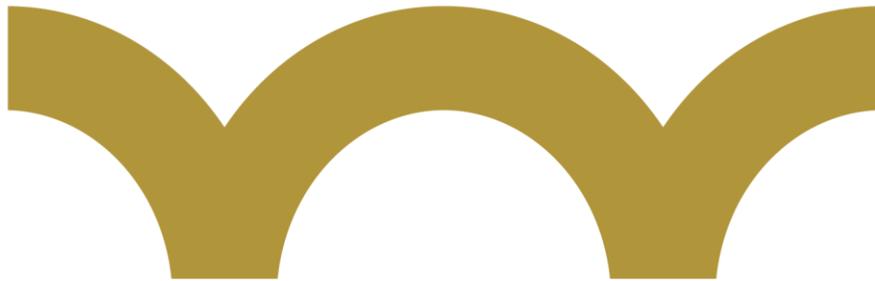


WASHINGTON STATE
**HISTORICAL
SOCIETY**



HERITAGE CAPITAL PROJECTS

B21

Grant Guidelines

(2019-2021 Biennium)

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1 Program Overview

1.1 Introduction

The Heritage Capital Projects (HCP) program was created in 1995 by an act of the Washington State Legislature. They passed [RCW 27.34.330](#), establishing HCP as a program of the Washington State Historical Society. It provides a path to capital funds for projects that **increase public access to history** through historic preservation and history interpretation.

In 1998, [WAC 255-02](#) was implemented to determine how applications were to be reviewed and ranked. The Washington State Historical Society is assisted by an advisory panel of experts to determine the application guidelines and evaluation criteria. Following a determination of eligibility (Threshold Review), the advisory panel scores eligible applications according to merit. In a public meeting, the panelists determine a ranked list of applications that are then forwarded to the Governor and Legislature to include in the state's capital budget. The ranked list of applications may include no more than a cumulative request of \$10 million per application cycle.

When the capital budget is passed into law, applicants are notified if they have been included for funding by the Legislature. Following notice of an award, HCP staff work with new grantees to develop contracts aligning with the scope of work, project purpose, and budgets included in their applications.

No work completed before being under contract can be reimbursed. All contracts expire June 30, 2021; no work after this date will be reimbursed.

Please read through the guidelines in their entirety before beginning the application. If you have any questions while completing the application, please contact the Lissa Kramer, Heritage Capital Projects Manager, at lissa.kramer@wshs.wa.gov.

1.2 Grant Timeline

May 18, 2018	Applications Due
May-June, 2018	Threshold Review
June-July, 2018	Panel reviews applications
August 15, 2018	Public ranking meeting at NW MAC in Spokane
September 2018	Ranked list submitted to state capital budget
January-June, 2018	Legislature determines state capital budget
July 2019	Awards announced
June 30, 2021	Project completed

1.3 Eligibility

Applications may be submitted by:

- Local governments
- Tribal governments and related organizations
- Nonprofits with a 501c3 designation that are incorporated in Washington State
- Public development authorities and ports

Organizations applying for a Building for the Arts grant during the 2019-2021 biennium may not concurrently apply for a Heritage Capital Projects grant.

Organizations seeking a direct appropriation or other state funding during the 2019-2021 biennium may not concurrently apply for a Heritage Capital Projects grant for the same project.

Eligible costs for either reimbursement or matching funds include:

- Construction of new facilities or improvements to existing facilities
- Purchase, restoration and/or preservation of such fixed assets as historic buildings and structures, historic ships, locomotives, airplanes and other transportation conveyances (transportation conveyances must be fixed, or used and controlled by a land-based applicant in WA State)
- Acquisition of unimproved property for the purpose of construction of a new heritage facility
- Acquisition, protection, stabilization, and/or development of historic or archaeological sites that are culturally significant
- Interior improvement of facilities used for hosting exhibits, programs, and preservation activities
- Construction-related design, architectural, and engineering expenses
- Purchase of equipment when necessary to accomplish the project

Ineligible costs for reimbursement or matching funds include:

- General facility maintenance, routine repairs, consumable supplies, operating expenses, salaries, or programs
- Equipment not directly related to the project
- Leasing of equipment of automotive vehicles
- Indirect cost reimbursement for administrative functions
- Fundraising 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

1.4 Matching Funds

RCW 27.34.330 states that grant requests must be no more than 33.33% of a proposed project's total cost. The remaining 66.67% of the project's cost must be provided by the applicant.

