



# THIRD PLACES FUND

**WASHINGTON STATE DEPARTMENT OF  
ARCHAEOLOGY AND HISTORIC PRESERVATION**

## **GRANT MANUAL & INSTRUCTIONS**

**March 8, 2021 – September 30, 2023**

Please carefully review the Third Places Fund  
Grant Manual and Instructions  
*before completing the online application.*

**APPLICATIONS must be submitted  
online by June 1, 2021 by 11:59 pm**

*Managed under contract by:*



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# INTRODUCTION

## History of the Program

When Congress passed the National Historic Preservation Act in 1966, it provided funding for historic preservation. This law created a program of matching grants to the states and created the National Register of Historic Places, administered by the National Park Service, U.S. Department of the Interior. To provide a regular source of revenue, the law established the Historic Preservation Fund (HPF) in the U.S. Treasury with proceeds derived from the federal leasing of offshore oil drilling sites. A portion of these proceeds are distributed to State Historic Preservation Officers/Offices (SHPO) on an annual basis.

In Washington, responsibility for the state's role in the program is delegated to the Department of Archaeology and Historic Preservation (DAHP). The state applies for and has received federal preservation grants every year since the program has been in existence. In 2020, additional HPF funding was made available for competitive awards under the name "Historic Revitalization Subgrant Program." DAHP applied for and was awarded funds from this building rehabilitation program for a one-time grant opportunity in Washington State which we are calling the **Third Places Fund**.

The Third Places Fund grants are provided by the Department of Archaeology & Historic Preservation and funded through the Paul Bruhn Historic Revitalization Grants Program which supports the rehabilitation of historic properties and fosters economic development of rural communities. **This program will fund physical preservation projects for historic sites through architectural/engineering services and physical preservation.** The grant program will be managed in collaboration with DAHP by the Washington Trust for Historic Preservation (WTHP), a non-profit organization.

The total funding available for this one-time grant opportunity is approximately \$730,000.

### Important dates:

March 8, 2021: Application period opens

June 1, 2021: Application due (must be submitted online)

July 6, 2021: Grant awards announced

July 6 - December 1, 2021: Contract drafting period (the beginning of your contract period will vary depending on when your contract is finalized and signed by all parties)

February 1, 2023: Draft of property easement due to the NPS

September 30, 2023: End of contract period (projects must be completed and all documentation submitted)

# PROCEDURES AND REQUIREMENTS FOR AWARDING THIRD PLACES FUND GRANTS

## 1. THIRD PLACES FUND GRANTS are competitively awarded.

The grant application process is initiated by the distribution of the application information to the public. Grant applications are reviewed by WTHP and DAHP staff and then by an independent committee: the Grants Advisory Committee (GAC). The GAC is made up of professionals in historic preservation and closely related fields. The committee will evaluate the applications based on the grant scoring criteria and develop a list of projects recommended for funding. The State Historic Preservation Officer makes the final selections after reviewing both staff and GAC recommendations. Notice of awards will be sent to applicants at the conclusion of the review period.

## 2. Eligible Properties

Only properties and projects meeting the following criteria will be considered for Third Places Fund grant award selection.

- Properties must be rurally located, which is defined as located in a city, town, or unincorporated county census tract with a population of less than 50,000, according to 2010 census data.
- Property must be determined eligible for or currently listed on the National Register of Historic Places either individually or as part of a district. For properties not yet listed on the National Register, listing is required to be complete before the end of the grant contract period. Final reimbursement and grant closeout will not occur until a National Register nomination is submitted to and accepted by DAHP.
  - **If the property is not listed, please contact [Michael.Houser@dahp.wa.gov](mailto:Michael.Houser@dahp.wa.gov) to find out if the property is eligible for listing BEFORE completing the application. Only National Register listed or eligible properties are eligible for this funding.**
- Properties which are currently not eligible for the National Register but would be eligible after the proposed project is completed may apply for funding. In such cases, applicants must provide documentation that the property retains enough historic material to become eligible for listing, pending the proposed project, by working closely with DAHP staff.
- Properties must be categorized as a "Third Place" which is defined as: *Physical locations which strengthen social connections, build community, promote informal gathering, and contribute to the local economic "ecosystem."* This includes but is not limited to historic theaters, community centers, churches, libraries, museums, retail establishments, cafes/restaurants, bars, salons/barber shops, etc.
  - **Note: Residential properties, properties owned by religious entities, and institutional campuses are *not* eligible for this grant program.**
- Eligible applicants include private owners, non-profits, tribal governments, and local governments. Long-term lessees of properties may apply with express written permission

from the property owner, demonstrated site control, and with the understanding that the property owner must agree to the grant program's easement requirements.

