Agenda

• Introductions
• Tribal Consultation & DAHP 21-02
• Preservation Standards
• Contract Walkthrough
• Reimbursement & Reporting
• Questions?
Introductions

Jay Mortensen
Director of Heritage Outreach
253-244-1683 (cell)
jay.mortensen@wshs.wa.gov

David Schingeck
Capital Projects Coordinator
206-734-9378 (cell)
david.schingeck@wshs.wa.gov

Grant Information: http://washingtonhistory.org/hcp-current

Heritage Portal: http://washingtonhistory.org/heritageportal
Purpose

To support the capital needs of facilities and organizations that preserve and interpret Washington’s history and heritage

To provide public access to history
Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1, 2021</td>
<td>First day of the biennium, contracting begins (if requirements are met)</td>
</tr>
<tr>
<td>Last day of each month</td>
<td>Status report due (even if there has been no progress)</td>
</tr>
<tr>
<td>11th &amp; 26th of each month</td>
<td>Reimbursement reports available (when applicable)</td>
</tr>
<tr>
<td>June 30, 2023</td>
<td>Last day of the biennium, contracts expire</td>
</tr>
</tbody>
</table>

Please remember: **You may not begin on any work you want reimbursed by grant dollars prior to having a fully executed HCP contract.**
Big ideas to remember

Funding is for capital costs only (must be directly related to construction)

Reimbursement grant only

No funds expended prior to being under a contract will be reimbursed

2:1 Funding match required

Must be able to document 100% match committed at contracting

No match may be used twice

No other state funds may be used as match
Executive Order 21-02

• Replaced Executive Order 05-05.

• Executive orders become law when the state budget is adopted and signed by the Governor.

• The State agency with a capital construction project or land acquisition not reviewed under federal law. This responsibility can be handed down to the applicant.

• No duplicate state review required when other federal review is needed. (Section 106)
Executive Order 21-02

• All HCP projects must consult with affected tribes and the Washington State Department of Archaeology & Historic Preservation (DAHP).

• Consultation must be completed before contracting can occur.

• If your project scope changes, you need to let WSHS staff, DAHP staff, and tribal contacts know.

• THPO = Tribal Historic Preservation Office/Officer
  SHPO = State Historic Preservation Office/Officer
Tribal Consultation

• Each tribe is sovereign and has their own process for responding to review requests

• Tribes get dozens or hundreds of review requests and many Tribal Historic Preservation Offices (THPO) are understaffed

• It is important to build meaningful relationships with your local tribes

• WSHS Tribal Liaison: Michael Finley
Communicating with DAHP

• **Informal consultation**: a cursory review for cultural resources including areas affected by the scope of work. Eliminate those projects that trigger a Federal review.

• **Formal consultation**: determinations of eligibility and determinations of effect. Negotiations with DAHP for appropriate mitigation strategy.
Formal Consultation with DAHP

• Send EZ1 or EZ3 form to DAHP; or

• Submit HPI form through WISAARD; or

• Send letter to DAHP
  o Cover letter explaining project / scope of work
  o Identify historic resources
  o Include photos of existing conditions
  o Include drawings of existing conditions and proposed project
  o Schedule site visit if necessary
Exemptions?

• Projects which have no ground disturbing activities
• Buildings less than 50
• Projects reviewable through a Federal action
DAHP Contacts

Built Environment:

Holly Borth
Preservation Design Reviewer
360-890-0174
holly.borth@dahp.wa.gov

Archaeology:

Rob Whitlam
State Archaeologist
360-890-2615
rob.whitlam@dahp.wa.gov
Preservation Standards
Preservation focuses on the maintenance and repair of existing historic materials and retention of a property’s form as it has evolved over time.
Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property’s historic character.
Restoration depicts a property at a particular period of time in its history, while removing evidence of other periods.
Reconstruction re-creates vanished or non-surviving portions of a property for interpretive purposes.
Not one-size-fits-all process

• Relative importance in history
  (How significant is the building relative to others?)

• Physical condition
  (How much historic material remains and in what condition?)

• Proposed use
  (Are changes/upgrades needed to accommodate a new use?)

