

# Memo

**To:** King County Affordable Housing Committee Members

**From:** McCaela Daffern, Regional Affordable Housing Implementation Manager

**cc:** Housing Interjurisdictional Team

**Date:** March 19, 2021

**Re:** Health Through Housing Consultation

---

## Background

King County staff briefed the Affordable Housing Committee (AHC or Committee) on the County's proposed Health Through Housing (HTH) model in September 2020. Since then, King County Council enacted a tax to fund this program and the King County Executive staff started scoping the HTH Implementation Plan. At the March 24, 2021, AHC meeting, AHC member and King County Department of Community and Human Service's Housing, Homelessness, and Community Development Division Director, Mark Ellerbrook, will brief the Committee on the required components of the Implementation Plan. The Committee will then identify areas of the Implementation Plan to discuss and provide feedback. To prepare for this discussion, please review this memo and the HTH Ordinance 19236 (Exhibit 1) which defines the Implementation Plan components.

## Health Through Housing Overview

**Authority:** King County Council recently imposed a new 0.1% sales and use tax to support the Health Through Housing program. The HTH program will create new, service-enriched housing units to serve chronically homeless individuals and couples. The Washington State Legislature authorized this new taxing authority in 2020 through the passage of House Bill 1590.

**Allowed uses:** Allowable uses of the sales and use tax include:

- affordable housing;
- behavioral health-related facilities;
- operations and maintenance costs of affordable housing, facilities for housing-related services, or newly constructed evaluation and treatment centers; and
- operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.

**Health Through Housing model:** The County projects it will house 1,600 King County residents who are experiencing or at risk of chronic homelessness—while reducing racial-ethnic disproportionality—by:

1. acquiring single-room settings like hotels while economic conditions are favorable,
2. putting them into immediate service as emergency and affordable housing,
3. funding operating and supportive services within housing, including behavioral health services, to keep people healthy and housed; and
4. converting acquired single-room settings into permanent supportive housing over time while continuing to develop additional affordable housing.

Services provided on site and through contracted providers will support residents in remaining stability housed. This includes housing counseling, case management, and connection to physical and behavioral health services. Each unit created through HTH will have permanent dedicated funding for service and operating costs.

**Who qualifies:** HTH will address the need where the need is the greatest by serving chronically homeless households or households at risk of chronic homelessness with incomes at or below 30 percent of AMI.

Eligible households include:

- persons with behavioral health disabilities;
- older adults;
- veterans;
- persons with disabilities;
- domestic violence survivors;
- homeless, or at-risk of being homeless, families with children; and
- unaccompanied homeless youth or young adults.

**Revenue projection:** Current forecasts estimate the County's HTH tax will generate approximately \$50 million per year countywide. This revenue is not time-limited and will increase with inflation, ensuring a long-term HTH investment. King County intends to bond against 50% of this revenue (as allowed by the statute), generating an estimated \$350M in capital to invest in unit acquisition and rehab. The remaining 50% of the funding will be used to support the ongoing operating and services costs for the units.

**Regional collaboration:** King County is committed to working with local jurisdictions and communities to identify properties that meet the needs of residents. Each HTH property will serve as a local resource for the chronic homeless in each jurisdiction while also being a component of a region-wide system of emergency housing and permanent supportive housing. King County will work with local jurisdictions to create referral pathways for community residents.

**Regional progress:** Units acquired and rehabbed under the program will be permanent housing. These units will be counted as progress towards the region's goal of building or preserving 44,000 units between 2019 and 2024 affordable to households with incomes at or below 50 percent of area median income (AMI).

## Implementation Plan Contents

The County Executive is developing an initial proposed HTH Implementation Plan. Based on section 3.A of the ordinance, the Executive must consult with the Affordable Housing Committee and the Chief Executive Officer of the King County Regional Homelessness Authority in developing the Plan. Once developed, this initial proposal will be transmitted to King County Council for consideration in August 2021. The key components of the Implementation Plan are:

### Goals and strategies

The paramount goal of the Plan shall be the creation and ongoing operation of 1,600 units of affordable housing with housing-related services for households that are experiencing chronic homelessness or that are at risk of experiencing chronic homelessness.