### **3. Standards Applicable to Grantees.**

It is essential that applicants be responsible and capable of successfully administering sometimes complex grant and contractual agreements. To qualify a grantee as responsible, DAHP must be assured that a grantee will have access to appropriate technical and financial management assistance in order to meet and maintain, for the period of the grant award, the following standards as they relate to the scope of a particular project:

- Have adequate financial resources to initiate the project work before grant funding is disbursed;
- The necessary experience, organization, technical qualifications, and facilities to complete the project, or a firm commitment from contractors and/or consultants with the necessary experience, organization, technical qualifications, and facilities to complete the project;
- Be able to complete the project by September 30, 2023;
- Have a satisfactory record of integrity, judgment, and performance. Prior experience with state or Federal grants is preferred;
- Abide by federal standards as described in the Appendices. Be sure to ask questions if anything is unclear;
- Conform with the debarment requirements (see Attachment 3C for signature). This means that you are able to conduct business with the Federal government;
- Conform with the civil rights, equal employment opportunity, and labor law requirements of federal grants (see Attachment 3A for signature);
- The requirements of 2 CFR Part 200, Subpart F (see Appendices);
- The "[Secretary of the Interior's Standards for Rehabilitation](#)" and [associated Guidelines](#);  
and
- The recipient shall be required to obtain liability insurance to cover claims brought by third parties for death, bodily injury, property damage, or other loss resulting from one or more identified activities carried out in connection with this financial assistance agreement. The State of Washington and the Washington Trust for Historic Preservation shall be named as an additional insured under the recipient's insurance policy. **Documentation of liability insurance is required to be submitted with this application.**

**4. Eligible Expenses.** All projects must contribute to the physical preservation of historic places, which includes:

- Construction costs related to exterior or interior property improvements;

- Property acquisition (a professional appraisal must be submitted with the application to establish fair market value);
- Construction-related architectural or engineering plans and specifications may account for up to 20% of total project costs;
- Costs associated with submitting a nomination to DAHP for listing in the National Register of Historic Places (or the National Historic Landmark program); and
- Accounting and legal fees related to easement preparation.

**5. Criteria for Evaluation.** All projects will be evaluated by the GAC in accordance with the criteria indicated below and effectiveness with which they are addressed.

10 pts **Community impact of the Third Place**

- Does the use of the property fit the definition of a Third Place?
- How long has the property been in use as this type of Third Place?
- Does the Third place contribute to the local economic “ecosystem” or support other business owners?
- Does the Third Place bring people together and facilitate social connections?
- Did the applicant provide letters of support that demonstrate the Third Place’s community impact?

10 pts **Community impact of the project**

- How is the community benefitting from the project?
- Will this project increase this property’s capacity to function as a Third Place?
- Is the property a familiar visual feature of the community? If so, will this project contribute to its preservation using the Secretary of the Interior Standards?
- Did the applicant provide letters of support that demonstrate the project’s community impact?

10 pts **Degree to which place/project demonstrates a commitment to diversity, equity, and inclusion**

- Does the Third Place actively promote and/or contribute to diversity, equity, and inclusion in the community?
- Does the proposed project increase the ability of the Third Place to actively promote and/or contribute to diversity, equity, and inclusion in the community?

10 pts **Applicant’s readiness to proceed/ability to execute project**

- Does the applicant indicate they have the financial capability (with the support of the grant) to proceed? Have they managed/overseen this type of project before?
- Did the applicant present a clear/organized budget and timeline?
- Does the applicant have, or have a firm commitment from contractors and consultants who have, the necessary experience, organization, technical qualifications, and facilities to complete the proposed project?

