	Budget Name	Sheriff – Operations ✓
--------------------------	-------------	-------------	------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.811 ✓	Sheriff – Operations ✓	34210.00.0100 ✓	Jamestown Contract Policing ✓	75,000 ✓
Total				75,000 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance ✓	75,000 ✓
Total				75,000 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

One of the quarterly contract payments for 2025 services was received in 2026, so we're increasing the revenue line by that payment amount to correctly track 2026 payments.

County Official Approval: Bill [Signature]
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	11061.811 ✓	Budget Name	Sheriff – Nine-One-One Enhanced ✓
---------------------------------	-------------	--------------------	-----------------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff - Nine-One-One Enhanced ✓	33401.80.0033 ✓	Enhanced 911 from Emergency Management ✓	178,289 ✓
Total				178,289 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
11061.811 ✓	Sheriff - Nine-One-One Enhanced ✓	52870.41.0570 ✓	E911 Reimbursements to PenCom ✓	178,289 ✓
Total				178,289 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Due to a grant awarded for E911 dispatch equipment, both the revenue line and corresponding expenditure line needs to be increased to receive and disburse the unanticipated extra funds.

County Official Approval: _____
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]
[Signature]

[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1-30-2026 ✓

Budget Hearing/Meeting Date: 2-24-2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	13001.381 ✓	Budget Name	Noxious Weed Control ✓
---------------------------------	-------------	--------------------	------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
13001.381 ✓	Noxious Weed Control ✓	33402.10.5000 ✓	WSDA Knotweed Program ✓	\$8,200 ✓
Total				\$ 8,200 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
13001.381 ✓	Noxious Weed Control ✓	55360.10.0600 ✓	Extra Help ✓	\$6,000 ✓
13001.381 ✓	Noxious Weed Control ✓	55360.45.0015 ✓	Vehicle Rental/Lease ✓	\$2,200 ✓
Total				\$ 8,200 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Program spent less money from our WA Department of Agriculture knotweed grant last year due to staff shortages. The grant expires June 2027 but almost all knotweed work occurs during the summer and early fall. We would like to use this money to hire additional seasonal help, plus associated costs of renting a vehicle.

County Official Approval: _____
(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Todd Mielke

Eric

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026 ✓

Budget Hearing/Meeting Date: February 24, 2026 ✓

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	30501.911. ✓	Budget Name	Parks and Facilities – Capital Projects ✓
---------------------------------	--------------	--------------------	---

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	50800.00.0000 ✓	Ending Fund Balance ✓	\$73,757 ✓
Total				\$73,757 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30501.911. ✓	Parks and Facilities – Capital Projects ✓	59476.63.2145 ✓	Courthouse Security/Safety Assessment ✓	\$73,757 ✓
Total				\$73,757 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department is requesting that funds in the approved 2025 budget be carried over to 2026 to complete the Courthouse Security/Safety Assessment project. Delays in product procurement have pushed the anticipated completion date to early 2026, rather than late 2025 as originally planned.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

[Signature]
[Signature]
 Todd Muelle

[Signature]
[Signature]



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

25
FEB 09 2026
30

Department: BOCC

WORK SESSION Meeting Date: 2/9/26

REGULAR AGENDA Meeting Date: 2/10/26

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other - Notice

Documents exempt from public disclosure attached:

Executive summary:

Board of Clallam County Commissioner will consider adopting by Resolution the attached debatable emergencies on February 24, 2026

Debatable emergency – Public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

See attached forms.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Approve the attached notice of debatable emergencies.

County Official signature & print name:  Eleanor Hill

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: All Departments

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Budget Debatables 2-10-26
Revised: 3-04-2019



BUDGET RESOLUTION _____, 2026

CALL FOR HEARING FOR DEBATABLE EMERGENCIES IN THE FUNDS LISTED BELOW

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. Pursuant to RCW 36.40.140, the following facts constitute a public emergency that could not reasonably have been foreseen at the time of making the budget:

Coroner – Funding needed to purchase equipment such as gurneys & a loading deck to convert van for decedent transport/\$10,000

Sheriff-Animal Control - A two-day spay and neuter clinic is planned for late February to help address pet overpopulation. The event, organized by Center Valley Animal Rescue and Spay to Save, is requesting \$4,925 in county funding for supplies, facility rental, and volunteer meals/\$4,925

Parks & Facilities-Real Estate Excise Tax (REET) – The Parks Fair & Facilities Department is requesting an additional \$80,000 to cover cost overruns for the Courthouse/Juvenile TRANE Upgrade project beyond the 2026 budget allocation/\$80,000

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact:

1. A public hearing on the debatable emergencies listed above will be held February 24, 2026 at 10:30 a.m. in Room 160 of the Clallam County Courthouse.
2. A copy of the budget change forms may be viewed at the office of the Board of Clallam County Commissioners from 8 a.m. to 4:30 p.m., Monday through Friday.

PASSED AND ADOPTED this 10th day of February 2026

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mike French, Chair

Randy Johnson

Mark Ozias

ATTEST:

Loni Gores, MMC, Clerk of the Board

Publish: February 14 and 21, 2026

Bill: Commissioners

c: Budget Coordinator
Treasurer
Department(s)

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 01/27/2026

Budget Hearing/Meeting Date: 2/24/2026

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx. 00100.843	Budget Name Coroner
---	----------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293	General Fund Reserves	50800.00.0000	Ending Fund Balance	10,000
Total				\$10,000

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.843	Coroner	56320.35.0010	Small Tools & Minor Equipment	10,000
Total				\$10,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

Funding needed to purchase equipment such as gurneys and a loading deck to convert van for decedent transport

County Official Approval: Rebecca Shankles
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

John Melke

ET Hill

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: 1/28/2026 ✓

Budget Hearing/Meeting Date: 2/24/2026 ✓

- **Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- **Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- **Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- **Budget Reduction** – a reduction in revenues and/or expenditures