### Performance measures and reporting requirements

The Plan needs to identify both performance measures and reporting requirements. With a focus on housing chronically homeless residents, potential performance measures could include total households served, households served by population, etc. Reporting requirements could include spending by subregion or project distribution by subregion.

### **Annual expenditure plan**

The Plan must include an expenditure plan to direct use of proceeds from 2022 through 2028.

### **Responsibilities of an advisory committee**

Per the ordinance, the Advisory Committee's role is to provide advice to the Executive and King County Council and to report annually on the accomplishments and effectiveness of the expenditure of proceeds. Membership must include:

- meaningful inclusion of people who have experienced homelessness;
- meaningful inclusion of people representative of racial and ethnic communities that are demographically disproportionately represented among persons experiencing chronic homelessness in King County;
- meaningful inclusion of residents of cities with populations greater than 60,000 and unincorporated areas; and
- representatives from other County, city, and subregional boards, commissions or committees to promote regional coordination and coordination across King County human services investments.

### **How the County will work with other jurisdictions**

Per the ordinance, the Plan shall describe how the Executive will work with jurisdictions that have dedicated funding and are investing in housing for chronic/at risk households, to align allocation of proceeds with such efforts. Other goals include operating support and creating a mobile behavioral health intervention program for use by clients served by HTH-supported housing.

### **The process to site affordable housing and behavioral health facilities funded by proceeds**

The ordinance requires a consultation process between the County and City where an HTH facility is proposed, including jointly identifying and mutually agreeing upon locations as well as necessary services. The plan also shall include an equity and social justice impact review. For affordable housing, the Executive has committed to working with jurisdictions and only site an HTH project with full knowledge and approval of the local jurisdiction.

### **Communication and partnership plan**

The ordinance requires that the communication and partnership plan include protocols for working with individual cities as well as through ARCH and SKHHP. The Plan shall describe how community input will be incorporated into the review process for siting affordable housing and behavioral health facilities.

### **How allocation of the proceeds will satisfy the requirements of state law**

The Plan must describe how it aligns with the state law granting this taxing authority (Revised Code of Washington [82.14.530](#)).

## **Exhibits**

Exhibit 1: Health Through Housing Ordinance 19236

1                   AN ORDINANCE relating to the health through housing  
2                   implementation plan; and adding a new chapter to K.C.C.  
3                   Title 24.

4                   STATEMENT OF FACTS:

5                   1. In December 2018, The King County regional affordable housing task  
6                   force found that the region needs an additional 44,000 homes affordable  
7                   for very low- and extremely low-income households over the next five  
8                   years.

9                   2. Additional funding is required to address the urgent need for affordable  
10                  housing in King County.

11                  3. In November 2015, King County declared a state of emergency to  
12                  address the homelessness crisis.

13                  4. Approximately 4,500 households receiving homeless services in King  
14                  County are experiencing chronic homelessness.

15                  5. Studies show that people experiencing chronic homelessness  
16                  experience more negative physical health, lower behavioral health  
17                  outcomes, and victimization.

18                  6. Studies show the costs of permanent supportive housing for these  
19                  households is far less than the crisis system costs from these households

20 experiencing homelessness.

21 7. One-room settings, in particular permanent affordable housing with  
22 supportive services, are proven to improve health outcomes and housing  
23 stability and reduce crisis system use.

24 8. As of September 14, 2020, nearly 200,000 Americans had died from  
25 COVID-19.

26 9. Persons living in congregate shelters are particularly vulnerable to  
27 rapid spread of airborne disease like COVID-19 because persons living in  
28 congregate shelters are disproportionately persons of color, older than  
29 average, and experience higher rates of underlying health conditions, and  
30 are by definition without a safe place in which to observe social distancing  
31 and best practices of hygiene.

32 10. The Regional Action Framework identified a need for 6,500  
33 additional units of supportive housing for people experiencing chronic  
34 homelessness.

35 11. In 2019, only 38 percent of adult Medicaid enrollees with an  
36 identified need for substance use disorder treatment in King County and  
37 statewide received treatment, and only half of those needing mental health  
38 treatment received treatment.

