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www.washingtonhistory.org/hcp
Purpose:
To support the capital needs of facilities and organizations that preserve and interpret Washington’s history and heritage
**RCW 27.34.330**

- Defines eligible applicants
- Submit list to Legislature for funding up to $10 million
- Funding shall not exceed 33.33% of project total
- Monitoring period
- Breach of contract requires repayment with interest

**WAC 255-02**

- Eligible projects
- Ineligible projects
- Defines review process
Eligible Applicants

• Local governments
• Tribal governments
• WA Nonprofits with 501(c)3 designation
• Public Development Authorities & Ports
Eligible Projects

• New facilities or improvements to existing facilities
• Historic structures (buildings, ships, trains, planes)
• Buy land for a new heritage facility
• Acquisition, protection, stabilization, and/or development of historic or archaeological sites
• Interior facility spaces used for exhibits, programs, and/or preservation activities
• Construction-related design, architectural, and engineering expenses
• Purchase of equipment when necessary to accomplish the project
Ineligible

- General facility maintenance, routine repairs, consumable supplies, operating expenses, salaries, or programs.
- Equipment not directly related to the project.
- Leasing of equipment or automotive vehicles.
- Indirect cost reimbursement for administrative functions. The fund also does not allow indirect cost rates to be used as part of a cost share.
- Fund-raising expenses.
- Projects completed prior to the start of the biennium for which funding is made.
- Retirement of operational debts nor for construction, facility improvement, or purchase loans that are incurred prior to award date of grant or date of legislative approval.
Big Ideas

- Funding is for capital costs only - this means construction, no admin or expendables
- 2:1 Funding Match Required
- Request between $10,000 and $1,000,000
- Must be able to document 75% of match when applying and 100% at contracting
- No other state funds may be used as match
- No match may be used twice
- Reimbursement grant only
Scoring

COMMUNITY VALUE – 15 points
Demonstrate that this project is of importance to your community

PROJECT PLANNING – 25 points
Applicant can finish on time

PROJECT PURPOSE AND RESULTS – 20 points
How does this project support public access to history?

OPERATIONS & MAINTENANCE STABILITY – 20 points
Applicant has the right team to do the job well and has a proven history of success

ORGANIZATIONAL CAPACITY – 20 points
Applicant has a plan to maintain the facility and the project purpose throughout the 13-year monitoring period
Compliance with Applicable Law

Tribal Consultation

Governor’s Executive Order 05-05

Prevailing Wage Law - RCW 39.12 and WAC 296-127

Industrial Insurance - RCW 51

Hazardous Substances - 70.105 RCW

Nondiscrimination - RCW 49.60


High-performance Public Buildings (LEED) - RCW 39.35D

Greenhouse Gas Emissions - RCW 70.235
Tribal Consultation

Consultation means the process of seeking, discussing, and considering the views of others, and, where feasible, seeking agreement with them on how historic properties should be identified, considered, and managed.

- Secretary of the Interior Standards for Historic Preservation

Successful consultation begins early in the planning stages, and is predicated on each party being knowledgeable about the project and the priorities and desires of the other parties. Though not without cost, successful consultation results in better and lasting final agreements.

- The National Association of Tribal Historic Preservation Officers Handbook
Do we need to consult with tribes if...

- We’re doing construction on an existing building.
- We’re doing an HVAC project that doesn’t involve ground-disturbing activity.
- We’re adding a parking lot.
- We own our own building and the land it’s on.
- We started the project before getting a state grant.
- We’re not sharing any tribal stories or history.
WSHS Protocol

• Must be able to attach documented outreach efforts to appropriate tribes by April 23
• Attach completed or in progress communications from the tribe to application by June 25
• If you have reached out and not heard back, contact WSHS and we will assist you further
Resources

• Washington State Historical Society -
  • Michael Finley, Tribal Liaison- Michael.Finley@wshs.wa.gov
  • Resources on webpage, www.washingtonhistory.org/hcp

• Governor’s Office of Indian Affairs - www.goia.wa.gov
  Tribal Directory
  • Federally recognized tribes
  • Non-federally recognized tribes
  • Tribal chair contacts
  • Tribal museum contacts

• Dept. of Archaeology & Historic Preservation - www.dahp.wa.gov
  • Search “Tribal Consultation”
  • List of Tribal Preservation Officers
Governor’s Executive Order 05-05

HCP grants are subject to GEO 05-05 if the project is:

- **not** undergoing a Section 106 review under the National Historic Preservation Act (NHPA)
- and disturbs ground or involves structures more than 50 years old

*Secretary of the Interior's Standards for Treatment of Historic Properties* applies if a property is listed or **eligible** for listing on the National Register of Historic Places or the Washington Heritage Register

Contact DAHP – [www.dahp.wa.gov](http://www.dahp.wa.gov)
Grant projects must pay prevailing wage as of the date the Governor signs the capital budget.

Grant budget must reflect prevailing wages.

Department of Labor & Industries
Laura Herman
Industrial Relations Specialist
herq235@LNI.WA.GOV

Visit the Labor & Industries website
http://www.lni.wa.gov/tradeslicensing/prevwage/wagerates/
High-performance Buildings – RCW 39.35D

Major facility projects:

• A construction project larger than 5000 gross square feet of occupied or conditioned space per state energy code

• A building renovation project when the project meets the size threshold and the cost is greater than 50% of the assessed value

Major facility projects required to comply or obtain exemption from the Department of Enterprise Services.