For grant requests less than \$100,000, this match may be any combination of cash and in-kind values. For grant requests of \$100,000 or more, the applicant's share can include in-kind match equaling up to 33.33% of the total proposed project's cost, with the remainder of the match being cash.

At the time of submittal, at least 75% of an applicant's match must be accounted for in the application table "Source of Available Match". The remaining 25% must be in hand by the time a grant is awarded and goes to contract.

Documenting Match

Both cash and in-kind match amounts must be thoroughly documented. All match included on the application must be supported by documentation such as statements for expenses incurred that can be backed up by receipts when requested, letters of commitment for donations promised for over \$10,000, and award letters for non-state grants used as match.

In-kind match can be donated materials, pro bono professional services at that professional's established rate, or the value of volunteer labor. Volunteer labor will be valued at \$25 per hour in alignment with the national rate established by the Independent Sector, an association established to determine field standards and norms for U.S. nonprofits. Volunteer labor included as matching funds will require a letter of commitment from the named volunteer if for a significant amount, such as a volunteer project manager. *If using past volunteer labor as match, call program staff to establish how to best include it in the application.*

If a grant is awarded, either future or past volunteer labor on the project will need to be documented with:

- the individual's name
- date of work performed
- type of work on that date
- number of hours of work performed on that date rounded up to the nearest fifteen minutes
- Pro bono services must be accompanied by an invoice or estimate from the professional indicating the work is donated

Additionally, all donated materials will need to be accompanied by a receipt for market value of the donation from the donor.

Cash match can include the applicant's own funds, donations or grants from any non-state source, or investments of cash already expended in the project within six (6) years prior to the date of contracting. Because of the lag between applying, being awarded a grant, and signing a contract, it is wise to only include expenses incurred in the project approximately four (4) years prior to submitting an application.

1.5 Compliance with Applicable Law

Applicants must be aware of and comply with all applicable federal, state, and local laws, regulations, policies, including, but not limited to those related to:

- Hazardous Substances - [70.105 RCW](#)
- Governor's Executive Order 05-05 – See [Historic Preservation Laws](#)
- Prevailing Wage Law - [RCW 39.12](#) and [WAC 296-127](#)
- Industrial Insurance - [RCW 51](#)
- Nondiscrimination - [RCW 49.60](#)
- Americans with Disabilities Act - 42.U.S.C. 12101 et.esq.
See [Municipal Research and Services Center - ADA](#)
- High-performance Public Buildings (LEED) - [RCW 39.35D](#)
- Greenhouse Gas Emissions - [RCW 70.235](#)

1.6 Definitions

AGENCY- the Washington State Historical Society

Authorized Representative- an elected or appointed officer of the corporation or agency, or alternate designated in writing by the GRANTEE's governing authority, who acts officially on the GRANTEE's behalf.

Authorized Signatory- an executive officer of the corporation or agency's governing authority designated to sign contracts on behalf of the GRANTEE.

Cash match- money from the grantee organization or from other sources, which can include grants from foundations, nonstate governmental agencies, individuals, corporations, and others.

Cost share (Match)- those costs, including cash and in-kind, that the grantee will incur from its own resources or from other cooperating organizations to complete the project described in the Contract.

Date of grant authorization- the date the Washington State Legislature initially appropriated funds for the project.

Date of contract authorization- the last date of an authorized signature on the Contract Form.

Date of contract completion- the date of the project closeout letter which initiates the thirteen (13) year monitoring period.

GRANTEE- the applicant that has been awarded a grant of funds and is bound by this executed Contract, including any officers, employees, or agents lawfully representing the GRANTEE.

Heritage organization- a group whose purpose is to collect, preserve, or interpret history, and culture.