39 12. To combat the intersecting crises of COVID-19, chronic  
40 homelessness, housing affordability, and behavioral health disorder, there  
41 is need for a robust approach that provides more stable affordable housing  
42 for those experiencing chronic homelessness, and at risk of chronic

43 homelessness, and increases access to behavioral health treatment and  
44 housing-stability services for those households.

45 13. In the 2020 Regular Session, the Washington state Legislature  
46 approved, and the Governor signed, Substitute House Bill 1590, which  
47 became Chapter 222, Laws of Washington 2020 ("the Act").

48 14. The Act authorizes the governing body of a county to impose a local  
49 sales and use tax for affordable housing, housing-related services, the  
50 operations and maintenance costs of affordable housing and facilities  
51 where housing-related programs are provided, behavioral health-related  
52 facilities, newly constructed evaluation and treatment centers, and the  
53 operation, delivery or evaluation of behavioral health treatment programs  
54 and services.

55 15. The metropolitan King County council has determined that imposing  
56 the sales and use tax to improve the region's health outcomes and address  
57 the housing affordability crisis will benefit the county's residents.

58 **BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:**

59 SECTION 1. Sections 2 through 4 of this ordinance should constitute a new  
60 chapter in K.C.C. Title 24.

61 NEW SECTION. SECTION 2. The definitions in this section apply throughout  
62 this chapter unless the context clearly require otherwise.

63 A. "Affordable housing" means residential housing that requires payment of  
64 monthly housing costs of no more than thirty percent of an eligible household's income.

65 For the purposes of this chapter, monthly housing costs may include rent and costs for

66 those utilities that provide for water, wastewater, electricity, gas, solid waste and  
67 recycling services, but not those utilities that provide for telephone, internet services or  
68 cable services.

69 B. "Affordable housing committee" means the committee of the growth  
70 management planning council developed to implement the work of the regional  
71 affordable housing task force developed to implement Motion 14754.

72 C. "At risk of experiencing chronic homelessness" describes a household that:

73 1. Includes an adult with a developmental, physical or behavioral health  
74 disability;

75 2.a. Is currently experiencing homelessness for only ten to twelve months in the  
76 previous three years; or

77 b. has experienced homelessness for a cumulative total of twelve months  
78 within the last five years; and

79 3.a. Includes one adult that has been incarcerated within the previous five years  
80 in a jail or prison;

81 b. includes one adult that has been detained or involuntarily committed under  
82 chapter 71.05 RCW as now existing, as hereafter amended or as superseded; or

83 c. identifies as a member of a population that is demographically  
84 overrepresented among persons experiencing homelessness in King County.

85 D. "Behavioral health treatment programs and services" means a program or  
86 service designed to improve or treat the health of persons with one or more behavioral  
87 health condition, including either a mental health condition or a substance use disorder,  
88 or both.

89 E. "Eligible household" means a person, cohabitating persons and the  
90 cohabitating dependents of persons within population groups described in RCW  
91 82.14.530 as now existing, as hereafter amended or as superseded, and including any  
92 amendments thereto expanding such allowable purposes, as eligible for provision of  
93 affordable housing and use of facilities providing housing-related programs and whose  
94 income at the time they receive services or placement within affordable housing is at or  
95 below thirty percent of the median income in King County.

96 F. "Experiencing chronic homelessness" refers to a household that includes an  
97 adult with a disability, that either is currently experiencing homelessness for at least  
98 twelve consecutive months or has experienced homelessness for a cumulative twelve  
99 months within the previous three years.

100 G. "Housing-related services" means services that are provided to eligible  
101 households that are either living in affordable housing or experiencing housing  
102 instability, which services have the purpose of helping the household gain, maintain or  
103 increase housing stability. "Housing-related services" may include but are not limited to:  
104 case management; tenant education and supports; financial assistance for essential costs  
105 of housing; or assessment and referral to other human services. For the purposes of this  
106 definition, housing instability means a household's inability to gain and maintain safe,  
107 habitable housing in a community of the household's choice for less than approximately  
108 forty percent of the household's income.