5 pts **Urgency of the project**

5 pts **General quality/completeness of the submitted application**

- Is the application completely filled out and clearly written?
- Did the applicant include all relevant attachments, including all requested photos?

**Extent to which the project contributes to the geographic distribution of funds** (*considered in the review process but not assigned a score*)

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**50 pts Total**

- 6. Match Requirements.** The federal share (grant amount) of any grant award is not to exceed 75% of the total project cost. The 25% matching share may be cash or in-kind or a combination; cash match must be on-hand at the time of application.
- 7. Prevailing Wage.** The Davis-Bacon Act, as amended, requires that each contract over \$2,000 to which the United States or the District of Columbia is a party for the construction, alteration, or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.

Grants through the Third Places Fund are federal dollars and therefore are subject to state prevailing wage law (please see RCW 39.12 and WAC 296-127). Grantees are advised to consult with the Industrial Statistician at the Washington State Department of Labor and Industries to determine the appropriate prevailing wage for their location. All documentation submitted as part of this grant award must confirm that contractors are paid prevailing wages. DAHP and WTHP are not responsible for determining prevailing wage rates or ensuring the accuracy of the grantee's documentation.

- 8. Covenant/Easement.** Section 54 USC 302902 of the National Historic Preservation Act requires that grantees agree to assume, after the completion of the project, the total cost of continued maintenance, repair and administration of the grant-assisted property in a manner satisfactory to the Secretary of the Interior.

Accordingly, recipients awarded funds for the physical preservation of a historic site shall sign a Preservation Covenant/Easement with DAHP. NPS approval of a covenant/easement holder other than the SHPO must be in writing. The term of the covenant/easement must run for 5-15 years determined by the amount of the subgrant from the end date of the contract. The covenant/easement must be executed by registering it with the deed of the property.

<b>Grant Amount</b>	<b>Protection Required</b>
\$1.00 - \$10,000	5-year preservation agreement ( <i>easement not required</i> )
\$10,001 - \$25,000	5-year easement
\$25,001 - \$50,000	10-year easement
\$50,001 - \$75,000	15-year easement

A draft copy of the easement must be submitted to NPS for review and comment by February 1, 2023. Baseline documentation of the character-defining features of the site should be documented prior to construction through photographs. Following the completion of all work, the preservation covenant/easement must document the grant assisted condition of the site and the character defining features included as part of the document registered with the deed.

The easement must be finalized and recorded with the property parcel prior to seeking grant reimbursement and a copy submitted to the grant managers. A photocopy of the executed covenant/easement, stamped registered with the deed, must also be submitted to the NPS prior to the end of the contract.

Applicants may download a [draft easement template](#) document for reference.

- 9. Grant Period.** The grant period is 27 (twenty-seven) months, from July 6, 2021 to September 30, 2023. The contract start date for each individual grant project will vary depending on when each contract is executed (finalized and signed by all parties) but all projects must be completed and documentation submitted by September 30, 2023.
- 10. Project Signage.** Grant recipients must display a sign at the project location, during the grant period, where it can be viewed by the public. A printed sign will be provided, which shall feature the name of the grant program along with the National Park Service logo. Grantees will be required to send a photo of the sign in its installed location.

# APPLICATION INSTRUCTIONS (online form)

## General Instructions

*Before completing the Third Places Fund application, please thoroughly read the application instructions with care.*

The application can be found online: [preservewa.org/third-places](https://preservewa.org/third-places)

Follow the prompts and complete the fields according to the instructions.

## Step 1 of 7: Property Information and Application Summary

Please indicate the historic name, if applicable, and the location information. Indicate if the property is currently listed on the National Register of Historic Places either individually or as part of a historic district.

**If the property is not listed, please contact [Michael.Houser@dahp.wa.gov](mailto:Michael.Houser@dahp.wa.gov) to find out if the property is eligible for listing BEFORE completing the application. Only National Register listed or eligible properties are eligible for this funding.**

In the application summary section, *please keep your answers brief*. You will have space to add more detail and information later in the application.

## Step 2 of 7: Property Owner Information

Please fill in the owner's information. Proof of ownership of the building should be attached. This may be a printed page from the county assessor's website.

