

**MEMORANDUM OF UNDERSTANDING**

between

**CLARK COUNTY**

and

**CITY OF VANCOUVER**

This Memorandum of Understanding (MOU) establishes responsibility for monitoring contractor and subcontractor performance for compliance with applicable federal labor standards associated with the CDBG-funded project listed below:

**Project Name:** Bridgeview Housing Resource & Education Center (#2015-CDBG-1506)

**Project Address:** 500 Omaha Way  
Vancouver, Washington

**Responsible Agency:** Clark County Department of Community Services

Clark County agrees to be responsible for all monitoring and enforcement of Federal Labor standards compliance on the above-referenced project in accordance with HUD Handbook 1344.1, Rev. 1, related HUD Labor Relations guidebooks (29 C.F.R. Parts 1, 3, 5, 6, 7), Labor Relations Letters, the Contract Work Hours and Safety Standards Act, and the Copeland Act. This includes retention of records pertaining to Federal Davis-Bacon requirements. Clark County agrees that it will bear sole responsibility for addressing any wage restitution for any violation of the Federal Labor Standards by itself or any Contractor or Sub-contractor hired by Bridgeview Housing for this project. Records relating to Clark County's Federal Labor Standards compliance efforts will be made available to the City of Vancouver for review upon request. Clark County will send the City of Vancouver a copy of the final Labor Standards Report Form submitted to HUD for this project.

To confirm our mutual understanding, we have signed the foregoing MOU on the dates set forth below.

**FOR CLARK COUNTY:**

DocuSigned by:  
*Mark McCauley* 5/12/2017  
FB5426E8B9FA42C

Mark McCauley, County Manager

**FOR CITY OF VANCOUVER:**

  
Eric Holmes, City Manager

**APPROVED AS TO FORM ONLY:**

DocuSigned by:  
*Amanda Migchelbrink* 5/12/2017  
F6B2CB11526542F

Amanda Migchelbrink  
Deputy Prosecuting Attorney

**Certificate Of Completion**

Envelope Id: C83F8B5A4C704528A9854045217B0D6C Status: Sent  
 Subject: Please DocuSign This MOU with the City of Vancouver (Contract #MOU 2015-CDBG-1506).docx  
 Source Envelope:  
 Document Pages: 1 Signatures: 2 Envelope Originator:  
 Supplemental Document Pages: 0 Initials: 0 Lynn Mueller  
 Certificate Pages: 5  
 AutoNav: Enabled Payments: 0 1300 Franklin St  
 Enveloped Stamping: Enabled Vancouver, WA 98660  
 Time Zone: (UTC-08:00) Pacific Time (US & lynn.mueller@clark.wa.gov  
 Canada) IP Address: 64.4.182.194

**Record Tracking**

Status: Original Holder: Lynn Mueller Location: DocuSign  
 5/4/2017 8:10:53 AM lynn.mueller@clark.wa.gov

**Signer Events**

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

**Signature**

DocuSigned by:  
  
 F802C011520542F

**Timestamp**

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 Signed: 5/12/2017 7:17:06 AM

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Electronic Record and Signature Disclosure:  
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 ID: 7a46813b-61c4-4b5c-adf7-d721c3886007

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

**Completed**

Sent: 5/12/2017 7:17:08 AM  
 Viewed: 5/12/2017 11:23:47 AM  
 Signed: 5/12/2017 11:23:51 AM

Using IP Address: 64.4.181.1

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

Mark McCauley  
 mark.mccauley@clark.wa.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 FB5420E8B9FA42C

Sent: 5/12/2017 11:23:52 AM  
 Viewed: 5/12/2017 11:28:25 AM  
 Signed: 5/12/2017 11:28:43 AM

Using IP Address: 64.4.191.130

Electronic Record and Signature Disclosure:  
 Accepted: 5/12/2017 11:28:25 AM  
 ID: 5cae70e4-054d-4d93-90a2-4c722a2eba9d

Peggy Sheehan  
 Peggy.Sheehan@cityofvancouver.us  
 Security Level: Email, Account Authentication (None)

Sent: 5/4/2017 9:32:57 AM  
 Resent: 5/10/2017 1:50:01 PM  
 Resent: 5/12/2017 11:28:45 AM  
 Viewed: 5/10/2017 2:41:59 PM

Electronic Record and Signature Disclosure:  
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**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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Jay Carstens

[jay.carstens@clark.wa.gov](mailto:jay.carstens@clark.wa.gov)

Security Level: Email, Account Authentication  
(None)

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

Rebecca Royce

[rebecca.royce@clark.wa.gov](mailto:rebecca.royce@clark.wa.gov)

Security Level: Email, Account Authentication  
(None)

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

<b>Notary Events</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	5/12/2017 11:28:45 AM
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<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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### **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. To indicate to us that you are changing your mind, you must withdraw your consent using the DocuSign "Withdraw Consent"™ form on the signing page of a DocuSign envelope instead of signing it. This will indicate to us that you have withdrawn your consent to receive required notices and disclosures electronically from us and 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.

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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 Clark County, WA:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [loann.vuu@clark.wa.gov](mailto:loann.vuu@clark.wa.gov)

**To advise Clark County, WA of your new e-mail address**

To let us know of a change in your e-mail address where we should send notices and disclosures electronically to you, you must send an email message to us at [loann.vuu@clark.wa.gov](mailto:loann.vuu@clark.wa.gov) and in the body of such request you must state: your previous e-mail address, your new e-mail address. We do not require any other information from you to change your email address..

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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 e-mail to [loann.vuu@clark.wa.gov](mailto:loann.vuu@clark.wa.gov) and in the body of such request you must state your e-mail address, full name, US Postal address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer want to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your DocuSign session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an e-mail to [loann.vuu@clark.wa.gov](mailto:loann.vuu@clark.wa.gov) and in the body of such request you must state your e-mail, full name, US Postal 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**

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

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

**Acknowledging your access and consent to receive materials 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 verify that you were able to read this electronic disclosure and that you also were able to print on paper or electronically save this page for your future reference and access or that you were able to e-mail this disclosure and consent to an address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format on the terms and conditions described above, please let us know by clicking the "I agree"™ button below.

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