Budget Number xxxxx.xxx.	00100.813	Budget Name	Sheriff – Animal Control
---------------------------------	-----------	--------------------	--------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.293 ✓	General Fund Reserves ✓	50800.00.0000 ✓	Ending Fund Balance ✓	4,925 ✓
Total				4,925 ✓

EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
00100.813 ✓	Sheriff – Animal Control ✓	55430.31.0065 ✓	Food ✓	700 ✓
00100.813 ✓	Sheriff – Animal Control ✓	55430.41.0020 ✓	Professional Services ✓	4,225 ✓
Total				4,925 ✓

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

To help combat the overpopulation problem our county faces with cats and dogs, the Animal Solutions Advisory Committee has been working with animal service providers to offer free or low cost spay and neuter clinics for our citizens. Since there is far more demand than surgery schedules and donations allow, a larger scale, two-day clinic is planned for the end of February to make head way against the waiting lists and help halt accidental breeding. Center Valley Animal Rescue and Spay to Save will be the primary organizers, and are requesting a \$4,000 county donation towards their supply costs. An additional amount of \$225 is being requested to cover the rental rate for use of a fairgrounds building for the event, and \$700 to provide lunch and refreshments for the volunteers running the event.

County Official Approval: _____

(Obtain Budget Office Approval Prior to Submission to Clerk of the Board)

Eric
[Signature]

CLALLAM COUNTY BUDGET CHANGE FORM



Date Submitted: January 30, 2026

Budget Hearing/Meeting Date: February 24, 2026

- Supplemental Appropriation** – increased expenditures due to unanticipated federal, state, or local funds
- Debatable Emergency** – public emergency other than a non-debatable emergency which could not reasonably have been foreseen at the time of making the budget, requiring the expenditure of money not provided for in the budget.
- Non-debatable Emergency** – for the relief of a stricken community requiring immediate address; to meet mandatory expenditures required by law
- Budget Revision** – transfers or reallocations between departments within the same fund, or anytime a reallocation within the same budget would authorize a new permanent position or a new capital purchase
- Budget Reduction** – a reduction in revenues and/or expenditures.

Budget Number xxxxx.xxx.	30101.911.	Budget Name	Parks and Facilities – REET
---------------------------------	------------	--------------------	-----------------------------

REVENUE/SOURCE

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911.	Parks and Facilities – REET	50800.00.0000	Ending Fund Balance	\$80,000
Total				\$80,000

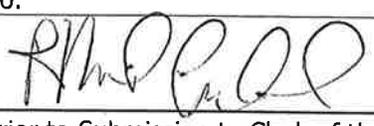
EXPENDITURES

BUDGET NUMBER xxxxx.xxx.	DEPT NAME	BARS NUMBER xxxxx.xx.xxxx	ACCOUNT DESCRIPTION	AMOUNT
30101.911.	Parks and Facilities – REET	59476.62.1625	Courthouse/Juvenile TRANE Upgrade	\$80,000
Total				\$80,000

Revenue/Source and Expenditure totals must agree.

REASON FOR BUDGET ACTION:

The Parks Fair & Facilities Department is requesting additional funding for the Courthouse/Juvenile TRANE Upgrade project due to increased costs. The original \$200,000 estimate from 4-5 years ago is about \$80,000 below the updated total. The new estimate includes a \$215,000 quote, \$17,000 in engineering costs, 8.9% tax, and a 10% contingency, bringing the total to approximately \$280,000.

County Official Approval: 
 (Obtain Budget Office Approval Prior to Submission to Clerk of the Board)





3a
FEB 09 2026



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Public Works/Road Dept.

WORK SESSION **Meeting Date: February 9th, 2026**

REGULAR AGENDA **Meeting Date:**

Required originals approved and attached?
Will be provided on:

Item summary:

- | | | |
|---|--|--|
| <input type="checkbox"/> Call for Hearing | <input type="checkbox"/> Contract/Agreement/MOU - Contract # | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input checked="" type="checkbox"/> Other – Project Update |

Documents exempt from public disclosure attached:

Executive summary:

Dungeness National Wildlife Refuge Access Improvement (DNWR) Project Update:

This briefing provides the BOCC with an update on the status of the Dungeness National Wildlife Refuge Access Improvements Project (project number 2 on the six-year TIP). The project is funded through the Federal Lands Access Program (FLAP) and is intended to provide continued, reliable public access to federal lands at the Dungeness National Wildlife Refuge.

A public meeting was held on December 3, 2025, during which project background and early design alignment concepts were presented. The primary purpose of this update is to report on the predominant community comments received at the meeting. The most significant and recurring was a request that the Kitchen Dick Rd./ Lotzgesell Rd. Intersection re-alignment be decoupled from the remainder of the DNWR access improvement project and considered separately/eliminated. From discussion at the meeting and the written comments received, the perception is that softening the Kitchen Dick / Lotzgesell curve will increase travel speeds. Additional comments include but are not limited to concerns about preserving certain park elements, environmental impacts, and future park expansion. 1

Next Steps:

- Continue communication with funding agency regarding potential to decouple portions of the project.
- 50% plan set and cost estimate expected by March 15th.
- Construction plan for 2026 or 2027

* Work Session Meeting - Submit 1 single sided/not stapled copy
 ** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Informational.

County Official signature & print name: Jason O'Dell JASON O'DELL

Name of Employee/Stakeholder attending meeting: Jesse Goodman

Relevant Departments: Public Works/Roads

Date submitted: February 4th, 2026

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Dungeness National Wildlife Refuge (DNWR) Access and Safety Improvements

Project lead Engineer: Jesse Goodman

County Engineer: Joe Donisi

Project No. FLAP-9905(007)