• Mandated code requirements
  (Are changes/upgrades needed for code compliance and safety?)
Basic Principles

• Repair existing where possible (retain historic materials)
• Replace in-kind where necessary (retain historic character)
• Significant changes should be compatible and reversible (differentiate between old and new)
5-minute break!
Contract Essentials

Washington State’s Purpose:

1. To serve the citizens of Washington State
2. To be a good steward of public resources
3. To support the capital needs of facilities and organizations that preserve and interpret Washington’s history and heritage
Contract Essentials

Contract Form
Attachment A - General Provisions
Attachment B - Scope of Work
Attachment C - Purpose
Attachment D - Budget
Attachment E - Matching Funds
Attachment F - Applicable Laws
Attachment G - Property Descriptions
Attachment H - Related Agreements
Contract Form

• Contracting parties (who) and purpose of contract (what)

• How much can be reimbursed (how much, minus admin fee)

• Period of performance (through June 30, 2023)

• Length of contract (13 years after full implementation)

• Identifies legal contract signatory (legally authorized)

• Identifies legal contract representative to the state (ONE!)
A - General Provisions

- Headings and definitions
- General contract terms
- Performance and general responsibilities
- Compliance with laws, records, and inspections
- Funding reimbursement and budget
- Termination and disputes
B - Scope of Work

• Scope of Work Narrative (general description of the work)

• NEW: Scope of Work by “Elements of Work” (detailed description of work)
  o Should be broken into practical elements/phases that correspond to the order of the implementation of the work
  o Describe materials and methods in detail
  o May take time to “translate” new scope format from architectural divisions format
C - Project Purpose

• **What is monitored in long term** (distilled from application argument)

• **Sample:**
  
  This project will enable public access to history through preservation activities such as caring for the building and artifacts when applicable, and through conducting history interpretation activities such as tours, exhibits, and other history programs. Preservation activities and public access to history will be provided in alignment with field best practices, and for the purposes of the Heritage Capital Projects program as identified in the program's authorizing language.

• **Fields such as:** historic preservation, exhibits, collections/artifact management, archaeology, etc.
D - Project Budget

- NEW: Reduced number of cost categories

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Grantee Cost Share</th>
<th>HCP Grant Funds</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cash Match</td>
<td>In-Kind Match</td>
<td></td>
</tr>
<tr>
<td>Construction or Rehabilitation</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Design or Pre-Construction</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Property Acquisition</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>HCP Admin Fee</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>
E - Source of Available Funds

<table>
<thead>
<tr>
<th>Type of Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grantee Cash Match</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
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<tr>
<td></td>
<td>$0.00</td>
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<tr>
<td>Grantee In-Kind Match</td>
<td></td>
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<td>$0.00</td>
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<td>$0.00</td>
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<td></td>
<td>$0.00</td>
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<tr>
<td>Total Grantee Funds (Total Match)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Grant Funds (Legislative Appropriation)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Project Funds Available</td>
<td>$0.00</td>
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</tbody>
</table>

- Demonstrates grantee has sufficient funds to complete the project
- Must record **original source** of funds, not just current balance on hand
- 100% of match must be documented before contract can be signed
F - Certification to Follow All Laws

- Governor’s Executive Order 21-02
- Prevailing Wage Law - RCW 39.12
- Hazardous Substances - RCW 70.105D
- Industrial Insurance - RCW 51
- Washington Law Against Discrimination - RCW 49.60
- High Performance Public Buildings (LEED) - RCW 39.35D
Prevailing Wage

• Grantees are considered the “Awarding Agency” by L&I.

• All contractors and subcontractors including owner/operators must file **Intent & Affidavit** forms, RCW 39.12.040. (All Intents & Affidavits must be approved by L&I.)


• Contractors must submit **Certified Payroll Records** to L&I at least once a month.