Heritage capital project- project that involves the physical plant of a heritage organization, a historic landscape, archaeological site, historic ship, locomotive, airplane, other transportation conveyance, or acquisition of a property for protection and stabilization of heritage resources or by a heritage organization for purposes of new construction.

In-kind contributions- contributions to a project that are not part of cash match. May include materials and supplies, professional consultation, legal and accounting services specific to the project, architectural design fees, and volunteer labor.

Local government agency- city or county agency, port district, or public development authority.

Nonprofit organization- organization incorporated under the nonprofit laws of the state of Washington and holding a 501(c)(3) tax determination from the IRS.

Real property value- fair market value of real property when such property is acquired solely for the purpose of a heritage capital project. Evidenced by a current fair market appraisal performed by a qualified, professional real estate appraiser; a current property tax statement; or the purchase price paid by the GRANTEE.

Total project costs- include the amount sought from the fund and what the applicant will provide as cost share.

2 Applying

2.1 Getting Ready

- Read the entire HCP Grant Application and Grant Guidelines at <http://www.washingtonhistory.org/support/heritage/capitalprojectsfund/>
- Become familiar with all applicable laws and rules

- Attend one of the HCP grant application workshops, and watch for additional resources on the HCP webpage and any upcoming webinars on related topics
- Take the time to understand the requirements and obligations of the program
- Complete the Threshold Review in the application before continuing
- Begin gathering materials for the required application attachments
- Don't apply if you or your project is not a good fit
- Think through your timing and consider waiting until the next grant cycle if your timing is not right

2.2 Filling out the form

Complete the application considering the information provided below.

Certificate of Information

Provide all requested information and sign in blue ink once printed. Two signatories legally authorized by the applicant organization are required on the application's Certification of Information. One of them should be the same signatory who will sign a future HCP contract if a grant is awarded. For local government agencies, public development authorities and tribal governments, a responsible official and a fiscal officer must sign. For non-profit organizations, the Board President *and* either the Executive Director or the Board Treasurer must sign.

Property Owner Permission/ Acknowledgement

If property is not owned by the Applicant Organization, basic information for the current owner must be provided. The owner must grant permission for the proposed project and acknowledge the lease and requirements associated with an HCP contract. The owner's signature is required. If property is owned by the Applicant Organization, this section may be skipped unless an additional signatory is appropriate.

Threshold Requirements

Each question represents an eligibility standard that must be met at the time the application is submitted. Applications not meeting these standards will not be reviewed further. Answer the questions accurately and honestly before completing the rest of the application. Attend an application workshop for a stronger understanding of this section or contact program staff directly with specific questions.

Application Organization Information

Provide all applicable information for the organization as requested. If the applicant's full current legal name differs from name under which you are doing business, the DBA (Doing Business As) name must also be included.

To determine the state legislative district, see <http://app.leg.wa.gov/districtfinder/>

A UBI number is a 9-digit number that registers you with several state agencies and allows you to do business in Washington State. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Use the Business License Application to apply for a UBI number: <http://bls.dor.wa.gov/faqlicense.aspx>.

To determine the Federal Tax ID (TIN) number, see [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN)).

A **Statewide Vendor Number** is not required at this time, but you will be asked to apply for one if you are awarded a grant.

The **Lead Contact** is generally the Project Manager or key decision-maker most knowledgeable about all aspects of the project throughout its implementation and subsequent monitoring. The Lead Contact is expected to share communications from HCP with their team members as appropriate. It frequently is not a contract signatory, and generally is not the person who compiles documentation for reimbursement. Separating roles such as these among different team members demonstrates an organization's capacity to manage an HCP grant and ability to be responsive when asked for action requiring project authority.

Project Summary

A. Project Title

Be descriptive but concise. For example: "Building New ABC County Heritage Museum – Phase II" or "Deck & Hull Replacement for FV Sloop John B". Do not use an abstract or emotive titles.

B. Request

Include the administrative fee in the total grant request by adding 3% to the amount you need for your project. Calculate the amount of the matching funds as 66.67% of the total cost of the project after you have added the administrative fee to the total project costs.