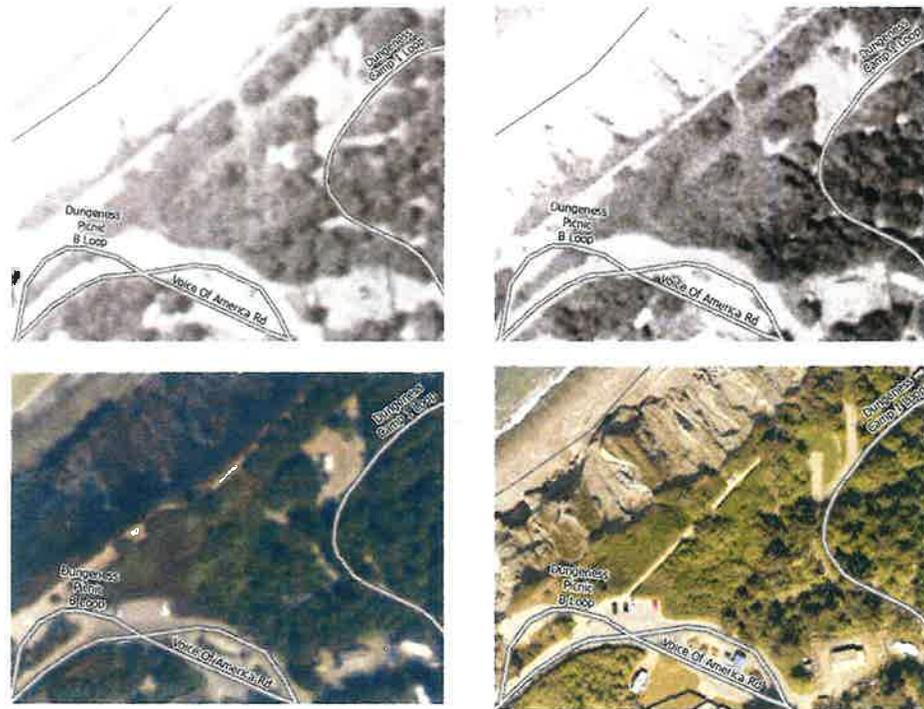
Outline

- Problem Area History
- FLAP – Granting Agency
- Project Scope
- Deliverables
- Bluff Segment
- Shoulder Segment
- Curve Segment

History

Bluff:

- Average of 1.5' of erosion per year.
- Large storms can cause significant erosion events which far exceed the average. (20'+)
- At its narrowest, the road is currently ~18' from the bluff edge.



Images of Bluff from 1990, 2000, 2009, and 2025.

History (cont.)

Curve:

- Lotzgesell-Kitchen-Dick curve does not meet modern standards.
- Width does not allow for pedestrian/cycling traffic.
- Historic pattern of significant accidents, including fatalities.
- County acquired ROW in 1985 to re-align the curve.
- Increased density and traffic has emphasized the need for modernization.



Federal Land Access Program (FLAP)

- FLAP is a federal program which provides monetary assistance to ensure the public maintains access to federal lands.
- As the Voice of America Road supplies the Dungeness national Wildlife Refuge (Federal Land) with access, the County applied for and was awarded a FLAP grant in 2018 to ensure that this public access is maintained.
- This grant greatly benefits the county, as the County owned recreation area is equally affected by bluff erosion.
- FLAP also aims to enhance safety of access to federal lands. As such, the grant also covers safety improvements to the Kitchen-Dick Lotzgesell curve.

Project Scope

“The project relocates a portion of the Voice of America Road that serves as the main access for both the County Dungeness Recreation Area (DRA) and DNWR away from the marine bluff; re-aligns the curve on Kitchen-Dick Road and Lotzgesell Road near the DRA/DNWR entrance; adds a dedicated left turn lane for access into the DRA/DNWR; and includes shoulder widening.”

Project Deliverables

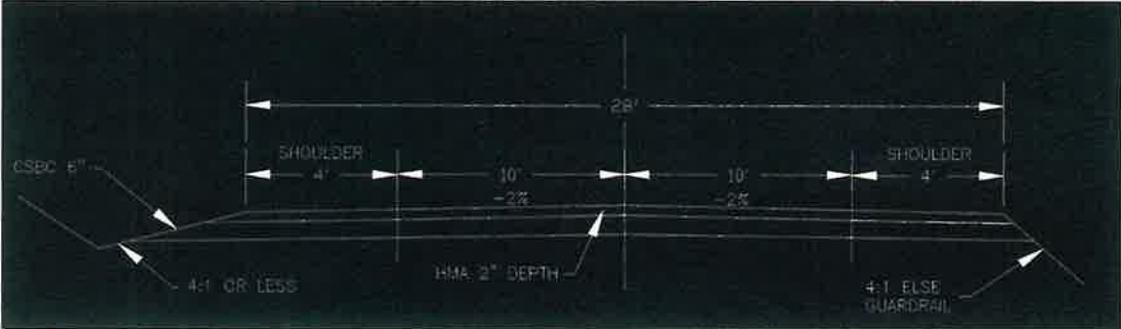
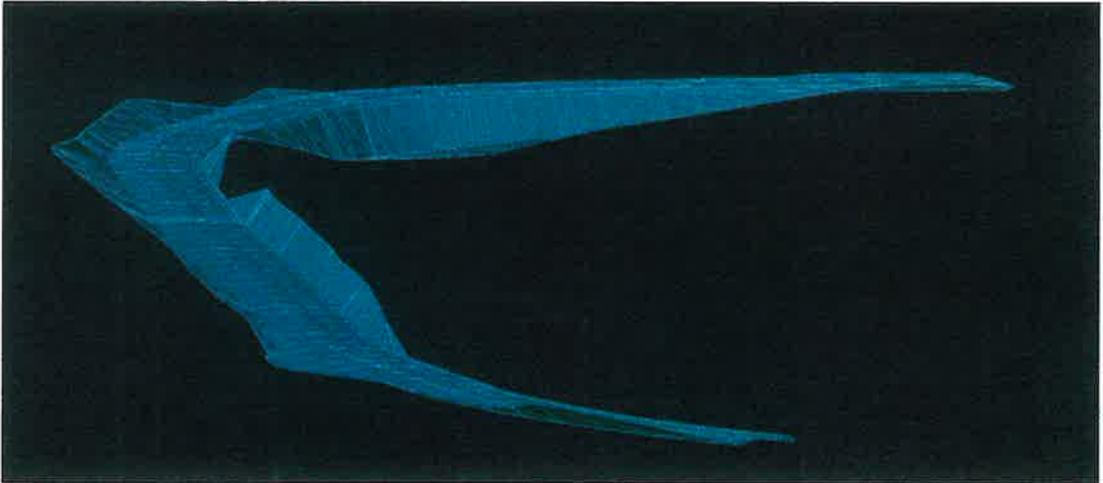
Inside the Dungeness Recreation Area:

- 1440 ft of Voice of America Road moved back from eroding bluff.
- Add shoulders to existing alignment of Voice of America Road to enhance pedestrian and cyclist safety.