If the applicant is not the property owner, please provide documentation that you as the applicant have express permission from the property owner for this project, that you can demonstrate site control, and that the property owner is aware of and agrees to the program's preservation easement requirements if a grant is awarded.

## Step 3 of 7: Community Impact of the Third Place

Describe how the Third Place functions in the community.

How does your building meet the definition of a Third Place? How is the building/space currently used? How long has it been in use this way?

Who is your current audience (i.e. the people who frequent your building)? Are you bringing people together from diverse backgrounds and promoting diversity, equity, and inclusion?

Why is your Third Place important to the local economy? How do you, as a building owner, actively contribute to a vital small business ecosystem?



Describe the historic and cultural significance of this property in your community. Is it a familiar visual feature of the community? How has it changed over time?

#### **Step 4 of 7: Description of Proposed Project**

Please describe your proposed project in detail.

Please organize your detailed project description into **specific phases or milestones** and be sure to describe:

- overarching project goals and measurable outcomes;
- the techniques and materials to be used in the work;
- who will perform what work (contractors, owner, volunteers); and
- any community involvement (other funding support, volunteer support, etc.).

Clearly describe, referencing the photos which you will attach in Step 6, the existing conditions and what the proposed outcome will be for each phase or milestone. Clearly indicate where materials will be repaired and if any replacement is necessary, explain why. Illustrate how each work item will meet the Secretary of the Interior's *Standards for Rehabilitation*. Be sure to describe any ground disturbing activities that will be required for any of the work items.

Proposed project timeline:

Corresponding to how you organized your detailed project description above, please communicate your proposed timeline below by providing projected starting and completion dates for each proposed phase/milestone.

Each work item must have an estimated start and completion date within the grant period. There will be no reimbursements for expenses incurred outside the grant period. Grant funds are reimbursement only, meaning applicants must expend costs associated with the project and then request reimbursement for eligible costs covered by the grant award. For each work item, please indicate whether funds are currently committed in the fourth column. Commitment of funds means that the applicant has the cash on hand (or has an agreement with a lender) to complete the project without requesting reimbursement before the task is completed and paid for. Proof of payment for services is required for all reimbursements.

If funds are not yet committed for any parts of your project, this indicates a lack of project readiness. In the application, you may give an explanation of how you plan to get funds in place before your proposed project start date.

Please allow time in the schedule for the required reviews by DAHP and the NPS. These reviews do not need to be line items in the schedule, but grantees should consider time for these reviews in project planning. Reviews include:

- DAHP must approve all contractors selected for the project.
- DAHP is required to send all of the plans for work items to NPS for approval.
- A draft of the easement is due February 1, 2023.

Proposed project budget and bids:

The "Third Places Fund Budget and In-kind Donation Worksheet" is an Excel document that consists of **two tabs**: the overall project budget in the first tab, and details about any in-kind

donations being made to the project on the second. *If you are not proposing any in-kind donations, you do not need to fill out the second tab.*

In the first tab, please break your budget into no more than four (4) sections using the phases/milestones you use in the detailed project description. If you do not need all four sections, that is fine—just use the ones you need. Grantees should only fill in the highlighted boxes—everything else will tabulate automatically.

The maximum federal share (grant funding) is \$75,000. The federal share can be no more than 75% of the total project cost. The grantee must provide no less than 25% of the total project cost through either cash or in-kind match (or a combination of both). Therefore, a grantee requesting the maximum grant request of \$75,000 would need to demonstrate a minimum match of \$25,000 and a minimum Total Project cost of \$100,000. At the bottom-right of the budget, you will see an automatically calculated percentage which shows how much match you have currently included in your budget. That percentage needs to be 25% or higher—if it is too low, the box will be highlighted in red.

In the “Expenses” column, enter the estimated costs for each part of that phase in the orange boxes: paid labor, materials and equipment, and/or other (please specify). All costs listed as expenses should be based on a contractor’s estimate or previous research which must be included as an attachment. Examples of phases or milestones may be construction items like “Roof replacement” or “Window repair”—or it can be work that requires specialized professional services such as “Structural engineering assessment” or a “National Register nomination.” Expenses related to meeting the reporting requirements for accounting and legal fees related to easement preparation are allowed and may be included.