C. Project Description

Briefly explain the type of work you are including in your proposed project, including both work used as match and work done for a grant reimbursement. For example, "The ABC Heritage Foundation is rehabilitating the historic Country Schoolhouse for public use as a museum. The project will include site acquisition and preparation, building relocation, restoration of original windows, doors and siding, new cedar roofing, electrical and plumbing upgrades, painting, and interpretive signage."

Property Control

This section is to confirm that the applicant has sufficient property rights to do the project. For information regarding property parcel numbers and legal descriptions, contact your county assessor or visit their website. Check all that apply and provide additional information as specified.

Real Property Value: the fair market value of property acquired by the applicant solely for the purpose of the project, or if the project is acquisition of the property. This value must be supported by a current appraisal (within 6 months of the application submittal) that is performed by a certified professional appraiser or recent purchase documents. It can be used as match within six years of being under contract for a grant award or if the purchase is made as part of the grant contract.

Lease terms description should demonstrate that the lease will be in place during the period of the contract and for a minimum of 13 years duration following implementation of the project and will allow the uses described in the application.

Archaeological & Historic Preservation

Applicants are encouraged to contact DAHP for review of their proposed project ahead of submitting an application. To request review, contact Nicholas Vann, State Historical Architect at the Washington State Department of Archaeology and Historic Preservation at 360-586-3079 or

Nicholas.vann@dahp.wa.gov.

Be prepared to provide building address, any known historic designations, project specifics and any available architectural drawings, and be aware that DAHP may need additional information. Due to the volume of projects, please allow at least 2 weeks for review.

If you are unsure of the historic status of your property, please consult with your local government preservation program or office, and the State of WA Department of Archaeology and Historic Preservation.

Specific sources of information to help you answer questions below include:

- To see if your property is already listed and learn about associated requirements, see: <http://www.dahp.wa.gov/learn-and-research/find-a-historic-place>
- If the property or object central to the application is listed or eligible for listing on the National Register of Historic Places or the Washington Heritage Register, relevant *Secretary of the Interior's Standards for Treatment of Historic Properties* will need to be followed: <http://www.nps.gov/hps/tps/standguide/>.
- If the project disturbs ground or involves structures more than 45 years old, it may be subject to Governor's Executive Order 05-05. For more information on both the State of Washington Executive Order 05-05 and Section 106 review under the National Historic Preservation Act (NHPA), see <http://www.dahp.wa.gov/programs/shpo-compliance>.
- For additional assistance on these issues please contact Nicholas Vann, State Historical Architect at the Washington State Department of Archaeology and Historic Preservation at 360-586-3079 or Nicholas.vann@dahp.wa.gov.

Narratives

If your application demonstrates eligibility by passing the Threshold Review, the narrative sections of the application directly relate to how your application will be scored by panel reviewers. Consider also in your narrative are how your attachments support your writing. Be succinct, but demonstrate across your narratives:

- that your project is wanted or needed by your community (value)
- that you can finish on time (planning)
- how this project supports public access to history (purpose)
- that you have the right team to do the job well (capacity)
- that you have a plan to maintain the facility and the project purpose throughout the monitoring period of thirteen (13) years after the project is implemented (stability)

This narrative section will form the base of your grant contract if the Legislature awards you grant funding in the state's capital budget. When considering the monitoring period, think about strategic steps you may take at different times to demonstrate ongoing facilities care and the project's purpose.

For example, a grant to build a new museum could be monitored for developing best practices typical to museums. Early in the process, this might include developing a collections management policy or an interpretive plan, while later as the organization matures it may provide a schedule of history programs or exhibits produced in a particular year, etc.

For ideas of how this could relate to your project, research field best practices such as those identified by the American Association of State and Local History, the American Alliance of Museums, the Washington Museum Association, the WA Trust for Historic Preservation, or the Washington Association of Nonprofits. Additional ideas for nonprofits are in the Secretary of State's Handbook for Nonprofits available online. If you are not a heritage nonprofit, talk to your local historical society or community museum to gain their insight into how you can provide history interpretation or support preservation activities. Consider partnering with them, perhaps to provide an annual behind-the-scenes history tour of a building not usually used for history programs. Contact HCP program staff early if you would like additional examples or advisement.