109 H. "Proceeds" means the principal amount of moneys received from the  
110 Washington state Department of Revenue from the collection of the additional sales and  
111 use tax authorized by K.C.C. chapter 4A.503 and RCW 82.14.530 as now existing, as



112 hereafter amended or as superseded, and any interest earnings on the moneys.

113 NEW SECTION. SECTION 3. A. No later than August 30, 2021, the executive  
114 shall transmit for council review a proposed initial health through housing  
115 implementation plan. The implementation plan shall describe the goals, strategies,  
116 performance measures, reporting requirements and annual expenditure plan to direct use  
117 of the proceeds from 2022 through 2028. The executive shall consult with the affordable  
118 housing committee and the chief executive officer of the King County Regional  
119 Homelessness Authority in the development of the implementation plan.

120 B. The executive shall electronically file the implementation plan required in  
121 subsection A. of this section with the clerk of the council, who shall retain the original  
122 and provide an electronic copy to all councilmembers, the council chief of staff, the  
123 policy staff director and the lead staff for the committee of the whole and the regional  
124 policy committee, or their successors. The implementation plan shall be accompanied by  
125 a proposed ordinance that should adopt the implementation plan and form the health  
126 through housing advisory committee.

127 NEW SECTION. SECTION 4. A.1. Beginning January 1, 2022, if an  
128 implementation plan has been adopted by the council in accordance with section 3 of this  
129 ordinance, then expenditure of proceeds from the health through housing fund shall be  
130 consistent with that adopted implementation plan. The implementation plan shall  
131 describe the goals, strategies, performance measures, reporting requirements and annual  
132 expenditure plan to direct use of the proceeds. Among the goals and corresponding  
133 performance measures of the implementation plan shall be the annual reduction of racial  
134 and ethnic demographic disproportionality among persons experiencing chronic

135 homelessness in King County. The implementation plan shall also describe  
136 responsibilities of a health through housing advisory committee, which is to provide  
137 advice to the executive and council and to report annually to the council and the  
138 community on the accomplishments and effectiveness of the expenditure of proceeds and  
139 name the persons to the committee. Annual reporting provided to the council and the  
140 community shall include information on the allocation of the proceeds by jurisdiction.

141           2. The executive's selection of persons to serve on the health through housing  
142 advisory committee shall provide for the meaningful inclusion on the committee of  
143 persons who have experienced homelessness, meaningful inclusion on the committee of  
144 persons representative of racial and ethnic communities that are demographically  
145 disproportionately represented among persons experiencing chronic homelessness in  
146 King County and meaningful inclusion of residents of cities with populations greater than  
147 sixty thousand persons and of unincorporated areas. The committee shall include  
148 representatives from other county, city, and subregional boards, commissions or  
149 committees to promote regional coordination and coordination across King County  
150 human services investments.

151           3. The paramount goal of the implementation plan shall be the creation and  
152 ongoing operation of one thousand six hundred units of affordable housing with housing-  
153 related services for eligible households in King County that are experiencing chronic  
154 homelessness or that are at risk of experiencing chronic homelessness. Affordable  
155 housing units for persons experiencing chronic homelessness created in 2021 using  
156 proceeds authorized by K.C.C. chapter 4A.503, may be included in the implementation  
157 plan's goals, strategies, satisfaction of performance measures and reporting. Affordable

158 housing units, in some cases, may only require support from the proceeds for operating  
159 costs and housing related services. Such affordable housing units may also be included  
160 in the implementation plan's goals, strategies, satisfaction of performance measures and  
161 reporting.

162 4. The implementation plan shall describe the processes by which the executive  
163 shall work with jurisdictions that have dedicated funding and are investing in the  
164 development of housing serving households experiencing chronic homelessness or at risk  
165 of experiencing chronic homelessness, to align allocation of proceeds with such efforts.

166 5. The implementation plan shall also include as a goal the creation and  
167 operations of a mobile behavioral health intervention program with access for its clients  
168 to housing created, operated, or otherwise funded by proceeds. The purpose of the  
169 mobile behavioral health intervention program required by this subsection shall be to  
170 provide an alternative to the use of law enforcement to respond to behavioral health  
171 crises. The goal required by this subsection A.5. may be satisfied by creating a new  
172 program or by supplementing and adapting an existing program.