• No minimum dollar amount or threshold for prevailing wage requirements.
Prevailing Wage

Department of Labor & Industries

Laura Herman
Administrative Regulations Analyst
Laura.Herman@lni.wa.gov
(360) 628-6872

Chuck Ziegert
Industrial Relations Specialist
Charles.Ziegert@lni.wa.gov
(360) 902-4538

More information:
https://lni.wa.gov/licensing-permits/public-works-projects/awarding-agencies/
G – Property Parcel Number(s) and Legal Description(s)

For all projects:
• Permanent Address
• Historic Designation (if applicable):
• Washington State Legislative District #:
• GPS Coordinates:
• Parcel #:
• Legal Description:

For vessels or other fixed assets (adapt as needed):
• Vessel Name:
• Legal Owner:
• Year Built:
• Home Port:
• U.S. Registry #:
• Vessel Service:
H - Leases, Contracts, & Agreements

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Parties</th>
<th>Date of Execution</th>
<th>Date of Expiration</th>
<th>Recorded In</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- Leases
- Subleases
- Memorandums of Agreement or Understanding
- Operating Agreements
- Title Liens
- Deeds or Titles that have clauses regarding use
- Mortgages
- Other agreements affecting use, access, or control of property
To move forward . . .

✓ Contract number in all communications!

✓ Designate project contract lead contact (list as Primary Contact in Heritage Portal)

✓ Send proof of consultation with DAHP

✓ Provide evidence of 100% of match in hand (cash, in-kind, or already expended in the project)

✓ Determine prevailing wage requirements (L&I)

✓ Determine high performance building requirements (DES)
5-minute break!
Reporting & Reimbursement

David Schingeck
Capital Projects Coordinator
david.schingeck@wshs.wa.gov
206-734-9378

Jay Mortensen
Director of Heritage Outreach
jay.mortensen@wshs.wa.gov
253-244-1683
Reporting

- Status Reports - Monthly
- Reimbursement Requests – As needed
- Monitoring Reports – Annually after project close out
Reporting

• All will be completed in FLUXX

• Filename convention: “YYMMDDvendor”
Eligible Expenses

• Must be capital in nature
  Tax-exempt bonds…
  “…are intended for the acquisition, construction and renovation of capital assets. Do not use them to subsidize operating costs such as ordinary maintenance or administrative staff expenses. IRS tax rules relating to staffing costs are very restrictive.” –OFM Capital Budget Guidelines

• Generally have a 13-year minimum useful life
  “…because the proceeds of the obligations are used to pay capital expenditures for capital projects that have useful lives reasonably commensurate with the maturities of the obligations being issued to finance the expenditures.” –OFM Capital Budget Guidelines
Eligible Expenses

WAC 255-02-050 Eligible projects.

Funds may assist in, but will not be limited to, the following types of projects:

1. Construction of new facilities or improvements to existing facilities.
2. Purchase, restoration and/or preservation of such fixed assets as historic buildings and structures, historic ships, locomotives, airplanes and other transportation conveyances.
3. Acquisition of unimproved property for the purpose of construction of a new facility that will have a heritage mission.
4. Acquisition, protection, stabilization, and/or development of historic or archaeological sites that are culturally or historically significant.
5. Physical improvement of interior facility spaces for exhibitions, programs, and/or preservation activities. The program does not provide funds for any part of an exhibition or education program.
6. Construction-related design, architectural, and engineering expenses.
7. Purchase of equipment when necessary to accomplish the project. Documentation will be required.
8. Bridge loans, or financing, but only if the loan is obtained after the application is approved for funding by the legislature.

[Statutory Authority: RCW 27.34.330. WSR 98-11-005, § 255-02-050, filed 5/7/98, effective 6/7/98.]
Eligible Expenses

WAC 255-02-060 Ineligible projects.

Ineligible projects and costs include:

1. General facility maintenance, routine repairs, consumable supplies, operating expenses, salaries, or programs.
2. Equipment not directly related to the project.
3. Leasing of equipment of automotive vehicles.
4. Indirect cost reimbursement for administrative functions. The fund also does not allow indirect cost rates to be used as part of a cost share.
5. Fund-raising expenses
6. Projects completed prior to the start of the biennium for which funding is made.
7. 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.

[Statutory Authority: RCW 27.34.330. WSR 98-11-005, § 255-02-060, filed 5/7/98, effective 6/7/98.]
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 Match

Types of matching funds:

(3) "Cash match" is money from the applicant organization or from other sources, which can include grants from foundations, nonstate governmental agencies, individuals, corporations and others.