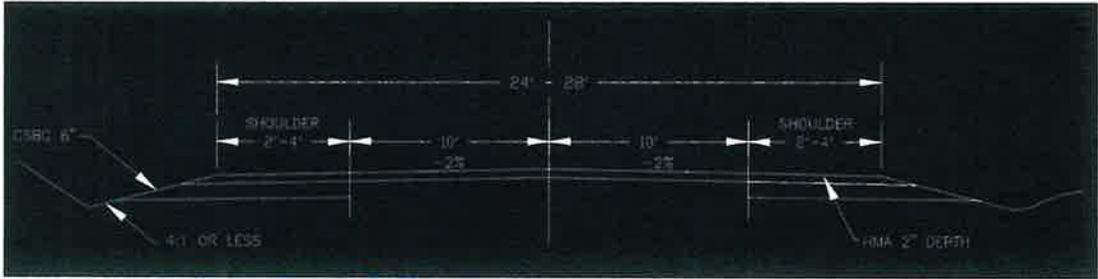
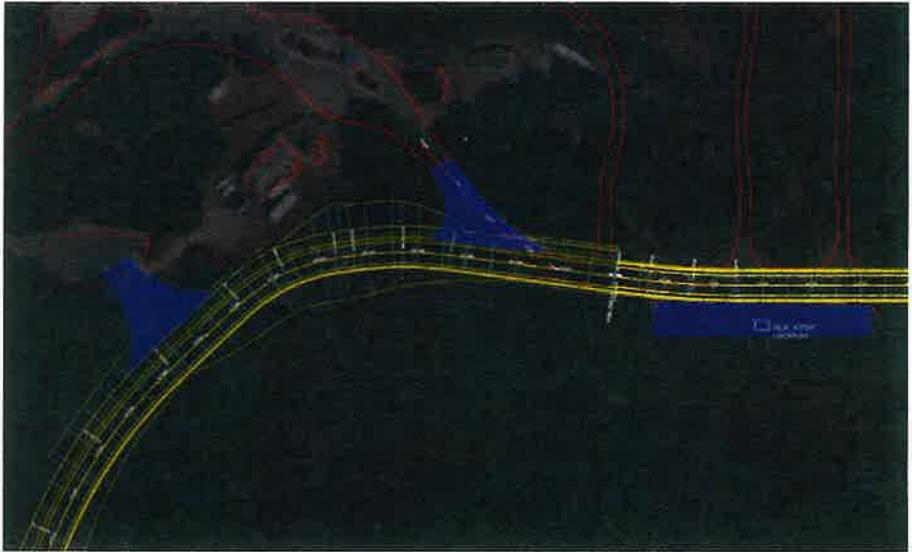
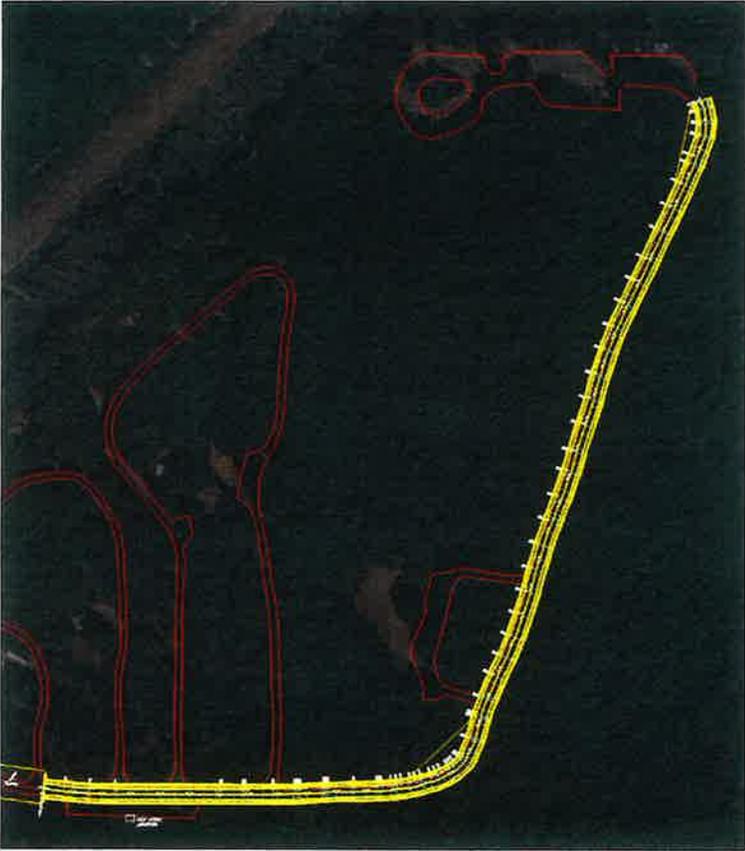
Outside the Dungeness Recreation Area:

- Replace 90 degree turn at the intersection of Kitchen-Dick Road and Lotzgesell Road with gentle curved transition on existing Clallam County ROW.
- Install a dedicated left turn lane from Lotzgesell Road to park entrance.