173 6. The implementation plan shall describe the process to site affordable housing  
174 and behavioral health facilities funded by proceeds. The siting process shall be in  
175 accordance with RCW 82.14.530 as now existing, as hereafter amended or as superseded,  
176 including the consultation process if a facility is proposed to be located within a city.  
177 The implementation plan shall require and describe the consultation process between the  
178 county and any city in which the county proposes a facility to be located to jointly  
179 identify and mutually agree upon suitable locations for eligible facilities to be purchased  
180 or constructed, and the services that will be provided to operate and maintain those

181 facilities, prior to the county entering into any contract or agreement to purchase or  
182 construct such facilities. The implementation plan shall describe and require use of an  
183 equity and social justice impact review process when siting affordable housing and  
184 behavioral health facilities.

185           7. The implementation plan shall include a communication and partnership plan,  
186 including communication protocols that will be used by the county for partnering and  
187 working collaboratively with individual cities, as well as through established partnerships  
188 such as A Regional Coalition for Housing (ARCH) and South King Housing and  
189 Homelessness Partners (SKHHP), and with future partnerships such as two or more cities  
190 partnering together to provide eligible facilities and services. The communication and  
191 partnership plan shall also describe the approach for how community input will be  
192 incorporated into the review process when siting affordable housing and behavioral  
193 health facilities.

194           8. The implementation plan shall describe how allocation of the proceeds will  
195 satisfy the requirements of RCW 82.14.530 as now existing, as hereafter amended or as  
196 superseded.

197           9. Included in the implementation plan shall be an expenditure plan for the first  
198 eight years the sales and use tax authorized by K.C.C. chapter 4A.503, and RCW  
199 82.14.530 as now existing, as hereafter amended or as superseded, are collected. For  
200 each year, the expenditure plan shall include:

201           a. the forecast of annual debt service associated with bonds issued as authorized  
202 by K.C.C. chapter 4A.503 and allocation of proceeds to fully cover the annual debt  
203 service;

204           b. the forecast of annual expenditures for maintenance and operation at  
205 structures or facilities built or acquired with proceeds as authorized by K.C.C. chapter  
206 4A.503;

207           c. the forecast of annual expenditure for supporting those services as authorized  
208 by R.C.W. 82.14.530 (2)(c) as now existing, as hereafter amended or as superseded,

209           d. an allocation of at least nine percent and no more than thirteen percent of  
210 each year's proceeds for the provision, delivery and administration of behavioral health  
211 treatment programs and services that are not part of the supportive services provided  
212 within affordable housing or behavioral health facilities supported by proceeds; and

213           e. from the annual remaining proceeds after costs associated with bonding  
214 described in subsection B.9.a. of this section and allocations for behavioral health  
215 described in subsection B.9.d. of this section, an allocation of no more than five percent  
216 for administration, no more than one and one-half percent for evaluation and at least one  
217 percent for use in supporting and building the capacity of community-based organizations  
218 to deliver eligible uses of proceeds for persons and communities that are  
219 disproportionately demographically represented among persons experiencing chronic  
220 homelessness in King County.

221           C. No later than June 30, 2027, and every eight years thereafter, the executive  
222 shall transmit for council review and adoption by ordinance a proposed update to the  
223 implementation plan, which proposed update shall describe for an additional eight years  
224 beyond the term of the then-adopted implementation plan the goals, strategies,

225 performance measures, reporting requirements and expenditure plan to direct use of the  
226 proceeds for the respective eight-year period.  
227

Ordinance 19236 was introduced on 9/29/2020 and passed by the Metropolitan King County Council on 2/16/2021, by the following vote:

Yes: 9 - Ms. Balducci, Mr. Dembowski, Mr. Dunn, Ms. Kohl-Welles, Ms. Lambert, Mr. McDermott, Mr. Upthegrove, Mr. von Reichbauer and Mr. Zahilay

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON

DocuSigned by:  
*Claudia Balducci*  
7E1C273CE9994B6...