Costs may be in a lump sum for a particular work item. However, if a consultant/contractor bills hourly, please note that professional hourly rates are capped by the National Park Service each Federal fiscal year. For this grant, the cap is set at **\$79.68/hour** (for projects occurring outside the Seattle or Portland metro areas) yet should still be reasonable and competitive to attract qualified and appropriate personnel.

In the “Income” columns, please indicate in the green boxes how much of the project expenses you are proposing will be covered in grant dollars and how much will be covered with your own cash for each part of each project phase/milestone.

If you are proposing in-kind labor, materials, or equipment for your project, please be sure to **fill out the second tab** of the [Third Places Fund - Budget and In-kind Details Worksheet](#). The title of each phase/milestone on the first tab will automatically populate to the second tab. For each phase, provide a short description in the blue boxes of any in-kind labor, materials, and/or equipment you are donating such as “100 hours of volunteer labor at \$33.02/hour” or “1 week rental of a scissor lift valued at \$200.00/day.” In the green boxes, list the dollar value of in-kind labor, materials, and/or equipment you are donating, which for these examples would be \$3,302.00 and \$1,400.00, respectively.

All match, both cash and in-kind, must be on-hand or committed at the time of application. Documentation of commitment of labor and materials is required. Clear rationale for the dollar value of professional in-kind labor, materials, and/or equipment must be presented through that documentation. Values assigned to donated material may not exceed current market values at the time the donation is assigned to the project. Grant recipients must also maintain documentation of their reasoning for determining current market values. Grantees must

maintain records to support their reimbursement claims as to the actual use of donated equipment (e.g., number of hours, miles, or other measurement factors and records showing the age of the equipment and the source of acquisition).

Volunteer time should be valued at \$33.02/hour unless a higher rate is documented and is approved in writing by DAHP. All volunteer services must be substantiated by time sheets that are signed by both the volunteer and his/her supervisor. Such records must show the actual hours worked, the value of the donation, and the specific duties performed. If the proposed rate is higher than \$33.02, the records should also indicate the basis for determining the rate of the volunteer's contribution and such documentation must be available for audit. A written justification of volunteer rates must accompany the grant application. If a volunteer is a professional and is performing professional duties for the project, then their normal rate of pay will be accepted.

Please upload the following:

- A completed [Third Places Fund - Budget and In-kind Details Worksheet](#)
- Three project estimates or bids from qualified contractors that support the information provided in your project budget
- Documents demonstrating the qualifications and experience of your selected contractor(s) in working on historic structures
- Documentation of the estimated values of proposed in-kind labor, material, or equipment contributions to the project (if applicable)
- Documentation of liability insurance for this project
- A professional property appraisal (only required for applications requesting grant funds to go toward property acquisition)

Please describe whether or not you are immediately ready to proceed with your project if you receive a grant. If you would not be, what needs to happen to be ready to proceed? Have you managed a project like this before?

Describe the urgency and importance of your project. What would happen if you did not receive this grant?

## **Step 5 of 7: Community Impact of the Proposed Project**

Describe how the community as a whole will benefit from your proposed grant project.

How will the proposed project increase the capacity of this property to function as a Third Place and/or improve its ability to facilitate social connections?

How will this project help this Third Place increase its capacity to support diversity, equity, and inclusion in the community?

How will this project preserve the distinctive physical features that make it a familiar visual feature of the community?

### Letters of support:

Please upload at least two letters of support that describe the importance of this Third Place and your project. Letters may come from any variety of stakeholders including:

- users of the Third Place who can speak to social connection and impact;
- local businesses who can speak to the place's contribution to the local economic "ecosystem;" or
- any other community partners who can speak to its contribution to the community.

## **Step 6 of 7: Photos**

Please use the uploaded file names to clearly label/identify images and include photo credits. If preferred, you may also upload a separate document of photo captions and credits.

### Community photos:

Please upload 10-12 images that convey the importance of this Third Place in your community. This can include daily public use of the space, special community activities/events, previous rehabilitation projects, etc.

### Property photos:

Please upload 6-8 images of the entire property that show all sides of the building, its siting/context, and its relationship to the public right-of-way.