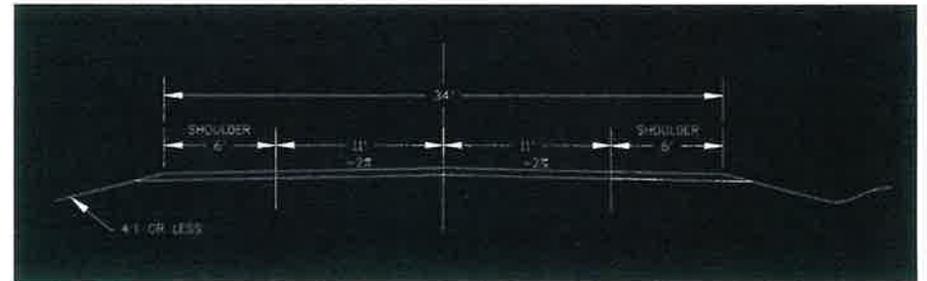
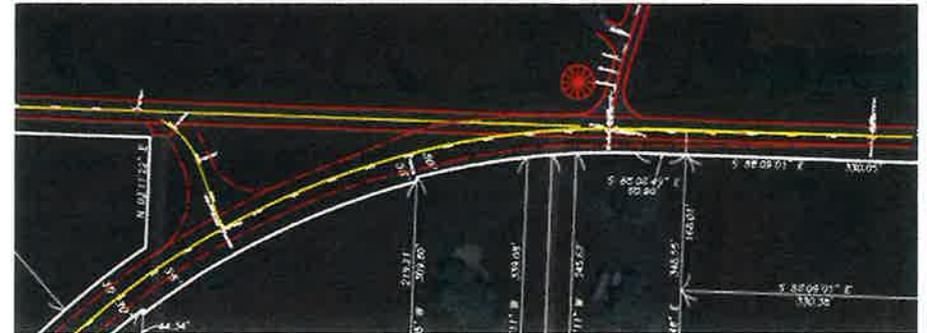
Bluff Setback Segment



Loop/National Refuge Segment



Kitchen-Dick - Lotzgesell Curve



Meeting Outcomes

Inside the Dungeness Recreation Area:

- 1440 ft of Voice of America Road moved back from eroding bluff.
- Add shoulders to existing alignment of Voice of America Road to enhance pedestrian and cyclist safety.

Outside the Dungeness Recreation Area:

- Replace 90 degree turn at the intersection of Kitchen-Dick Road and Lotzgesell Road with gentle curved transition on existing Clallam County ROW.
- Install a dedicated left turn lane from Lotzgesell Road to park entrance.

49

FEB 09 2026



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Community Development

WORK SESSION **Meeting Date: February 9, 2026**

REGULAR AGENDA **Meeting Date:**

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other – Performance Report

Documents exempt from public disclosure attached:

Executive summary: On April 18, 2023, a Memorandum of Understanding (MOU) was executed between the Board of County Commissioners, the Department of Community Development, the Sheriff's Office, The Environmental Health Division of DHS, and the Prosecuting Attorney's Office for the orderly and cooperative support of the Code Enforcement program. Section III.e of the MOU requires DCD to provide quarterly status reports to the BOCC, including information on key metrics related to the program. The attached report provides information on the activities of the Code Enforcement program through the fourth quarter (October-December) of 2025.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** No budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) No action requested. This report is for informational purposes and discussion with the BOCC.

County Official signature & print name: Bruce Emery *Bruce W. Emery*

Name of Employee/Stakeholder attending meeting: Bruce Emery, Diane Harvey

Relevant Departments: Department of Community Development, Health and Human Services.

Date submitted: February 4, 2026

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Agenda Item Summary CE Report 02/04/2026
Revised: 3-04-2019



CLALLAM COUNTY
Department of Community Development
County Courthouse
223 E. 4th St., Suite 5
Port Angeles, WA 98362-3015
Phone: (360) 417-2323
Fax: (360) 417-2443

bruce.emery@clallamcountywa.gov

February 4, 2026

Board of Clallam County Commissioners

RE: Code Enforcement Report for Q4 2025

Dear Honorable Board of Clallam County Commissioners,

With a fully staffed Code Enforcement (CE) team, the fourth quarter of 2025 was very productive: seventy-one (71) CE cases were closed. CE also facilitated the removal of forty-nine (49) junk vehicles from fourteen properties for a total of one-hundred and sixty-five (165) junk vehicles removed in 2025 versus one-hundred thirty-two (132) in 2024. In addition, we were able to close out a total of two hundred and eighty-six (286) cases in 2025 in comparison to one hundred and seventy (170) closed in 2024.

We have been targeting large clean-up projects in 2025 and during Q4, CE completely cleaned up 4210 Dry Creek Rd shown on the next page with before and after pictures. In 2025, CE cleaned up, with County funds, a total of six (6) properties that totaled 25 tons of garbage at a cost of \$5,198. One project (Dry Creek Rd) was cleaned up without utilizing County Funds, and in addition we facilitated the partial clean-up of 176 Ironwood Drive, which included removal of thirty-eight (38) junk vehicles. Code Enforcement devotes a significant amount of time and effort working with property owners in undertaking these types of large-scale cleanups.

4210 Dry Creek Rd Before on January 7, 2025



4210 Dry Creek Rd, After November 19, 2025



Code Enforcement set several goals for 2026: (1) closing two hundred cases in the year; (2) removing one hundred junk vehicles; (3) completing six large property cleanups and (4) putting in place a process to address legacy building permits (including an amnesty program). We feel these goals will be challenging yet achievable, now that we have a well-trained and fully staffed team.