Tables

Complete the following tables:

- Scope of Work by Architectural Division
- Project Budget
- Source of Available Match

If a category does not apply to your project, you may leave it blank. If you have an item in your project that does not seem to fit in a particular category, contact project staff for advisement.

2.3 Attachments

Save each attachment as a separate digital file with the respective letter A through R and the applicant's name. For example, a digital file may be named "Attachment A- ABC Museum". See the application for the full Checklist of Attachments. Save digital images under their own file names and include these as a list of images for Attachment A.

2.4 Submittal

All applications are due Friday, May 18, 2018, without exception.

Applications may be delivered by mail or hand delivery. Faxed and e-mailed applications will not be accepted. Upon receipt, the application and all attachments become public records.

Hand delivery must be received by the 3rd Floor Reception at the Washington State History Museum in Tacoma no later than 5:00 PM on May 18. Mailed applications must be postmarked by May 18.

Mail completed application packages to:

Heritage Capital Projects
Washington State Historical Society
1911 Pacific Ave
Tacoma, WA 98402

A complete application submittal contains:

1. A Certificate of Information with original signatures in blue ink
2. A CD/ DVD/ flash drive containing digital files of:
 - the unsigned application form in Word version
 - PDF files of all attachments

- List of all digital images including their file names and description (Attachment A)
- Up to 10 digital images at a resolution of 600 dpi or higher with file names matching those indicated on digital images list ; images may be .jpeg or .png files only

3 Application Review

3.1 Threshold Review

HCP program staff conduct the initial review to determine an applicant's and project's eligibility. This is called the "Threshold Review". If errors are found that cause an applicant to be considered ineligible, staff will allow the applicant to make corrections. All corrections are due by 5:00 PM June 15, 2018.

Due to the large number of applications, submitting completed applications early will result in a longer time for making these types of corrections.

3.2 Scoring

Panel reviewers will read all applications and score them individually. Applications can receive up to 100 points as broken out in the following categories:

- COMMUNITY VALUE – up to 15 points
- PROJECT PLANNING – up to 25 points
- PROJECT PURPOSE AND RESULTS – up to 20 points
- OPERATIONS & MAINTENANCE STABILITY – up to 20 points
- ORGANIZATIONAL CAPACITY - up to 20 points

Panel members with a conflict of interest involving an applicant or specific project will recuse themselves from reviewing or scoring that application. All scores will be submitted as percentages of the total 100 points available.

3.3 Ranking

On August 15, 2018 the HCP Advisory Panel will rank all applications in a public meeting to be held at the Northwest Museum of Arts & Culture in Spokane. They will create a ranked list of up to \$10 million in grant requests. The Advisory Panel considers and ranks all eligible applications. They may recommend either full, partial, or no funding for each application according to its perceived merit as scored according to the evaluation criteria. Panel members recused from a particular application will leave the room when that application is discussed.

4 Contracting

The HCP Grant Guidelines document you are reading is intended to provide guidelines only. Separately negotiated contracts constitute the formal relationship between the Washington State Historical Society (WSHS) and grantees. WSHS cannot sign contracts or otherwise financially obligate funds until the grants are appropriated in the state capital budget.

4.1 Contract Development

The grant application becomes the basis for the grant contract, however additional information will be requested as required. It generally takes four – six weeks to execute a contract once a grantee provides all needed information. Program staff will assign a contract number and draft the contract for both the

grantee and WSHS agency director to sign. After the last signature date on the contract, project work can begin.

The contract number should be referenced in the subject line of all communications throughout project implementation and the monitoring period.