For more information on green building standards, visit www.des.wa.gov/services/facilites/Energy/Pages/default.aspx
DOCUMENTING MATCH

Match is the non-state share of costs that organizations contribute to accomplish Heritage Capital Projects.

In-kind Match
Non-cash contribution of value by non-state third parties. Can include donated materials or goods, donated professional services, or volunteer labor.

Cash Match
A cash contribution or expenditure that can come from the organization’s own funds, cash donations or grants from non-state third parties.
DOCUMENTING MATCH

• To be accepted, matching funds must meet the following:
  • Are documented and verifiable in your records;
  • Are NOT INCLUDED as match contributions or reimbursable expenses for any other state award
  • Are necessary and reasonable (i.e. do not exceed what a prudent person would do under circumstances at the time of the decision was made to incur the cost).
DOCUMENTING MATCH CONTINUED...

• Are allowable expenses

• Align with your budget and scope of work

• Conform to the applicable laws and HCP Grant Guidelines for this cycle

• Be incurred during the period allowed for the grant cycle.

  For the 2021-2023 cycle that date is July 1, 2015.

• Start date for *reimbursable* expenses is the date your grant contract is fully executed.
ELIGIBLE EXPENSES

Examples

• Can I count my staff’s time writing the application and documenting the project?
• Are consumables and tools required to complete the project eligible?
• Is an aggregation of deferred maintenance items considered a capital project?
• We have a volunteer doing incredible carpentry work rebuilding the original column capitals/pilot house/windows. She is very highly skilled. Shouldn’t she be worth more than the standard volunteer rate?
• Why can’t I submit the permanent exhibit installation for match or reimbursement?
• What is the rule for including equipment?
DOCUMENTING IN-KIND MATCH

• Document donated materials with a signed and dated invoice or statement from the donor.

• Document donated general labor (valued at $25.00 per hour) with a volunteer time card stating name, date, hours, and type of work.

• Document donated professional services with a signed and dated invoice from the donor.
# EXAMPLE VOLUNTEER TIMESHEET

**Heritage Organization**
1234 Washington Avenue
History City, WA 98099
567-789-4567

**INSTRUCTIONS:**
Fill out a new line for each day. If you aren’t sure about what project to list ask a volunteer supervisor but please do not leave blank.
Describe your activities in as much detail as possible. You may use multiple lines for the same day if needed.
Sign and date at the bottom and give to your volunteer supervisor as directed.

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROJECT NAME</th>
<th>YOUR ACTIVITIES</th>
<th>FIRST SHIFT</th>
<th>SECOND SHIFT</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>START</td>
<td>END</td>
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</table>

I certify that the above is a true and correct record of my volunteer hours.

Signature: ___________________________ Date: ____________
INVOICES MUST GET US TO THE SCOPE OF WORK

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Description</th>
<th>Hrs/Qty</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Labor and materials to do the following:</td>
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<td></td>
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<td></td>
<td>Upgrade 429 T12 U-bulb fixtures with 2’ T8 retrofit kits</td>
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<td></td>
<td></td>
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<tr>
<td></td>
<td>(4 linear feet of lamp)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Project cost: $18,705.00</td>
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<tr>
<td></td>
<td>Covert 95 T12 4’ 2-lamp fixtures to T6 4’ 2-lamp fixtures</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Project cost: $2,368.00</td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>Covert 54 four-lamp T12 fixtures to T8 4-lamp fixtures</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Project cost: $2,300.00</td>
<td></td>
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<tr>
<td></td>
<td>Covert six 6’ 3-lamp T12 fixtures to T8 2-lamp fixtures</td>
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<td></td>
<td>Project cost: $450.00</td>
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<td></td>
<td>Replace incandescent lamps with CFL type bulbs (no rebate; not dimmable)</td>
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<td>Project cost: $1,113.00</td>
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<td>Replace twenty three 2x2 bulbs in south halls with 4x4 wrap fixtures (no rebate)</td>
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<td></td>
<td>Project cost: $3,335.00</td>
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<td>Obtain permit and inspection</td>
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<td>Terms: payment due at completion of installation</td>
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<td></td>
<td>Lighting fixtures, fixtures, and lamps</td>
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<td></td>
<td></td>
<td>1.00</td>
<td>17556.00</td>
<td>17556.00</td>
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<tr>
<td></td>
<td>Labor</td>
<td>153.00</td>
<td>70.00</td>
<td>10710.00</td>
</tr>
<tr>
<td></td>
<td>Permit fee</td>
<td>1.00</td>
<td>600.00</td>
<td>600.00</td>
</tr>
</tbody>
</table>

Subtotal    $200.00
Total     $199.96
Balance Due $399.96
Sources of Funds

- Sources under $10,000
- Sources $10,000 and over
- Types of sources
  - Other non-state grants
  - Private donors
  - Fundraising events
  - Capital campaign
  - Loans & lines of credit
Applying

Access the Washington Heritage Portal
http://www.washingtonhistory.org/hcp
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