Case Load

Case Count 12/31/25	394
Open cases at end of Q3	412
New Cases Opened in Q4	40
Cases Closed in Q4	-71
Total Case Count	394
Administrative Audit Adjustment*	13
BWOP Cases Pending - Applied for Building Permits**	-18
Q4 Active Cases	376

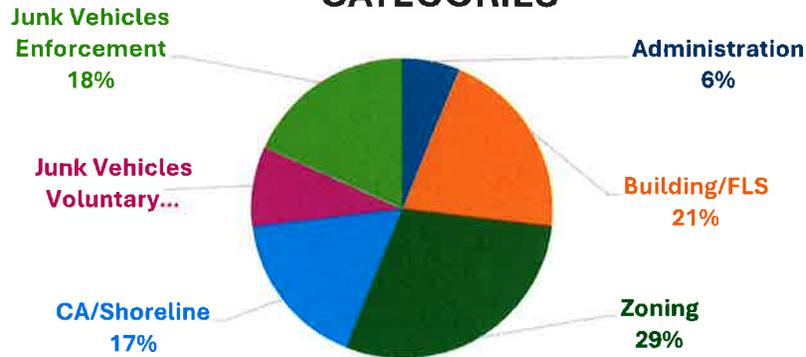
**During an audit of EP&L database, it was found that 13 legacy cases were imported in the transition as closed but should have been imported as open due to a quirk in the software. These cases were reclassified as open and added to the total case count in Q4 2025.*

***BWOP cases remain open even when the Property Owner has complied with Code Enforcement's request to apply for a building permit because the case only closes when the building permit is finalized and that process can take more than a year. CE has determined to track these matters to show CE activity has been successful.*

Summary of Current Case Categories

Category	Total	Closed in Q4	Active Cases
Building/FLS	253	17	236
Land Use/Zoning	180	24	156
CA/Shorelines	49	14	35
*Environmental Health	57	6	51
CE only portion Closed	0	0	0
Junk Vehicles - Voluntary	12	7	5
Junk Vehicles - Enforcement	123	15	108
Total	617	77	540
<i>*Only joint DCD/EH cases are tracked. Starting Q4 2024 EH statistics on new joint cases are not tracked *Also note that there are cases that are included in multiple case categories</i>			

DEPICTION OF Q4 ENDED CASE CATEGORIES



Other Case Data in Q4, 2025

- Total site visits completed: 61
- Total VCAs entered into: 0

In Q4 of 2025, Code Enforcement processed and facilitated the removal of forty-nine junk vehicles from fourteen properties, twenty-nine of those vehicles were removed in Voluntary Junk Vehicle Cases, twenty of them were removed in Enforcement Cases.

Code Enforcement issued four dump vouchers for a clean-up of 31 Sunrise Place and cleaned up 4.94 tons of garbage, totaling \$1,205.50. For the 4210 Dry Creek Rd clean-up no County funds were utilized.

Resolved Cases of Q4 2025

Administration	5
Enforcement	66
Hearing Examiner	0
Court Order	0

Cases Closed by Month

October	18
November	15
December	38

Cases Closed by Year

Case Closures 2025	286
Case Closures 2024	170
Junk Vehicles Removed 2025	165
Junk Vehicles Removed 2024	132

2025 Hearing Examiner Cases in Q4

Total Code Enforcement Hearing Examiner Cases Scheduled and Cancelled as Property Owners Came into Compliance – 5

Code Enforcement Cases that went to Hearing Examiner and Received an Order – 0

Fines During Q4

None

In CMP2021-00160, the Property Owner at 8323 La Push Rd was fined by the Hearing Examiner \$11,400 for operating a commercial campground in violation of the Zoning Code (i.e., without obtaining a conditional use permit). Fines for ongoing violations continue to accrue at \$250 a day. There is currently a Superior Court case regarding this matter.

In CMP2023-00131, Property Owner at NKA Deer Park Rd was taken to the Hearing Examiner earlier this year due to land disturbing activities on wetlands. The Hearing Examiner requested a Wetland Report be generated and the property owners did not generate that Wetland Report until after the deadline. Since they missed the deadline, the Hearing Examiner Order provided for fines of \$100 per day until the Wetland Report was provided which totaled \$7,400. While fines are not accruing any longer, this amount continues to remain unpaid. A lean will be placed on the property this year.

Finally, at 699 Lee’s Creek Road, the Property Owner of CMP2021-00120 has historical fines totaling \$330,000, which is being reviewed by Legal and DCD. This CE case relates to zoning violations at an Alpaca Farm where camping was occurring in violation of the Zoning Code, and subsequent Hearing Examiner Order.

2025 Code Enforcement Activity

2025 Case Stats	Q1	Q2	Q3	Q4	Total 2025
New Cases	26	32	51	40	149
Closed Cases	119	26	70	71	286
Total Cases at the start of the Quarter	518	425	431	412	412
Total Cases at end of Quarter	425	431	412	394	394
Junk Vehicle Affidavits	30	47	39	49	165
VCAs	0	0	2	0	2
Site Visits	86	41	67	61	255
Scheduled with Hearing Examiner	1	3	11	5	20
Brought to the Hearing Examiner	0	1	1	0	2
Fines Assessed*	\$ 16,700	\$11,250	\$ 33,800	\$ -	\$61,750
Fines Collected	\$ 270	\$ -	\$ -	\$ -	\$270

Priority Cases

The following table details the Q4 top cases targeted by the Code Enforcement Division:

Case	Address	Priority Rating	Nature of Infraction	Status
CMP2023-00193	211 Village Ln, Sequim	1	RV Encampment, JV's, SW	Warning Letters Issued; on hold until the RV Ordinance Approval or Disapproval occurs.
CODE2025-00074	112 McCarver St, Port Angeles	1	CUP Violation, Individuals Residing in Commercial Storage Units; Health Violations	PO responded with plan to resolve.
CMP2022-00016	5953 Old Olympic Hwy	2	Critical Area Violation; Septic Violation	VCA signed with Family Representative 9/19/2025; Critical Area Violation Resolved.
CMP2020-00188	6992 Old Olympic Hwy	1	SW, Zoning Violations, (Auto Repair)	PO Deceased, contacted HUD to complain, unsuccessfully attempted to facilitate the clean up of the property. Reached out to State Representative to assist.
CODE2024-00002	4210 S. Dry Creek Rd	1	JV's, Solid Waste, Building Violations, OSS	Completed Clean-Up; Case Closed
CMP2019-00216	31 Sunrise Pl	1	JV's, Encampment, Zoning Violation (Auto Repair)	PO deceased, worked with family member and property has been cleaned up.
CMP2020-00117	262 Kinkade	1	JV's, Solid Waste, Occupied RV's	Working with PO to come into compliance, 1 RV removed, plan for solid waste removal in the works.
CMP2020-00070	146 Wilders Ln	2	RV Park formed initially for a family reunion in 2020 which was still active.	Worked with PO to come into compliance with the zoning laws. Was able to remove all the RVs and close the case in a joint effort with HHS.
CMP2024-00042	3779 West Sequim Bay Rd	2	Stairs build down a bluff along with a drainage pipe in a Critical Area without a permit.	PO was able to work with our Planning Departments Critical Area Expert to mitigate the impacts and was issued a Substantial Critical Area Permit.