### Project photos:

Please upload 10-12 detail images of the property areas specifically related to your project proposal. Be sure to clearly illustrate the project need and urgency with the photos you select.

## **Step 7 of 7: Confirmation / Submission**

### Accuracy of Information

Please confirm that the information you are providing is complete and accurate.

For applicants who are the property owners, check the box: "I certify to the best of my knowledge that the information provided in this application is complete and accurate."

For applicants who are not the property owners, check the box: "*I certify to the best of my knowledge that the information provided in this application is complete and accurate and that this application is submitted in full cooperation with the property owner.*"

### Maintenance and Easement Agreement

If a grant is awarded, the owner will be required to enter into an easement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The term of the easement will be 5-15 years, depending on the grant award. DAHP will provide a template. *A draft of the proposed easement is required to be submitted to the NPS by February 1, 2023.*

For applicants who are the property owners, check the box: *"As the property owner, I understand that if a grant is awarded, I will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. I understand that the term of the easement will be 5-15 years, depending on the grant award. As the property owner, I understand I will not be reimbursed for any work completed until a recorded preservation easement is submitted."*

For applicants who are not the property owners, check the box: *"As the applicant, I attest that the property owner understands that if a grant is awarded, the property owner will be required to enter into a maintenance and easement agreement on the property to ensure the building is not adversely impacted by future action, such as demolition or inappropriate alteration. The property owner understands that the term of the easement will be 5-15 years, depending on the grant award. As the applicant, I understand I will not be reimbursed for any work completed until a recorded preservation easement is submitted."*

### Federal Assurances Attachments

Please upload the following signed attachments:

- [Civil Rights Assurance](#) (7A)
- [Statement of Understanding for Grant Management Requirements](#) (7B)
- [Certification Regarding Disbarment](#) (7C)
- [Form 424D](#) (Construction Programs) (7D)

### Submit Grant Application

Click the "Submit Grant Application" button. You will receive a confirmation email that your application has successfully been submitted.

**All applications are due no later than June 1, 2021.**

# APPLICATION ATTACHMENT CHECKLIST

Be sure to have all of the following attachments ready to upload into the application form before you plan to finalize your submission.

## Step 1 of 7

- 1A. National Register nomination form *OR* letter of eligibility for the National Register

## Step 2 of 7

- 2A. Confirmation of property ownership (*can be a copy of a county assessor's webpage*)
- 2B. Confirmation of owner consent (*if owner is not the applicant*)

## Step 3 of 7 (*none*)

## Step 4 of 7

- 3A. Completed [Third Places Fund - Budget and In-kind Details Worksheet](#)
- 3B. Three project estimates or bids from qualified contractors
- 3C. Documentation demonstrating the qualifications and experience of your selected contractor(s) in working on historic structures.
- 3D. Documentation of the estimated values of proposed in-kind labor, material, or equipment contributions to the project (*if applicable*)
- 3E. Documentation of liability insurance for your project
- 3F. Professional property appraisal (*for grant requests involving property acquisition only*)

## Step 5 of 7

- 5A. Letters of support (at least 2)

## Step 6 of 7

- 6A. Community photos (10-12)
- 6B. Property photos (6-8)
- 6C. Project photos (10-12)

## Step 7 of 7 (*none*)

- 7A. [Civil Rights Assurance](#)
- 7B. [Statement of Understanding for Grant Management Requirements](#)
- 7C. [Certification Regarding Disbarment](#)
- 7D. [Form 424D](#) (Construction Programs)

## CONTRACTING PROCESS

Once the Grants Advisory Committee has made its recommendation to the State Historic Preservation Officer (SHPO), it is the SHPO's responsibility to select the grant projects that will be funded. The decision will be finalized by July 6, 2021 and notifications are made to award recipients immediately following the decision. This begins the contracting process.

The next step is to develop a Scope of Work and budget based on the grant application for the grantee's approval. Once the Scope of Work and budget have been agreed upon, the contract is developed. When the contract is completed, a digital copy will be sent to the grantee for electronic signature via DocuSign. **The contract should be carefully reviewed then digitally signed by an individual authorized to execute such documents.** Once signed, the grantee should download and save a copy for their files. If desired, the grantee may request a hardcopy be mailed to them.