The Heritage Capital Project contract is made up of a four-page Contract Form and Attachments A - H:

- A. General Provisions
- B. Scope of Work
- C. Project Purpose
- D. Project Budget
- E. Source of Available Funds
- F. Agreement to Follow All Laws
- G. Property Parcel Numbers and Legal Descriptions
- H. Leases, Contracts and Agreements

Following execution, all reimbursement materials will be e-mailed to the contract lead contact.

4.2 Contract Management

Grant Contract Management Role

The grantee is bound by the contract to meet all contract terms and requirements and responsible to maintain clear and accurate project records.

This includes:

- Tracking eligible expenditures by cost category
- Retaining invoices and cancelled checks to provide with reimbursement requests
- Tracking Scope of Work progress and submitting project status reports regularly
- Taking digital photos throughout implementation and monitoring
- Tracking compliance requirements throughout implementation and monitoring
- Having records accessible to WSHS and the State Auditor as requested

WSHS Contract Management Role

WSHS is as bound by the contract as the grantee is and responsible for maintaining clear and accurate contract records.

This includes:

- Making those records accessible to the State Auditor as requested
- Meeting all state contracting and reporting requirements
- Conducting one or more site-monitoring visits during project implementation and throughout monitoring as necessary to ensure compliance and to support ongoing project purpose and stability

4.3 Reimbursement Requests

Grant funds are available on a reimbursement basis only and cannot be advanced. Reimbursable costs are those that a grantee has already incurred and paid. No funds spent prior to being under contract

will be reimbursed. The final 10% of funds will be reimbursed after a closeout site visit and meeting have been completed.

Requests for Reimbursement include:

- Certificate for Payment with the signature of one authorized individual
- State Invoice Voucher with signatures of Lead Contact and fiscal manager or treasurer
- Expense spreadsheet listing supporting documentation
We reimburse grantees only after receiving copies of the original billing documents (invoices) with check numbers written on them, or copies of cancelled checks or electronic transfer as applicable. Documentation of all match must also be provided on an ongoing basis until the full match requirement is fulfilled.
- Regular Progress Status and Closeout Reports
- Digital Photos - show your project's progress at each request for reimbursement

Progress Status Reports may also be submitted without an accompanying reimbursement request if no request has been or will be made within the fiscal quarter.

Program staff will provide:

- Verification of completeness and accuracy of reimbursement invoice packets and status reports
- Verification of eligibility of expenses
- Verification of progress on Scope of Work
- Verification of compliance with DAHP continued consultation where applicable
- Authorization of reimbursement for requested payments

4.4 Contract Completion

Final Progress Status Report

The final Progress Status Report will demonstrate that the grantee has completed all items in the scope of work and any significant changes or events that occurred during the project implementation. The grantee will include digital images of the completed project and an image demonstrating permanent acknowledgement of the use of a Heritage Capital Projects grant for the project. Program staff may waive this requirement if warranted. A final reimbursement request should be submitted with the final Progress Status Report.

Closeout

Program staff will review completion of the project and schedule a closeout meeting and site visit, after which the remaining 10% of funds will be released to the grantee. Monitoring expectations and deliverables will be clarified with input from the grantee during the closeout meeting.

A closeout letter will then also be mailed to the grantee identifying the end date of the monitoring period and the monitoring expectations discussed in the closeout meeting.

Monitoring

The project will continue to be monitored by program staff until the date identified in the closeout letter. During this time, the grantee will be responsible for providing any requested materials or access by WSHS for ensuring continued compliance with the contracted purposes of the grant.

Amendments During Monitoring

During the monitoring period, grantees may request changes to their monitoring expectations at the discretion of HCP program staff and the WSHS agency director. These changes may be requested solely to improve the delivery of the project purpose stated in the grant contract.

Property Transfer During Monitoring

If a grantee suspects that they may become unable to maintain, operate, or otherwise control the property for the express purposes of the grant, they should immediately contact HCP program staff. If a grantee breaks the contract, RCW 27.34.330 provides no alternative other than for the grantee to repay the full amount of the grant plus interest at the rate used for state bonds sold nearest the date of the grant's appropriation. Staff will make every effort to help the grantee find an alternative means of meeting the express purpose of the grant. Early notification is the key to a successful resolution.