Health and Human Services Statistics

CE received the following statistics from HHS staff:

Onsite Septic

- Total at end of Q4: 54
- Resolved in Q4: 11
- New in Q4: 12
- Not Valid: 2

Solid Waste

- Total open cases at start of Q4, 2025: 52
- Total new cases in Q4 of 2025: 5
- Total cases resolved in Q4 of 2025: 6
- Total cases closed as unfounded in Q4 of 2025: 0

The above-provided HHS statistics are given as an estimate, as the EPL transition continues.

In accordance with CCC 20.08.050, Code Enforcement should prioritize cases according to the following criteria:

- (1) Violations that present an imminent threat to public health or safety.
- (2) Violations that present a high risk of damage to public resources and/or facilities.
- (3) Violations involving critical areas, floodplains or shorelines.
- (4) Violations that may result in damage to real or personal property.
- (5) Violations that do not fit within any of the previous categories.

Although confirmed violations are assigned a priority rating per the above criteria, depending on the nature of the circumstances, the person(s) involved, the scope of the problem, and priorities established by other departments, the individual case may be worthy of attention beyond the priority rating. Further, all cases require processing, which means that at any given point, the cases being focused on include a range of high, medium, and low priorities.

Thank you for your attention to this matter and your ongoing support for the program. If you have any questions or other metrics you would prefer to see in future reports, please let me know. I can be reached at 360-417-2323.

Sincerely,



Bruce Emery, Director
Clallam County DCD

40
FEB 09 2026



AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: Community Development

WORK SESSION **Meeting Date: February 9, 2026**

REGULAR AGENDA **Meeting Date:**

Required originals approved and attached?
Will be provided on:

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other Process discussion

Documents exempt from public disclosure attached:

Executive summary: The Board of County Commissioners held a duly advertised public hearing on November 10, 2025, to receive testimony concerning a proposed Ordinance addressing the residential use and occupancy of Recreational Vehicles (RVs). The Hearing was continued to November 24, 2025, and the written portion continued to January 20, 2026. Following the close of all oral and written testimony and in response to testimony predominantly in opposition, the Board did not take action and sought follow-up discussion and recommendation from the Department of Community Development on how best to proceed. The enclosed Memorandum discusses staff's recommendations for next steps, given the issues raised during the public process, including ways to split the project up into more manageable smaller projects and improving our public communication on each item. We seek your review, discussion and concurrence on the best path forward.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?** No budgetary impact.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?) **No action** requested except concurrence on proposed next steps.

County Official signature & print name: Bruce W. Emery Bruce Emery, DCD Director

Name of Employee/Stakeholder attending meeting: Bruce Emery

Relevant Departments: Community Development, Environmental Health

Date submitted: February 4, 2026

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)
Revised: 3-04-2019
Questions? Call Loni Gores, Clerk of the Board, ext 2256



CLALLAM COUNTY
Department of Community Development
County Courthouse
223 E. 4th St., Suite 5
Port Angeles, WA 98362-3015
Phone: (360) 417-2271
Fax: (360) 417-2443
enrique.valenzuela@clallamcountywa.gov

Memorandum

Date: February 4, 2026
To: Board of Clallam County Commissioners
From: Bruce Emery, Director of DCD
Re: Draft RV Use Ordinance, recommended next steps

The Board of County Commissioners held a duly advertised public hearing on November 10, 2025, to receive testimony concerning a proposed Ordinance addressing the residential use and occupancy of Recreational Vehicles (RVs). The hearing was continued to November 24, 2025, and the written portion continued to January 20, 2026. Following the close of all oral and written testimony and in response to testimony predominantly in opposition, the Board did not take action and sought follow-up discussion and recommendation from the Department of Community Development on how best to proceed.

In considering the concerns raised by public participants to the hearing, the range of issues involved, and the need to simplify the project into more manageable elements, we suggest the draft changes be modified and divided into the following projects:

- Remove all changes concerning accessory dwelling unit (ADU) standards and most definitions (except as noted below) and incorporate those changes into the Zoning Text Amendment required as part of the County's Comprehensive Plan Update (CPU). These changes are required pursuant to RCW 36.70A.681 and as a requirement of the GMA, are appropriate to be included in the CPU suite of amendments.
- Use of Park Models as vacation rentals should be processed separately as its own ordinance update. This will substantially simplify the amendment of the vacation rental standards, making communication of what is being changed and what its implication is to area landowners much simpler.
- Remand the RV use component to the Planning Commission for simplification and consideration of changes as directed by the BOCC during their public meetings on this matter. The Planning Commission has expressed interest on receiving the matter through remand. During this process, the Planning Commission should consider the definitions for Recreational Vehicles and RV Parks, the 90-day occupancy limitation currently in effect under CCC 33.50.030(2), and the RV Placement Standards originally proposed under the RV Use Ordinance process (Ch. 33.58, CCC). It is suggested that the enforcement provisions for the *Unauthorized Rental Use of Structures* originally proposed under new Section 33.40.100, CCC, be

removed from consideration. The elements cited already exist as a matter of current law.

Since changes to the Park Model standards are not specifically needed, we suggest their removal to simplify the proposed changes. These items will be processed in accordance with the Planning Commission's work schedule and availability. We believe this proposal represents the best path forward for simplifying the process and making the subjects of these changes more manageable.

Thank you again for your consideration of this matter. If you have any questions regarding this information, please contact me at 360-417-2323 or at bruce.emery@clallamcountywa.gov.

Sincerely,

A handwritten signature in blue ink that reads "Bruce W. Emery". The signature is written in a cursive style with a long, sweeping underline.