(7) "In-kind contributions" are those contributions to a project that are not part of the cash match. They may include contributions of materials and supplies, professional consultation, legal and accounting services, architectural design fees, volunteer time, labor.

255-02WAC
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

• Are provided for in your approved budget and scope of work

• Conform to the applicable laws described in the contract and HCP Grant Guidelines for the current cycle

• Be incurred during the period allowed for the grant cycle.
  
  **For the 2021-2023 cycle that date is July 1, 2015.**

• What is the start date for reimburseable expenses?
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.
Reimbursement Requests

A complete reimbursement request includes:

• Project Status Report (Interim/Final)
• Invoice Voucher
• Certificate for Payment (CfP)
• Supporting Documents List (SDL)
• Volunteer Report (if claiming volunteer hours for in-kind match)
• Documentation (Volunteer timesheets, invoices, etc.)
Reimbursement Requests Continued...

Copies of any additional information that may have become available, such as architectural drawings, construction contracts, consultant agreements.

If the scope of work is not clearly elaborated on the invoice or it references a contract we need the source document that establishes the scope of work.
# Volunteer Report

<table>
<thead>
<tr>
<th>NAME</th>
<th>Date(s) task performed</th>
<th>Detailed Description of Tasks Performed</th>
<th>Project</th>
<th>Hours</th>
<th>In-kind value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>$</td>
</tr>
</tbody>
</table>

**RATES:** General Labor @ $25 per hour

Attach volunteer timesheets to this form to document volunteer hours.

(Include donated professional services as invoices in the Expense Itemization section of the Reimbursement Request in Fluxx)
## Example Volunteer Timesheet

### 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 mm/dd/yy</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>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

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

**Pullman Heating & Electric, Inc.**
PO Box 293 -1045 NW Davis Way
Pullman, WA 99163
509-332-8061 Reg. Pullmanhe005nt
www.pullmanheating.com

**Bill To:**
Gladiolus Community Center
115 NW State
Pullman, WA 99163

509-332-8061 OFFICE

<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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Upgrade 429 T12 U-bulb fixtures with 2’ T8 retrofit kits (4 linear feet of lamp)</td>
<td></td>
<td>$18,705.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $18,705.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Convert 95 T12 4’2-lamp fixtures to T8 4’2-lamp fixtures</td>
<td></td>
<td>$2,365.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $2,365.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Convert 54 four-lamp T12 fixtures to T8 4-lamp fixtures</td>
<td></td>
<td>$2,300.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $2,300.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Convert six 6’ 2-lamp T12 fixtures to T8 2-lamp fixtures</td>
<td></td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $450.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replace incandescent lamps with CFL type bulbs (no rebate; not dimmable)</td>
<td></td>
<td>$1,113.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $1,113.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replace twenty three 2x2 fixtures in south halls with 4x4 wrap fixtures (no rebate)</td>
<td></td>
<td>$3,335.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Project cost: $3,335.00</td>
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<td></td>
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<tr>
<td></td>
<td>Obtain permit and inspection</td>
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<td></td>
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</tr>
</tbody>
</table>

**Terms:** payment due at completion of installation

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<thead>
<tr>
<th>Lighting ballasts, fixtures, and lamps</th>
<th>1.00</th>
<th>17688.00</th>
<th>17558.00</th>
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<tbody>
<tr>
<td>Labor</td>
<td>153.00</td>
<td>70.00 HR</td>
<td>10710.00</td>
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<tr>
<td>Permit fee</td>
<td>1.00</td>
<td>600.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>
Reimbursement Request Submittal

- Recommended to document all match at the beginning
- Enter reimbursements early and often
- Payments issued 10\textsuperscript{th} and 25\textsuperscript{th} of month
- Allow 30 days for processing
In Review

• Enter status reports monthly
• Eligible and ineligible expenses
• Documenting match
• Reimbursement packet/filling out forms
• Submit reimbursement requests early and often
• Be prepared for clarifying questions and expect a 30-day turn-around
Throughout Project

• Contract number in all communications!
• Keep project contract lead contact info updated in Heritage Portal
• Ongoing consultation with DAHP if changes to plans included in application for historic resources or ground disturbance
• Changes to project may require contract amendment and notification to DAHP & Tribes prior to work beginning
• Contact HCP staff if any questions