Claudia Balducci, Chair

ATTEST:

DocuSigned by:  
*Melani Pedroza*  
8DE1BB375AD3422...

Melani Pedroza, Clerk of the Council

APPROVED this \_\_\_\_\_ day of 2/19/2021, \_\_\_\_\_.

DocuSigned by:  
*Dow Constantine*  
4FBCAB8196AE4C6...

Dow Constantine, County Executive

Attachments: None

**Certificate Of Completion**

Envelope Id: 4993414D577245E18CDF389EF751C6D4	Status: Completed
Subject: Please DocuSign: Ordinance 19236.docx	
Source Envelope:	
Document Pages: 11	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Angel Allende
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	401 5th Ave
	Suite 100
	Seattle, WA 98104
	Angel.Allende@kingcounty.gov
	IP Address: 198.49.222.20

**Record Tracking**

Status: Original	Holder: Angel Allende	Location: DocuSign
2/16/2021 3:14:31 PM	Angel.Allende@kingcounty.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: King County General (ITD)	Location: DocuSign

**Signer Events**

Claudia Balducci  
 claudia.balducci@kingcounty.gov  
 King County General (ITD)  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 7E1C273CE9994B6...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.49.222.20

**Timestamp**

Sent: 2/16/2021 3:16:13 PM  
 Viewed: 2/16/2021 3:17:12 PM  
 Signed: 2/16/2021 3:17:29 PM

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

Melani Pedroza  
 melani.pedroza@kingcounty.gov  
 Clerk of the Council  
 King County Council  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 8DE1BB375AD3422...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 198.49.222.20

Sent: 2/16/2021 3:17:31 PM  
 Viewed: 2/16/2021 3:19:08 PM  
 Signed: 2/16/2021 3:19:22 PM

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

Dow Constantine  
 dow.constantine@kingcounty.gov  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
 4FBCAB8196AE4C6...  
 Signature Adoption: Uploaded Signature Image  
 Using IP Address: 174.61.157.228

Sent: 2/16/2021 3:19:24 PM  
 Viewed: 2/19/2021 1:50:59 PM  
 Signed: 2/19/2021 1:51:12 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 2/19/2021 1:50:59 PM  
 ID: 38671fa9-7854-4502-a98d-6ee9361c61b1

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
--------------------	--------	-----------

Bailey Bryant bailey.bryant@kingcounty.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	<div style="border: 2px solid blue; padding: 5px; display: inline-block;"> <b>COPIED</b> </div>	Sent: 2/16/2021 3:19:24 PM Viewed: 2/17/2021 10:22:51 AM
---	---	---

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	2/16/2021 3:16:13 PM
Certified Delivered	Security Checked	2/19/2021 1:50:59 PM
Signing Complete	Security Checked	2/19/2021 1:51:12 PM
Completed	Security Checked	2/19/2021 1:51:12 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--



**ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO King County ITD (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, Inc. (DocuSign) electronic signing system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to these terms and conditions, please confirm your agreement by clicking the 'I agree' button at the bottom of this document.

**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 signing session and, if you elect to create a DocuSign signer account, you may access them 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 \$0.00 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. 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.

**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 Carahsoft OBO King County ITD:**

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: bob.johnson@kingcounty.gov

**To advise Carahsoft OBO King County ITD 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 bob.johnson@kingcounty.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..

In addition, you must notify DocuSign, Inc. to arrange for your new email address to be reflected in your DocuSign account by following the process for changing e-mail in the DocuSign system.

**To request paper copies from Carahsoft OBO King County ITD**

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 bob.johnson@kingcounty.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.

**To withdraw your consent with Carahsoft OBO King County ITD**

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 bob.johnson@kingcounty.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.

By checking the ‘I agree’ box, I confirm that:

- I can access and read this Electronic CONSENT TO ELECTRONIC RECEIPT OF ELECTRONIC RECORD AND SIGNATURE DISCLOSURES document; and
- I can print on paper the disclosure or save or send the disclosure to a place where I can print it, for future reference and access; and
- Until or unless I notify Carahsoft OBO King County ITD as described above, I consent to receive from exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to me by Carahsoft OBO King County ITD during the course of my relationship with you.