Bruce Emery, Director
Clallam County DCD



59

FEB 09 2026

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION Meeting Date: 2-9-26

Item summary:

- Call for Hearing
- Resolution
- Draft Ordinance
- Contract/Agreement/MOU - Contract #
- Proclamation
- Final Ordinance
- Budget Item
- Other Discussion and next steps

Executive summary:

Boundary Review Board:

RCW 36.93.230 expressly gives counties the ability to disband the Boundary Review Board at the discretion of the county's legislative authority, **once the county and all of the cities with the county have adopted a comprehensive plan and consistent development regulations pursuant to the Growth Management Act.**

A previous Board adopted Resolution 321 on December 3, 1991 establishing a Boundary Review Board pursuant to Chapter 36.93 RCW. It was slated to be disbanded following the adoption of a comprehensive plan which occurred in 1995-6. Ordinance 574 adopted June 27, 1995 created the City of Sequim Comprehensive Plan; Ordinance 575 adopted June 27, 1995 created the City of Port Angeles Regional Plan; and Ordinance 605 created the City of Forks Urban Growth Area Comprehensive Plan as codified at Title 31.

Resolution 38 adopted April 28, 1998 formally disbanded the BRB because of the adoption of the comprehensive plan. Resolution 115 adopted December 14, 2004 recreated the Board due a number of anticipated annexations specifically in the eastern urban growth area.

Director of Community Development Bruce Emery has indicated that Clallam County and the cities of Forks, Port Angeles and Sequim currently meet the requirement for having adopted a comprehensive plan and consistent development regulations.

The purpose of today's discussion will be to determine whether the Commissioners should formally disband the Boundary Review Board, and if so what process steps will be necessary to do so.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**
N/A

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Discussion and next steps.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Department/Employee/Stakeholder attending meeting: Board of Commissioners, Department of Community Development and Prosecuting Attorney's Office

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Boundary Review Board disband 2-9-26.docx
Revised: 3-04-2019

5b



AGENDA ITEM SUMMARY

FEB 09 2026

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION Meeting Date: 2-9-26

REGULAR AGENDA Meeting Date: 2-17-26

Required originals approved and attached?

Will be provided on:

Item summary:

- Call for Hearing
- Contract/Agreement/MOU - Contract # 000-19-002-2 / KC-279-19-C
- Resolution
- Proclamation
- Budget Item
- Draft Ordinance
- Final Ordinance
- Other

Documents exempt from public disclosure attached:

Executive summary:

Second amendment (KC-279-19-C) to interlocal agreement for the Salish Behavioral Health Administrative Services Organization. This amendment is to extend the agreement's expiration date to December 31, 2027 only. Review and approve of the second amendment (KC-279-19-C).

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)

Review and approve of the second amendment (KC-279-19-C)

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

* Work Session Meeting - Submit 1 single sided/not stapled copy
** Regular Meeting - Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

**SECOND AMENDMENT TO INTERLOCAL AGREEMENT
FOR THE SALISH BEHAVIORAL HEALTH ADMINISTRATIVE
SERVICES ORGANIZATION**

This Second Amendment to Interlocal Agreement for the Salish Behavioral Health Administrative Services Organization (the "Agreement") is entered into among the undersigned effective January 1, 2026. The Agreement is amended as follows:

1. Section X(A) {Effective Date and Duration}: The Agreement's expiration date is extended through December 31, 2027.
2. All other provisions of the Agreement remain unchanged and in full force and effect.

DATED this ____ day _____, 2026.

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

ORAN ROOT, Chair

KATHERINE T. WALTERS, Commissioner

CHRISTINE ROLFES, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

Approved as to form by the Prosecuting Attorney's Office

**CLALLAM COUNTY BOARD
COMMISSIONERS**

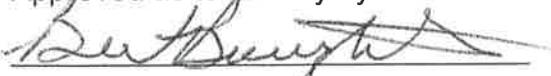
DATED this _____ of _____, 2026.

MARK OZIAS, Commissioner

RANDY JOHNSON, Commissioner

MIKE FRENCH, Commissioner

Approved as to for only by



Civil Deputy Prosecuting Attorney
Clallam County

JAMESTOWN S'KALLAM TRIBE

DATED this _____ of _____, 2026.

W. RON ALLEN, TRIBAL CHAIR/CEO



50
FEB 09 2026

AGENDA ITEM SUMMARY

(Must be submitted NLT 3PM Wednesday for next week agenda)

Department: BOCC

WORK SESSION Meeting Date: 2/9/26

REGULAR AGENDA Meeting Date:

Required originals approved and attached?
Will be provided on:

Item summary:

- | | | |
|---|--|---|
| <input type="checkbox"/> Call for Hearing | <input type="checkbox"/> Contract/Agreement/MOU - Contract # | |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Proclamation | <input type="checkbox"/> Budget Item |
| <input type="checkbox"/> Draft Ordinance | <input type="checkbox"/> Final Ordinance | <input checked="" type="checkbox"/> Other – Update only |

Documents exempt from public disclosure attached:

Executive summary:

Legislative Session Update:

The purpose of this discussion will be to regularly review Clallam County's priorities, projects and programs that require support from the Washington State Legislature and to plan and coordinate our individual and collective outreach efforts. We envision this to be a standing weekly agenda item throughout the term of this current Legislative session.

Budgetary impact: (Is there a monetary impact? If so, are funds for this already allocated or is a budget change necessary? If this is a contract and a budget change is necessary, the budget change form must be submitted with the item at work session and for the regular agenda) **If a budget action is required, has it been submitted and a copy attached?**
None.

Recommended action: (Does the Board need to act? If so, what is the department's recommendation?)
Update only.

County Official signature & print name: Loni Gores Loni Gores, Clerk

Name of Employee/Stakeholder attending meeting: Board of Commissioners

Relevant Departments: Board of Commissioners

* Work Session Meeting - Submit 1 single sided/not stapled copy

** Regular Meeting – Submit 1 single sided/not stapled copy and originals (1 or 3 copies)

Legislative update 2-9-26

Revised: 3-04-2019