Please note that any project-related publications or press releases will require text acknowledging Federal funding. The required text will be provided in the grant contract.

It is the grant manager's goal to have all contracts executed (finalized and signed by all parties) by December 1, 2021.

# GRANT COMPLETION

## Grant Project Timeline

The grant contract period for Third Places Fund is unique to your grant agreement and shall conclude by September 30, 2023. All expenditures for which you will request reimbursement need to be incurred during the time identified in your grant agreement. We anticipate being able to execute all grant contracts by the end of 2021. It is important to be in contact with DAHP to ensure timely completion. Extensions are possible and will be handled on a case-by-case basis. *Any request for extension must occur at least six months in advance of the end of the grant period and must be approved by NPS.*

## Documentation Required for Reimbursement

The project budget as stated in the contract will be the guiding document when DAHP is processing submittals for reimbursement. It is extremely important that all reported expenses relate directly back to that budget. Below is a list of items that must be submitted to the WTHP.

- A. **A-19 Invoice Voucher Form.** This form is essentially the invoice you submit to DAHP in order to receive grant reimbursement. A copy of the A-19 form will be attached to your contract for reference, but WTHP staff will assist you in filling it out at the appropriate time. The A-19 form must include an original signature from someone authorized to make billings. Think of the A-19 form as your table of contents for the rest of your reimbursement paperwork. Everything on the A-19 form must be detailed in your supporting documentation.
- B. **Documentation of Completed Work.** Thorough photographic documentation of the completed work, with a photo key, must be provided.
- C. **Timesheets.** Whether you're using an hourly rate for reimbursable labor or in-kind labor, we must have a record of the hours spent and activities performed. The timesheets must clearly identify the month, date, and the hours spent on the project for which time is charged. You must also identify the hourly pay rate of each laborer charging time to the grant so that expenditures can be verified. Finally, be sure that the work performed is within the contract period. Any expenditures of time beyond those dates cannot be reimbursed.
- D. **Consultants. Please provide copies of invoice vouchers from consultants/contractors.** The invoice vouchers should clearly identify the time period during which the work was performed and if applicable, the hourly rate at which work is charged, again so that expenditures can be verified. Remember that DAHP can only reimburse wages at not more than an hourly rate as directed by the National Park Service each federal fiscal year. For fiscal year 2020 grants, the rate is \$79.68/hour. The invoices from your consultant(s) must include their signature and must also be within the contract time period. Please also note that grantees and their contractors are responsible for meeting prevailing wage requirements as per the David Bacon Act, RCW 39.12, and WAC 296-127.
- E. **Other Expenditures, if applicable** Please provide copies of invoice vouchers and/or receipts for other expenditures related to the project. These expenditures must be identified in your project budget to be allowable for reimbursement. Again, the expenditures must be within the contract period in order to be reimbursed.



- F. **Proof of Payment.** For consultant fees, paid staff time, and other expenditures, please provide documentation that payment was indeed made. This typically includes documentation from your accounting office such as computer printouts or warrants.
- G. **Volunteer Services, if applicable.** To document volunteer services that are used as project match, please use the "Report of Services" or donated labor form found in your contract. The Report of Services form needs to be completed for each volunteer with original signatures from both the volunteer and the person supervising the volunteer's work. The wage rate for the volunteer activities must also be identified and justified. For example, if a mason volunteers her time to repoint mortar joints and her typical hourly wage is \$50, then the hourly wage shown as a volunteer should be \$50/hour. However, if that mason is volunteering to paint siding, the hourly wage should reflect what one could reasonably expect to paint siding. When in doubt, the base volunteer rate of \$33.02/hour. The form should also identify the month, date, and number of hours worked. Again, this is used to document and verify the value of volunteer services and contributed match.

Remember to use the project budget from your contract as a guide to the documentation you will need at reimbursement time. Make sure that everything is signed and dated and ALWAYS within the contract period. Use the checklist that follows as a guide to your completion report.

**---END OF DOCUMENT---**

**For more information, please refer to the  
[Third Places Grant Manual 2021 APPENDIX](#)**