Heritage Barn Grant Program – Recipient Checklist

Congratulations on receiving a Heritage Barn Grant! We look forward to working with you on your upcoming project. This checklist details grant program requirements and expectations throughout the life of your project.

Before Project Commences

- ☐ **Execute Grant Contract.** Sent via Adobe Sign, this contract between you and the Department of Archaeology & Historic Preservation (DAHP) will outline the scope and budget of the project. Please sign the grant contract within sixty (60) days of receiving it to secure your grant funding. *Work cannot begin until contracts are finalized.*

- ☐ **Receive Grant Administrator's Approval of Methods & Materials.** To ensure planned work is eligible for grant reimbursement, all final bids, material specifications, and project design must be submitted to the Grant Administrator for review and approval *prior* to beginning work or paying for materials and services. All work must adhere to the *Secretary of Interior's Standards for Historic Preservation* and be reviewed by program staff.

During Project Work

Projects cannot begin until contracts are finalized and must begin within one year of the contract's execution. The State cannot reimburse any expenditures on the project made before the grant contract is in place.

- ☐ **Display Award Sign.** You will be sent a grant award sign acknowledging DAHP as the source of the grant funding. You are responsible for producing the sign by taking the provided design file to a print or sign shop. The sign should be at least 16" x 24" in a hanging vinyl banner, corrugated plastic board, or a comparable (preferable recyclable) material. *Expenses for the sign may count as match towards your grant project.*

- ☐ **Track Cash Expenses.** When submitting for a reimbursement, you must have all expenses recorded in the provided Expenses Spreadsheet. We highly encourage you to record your project-related expenses as you go to ensure a quick and smooth reimbursement process later.
    - *Expenses Spreadsheet*: DAHP Reporting Expenses Spreadsheet - template

- ☐ **Track In-Kind Match for Materials, Labor, and Equipment.** Use the In-kind Donation Forms to record and show proof of donated/in-kind labor, equipment, and materials. Complete these forms as work progresses and submit completed forms with your quarterly reports.
    - *Donated Labor Form*: preservewa.org/sample-dahp-contract_donated-labor_updated/
    - *Donated Equipment Form*: preservewa.org/sample-dahp-contract_donated-equipment_updated/
    - *Donated Materials Form*: preservewa.org/sample-dahp-contract_donated-materials_updated/

- ☐ **Submit Quarterly Progress Reports.** You are required to submit quarterly progress reports the 15th of every January, April, July, and October throughout the duration of your project, providing the following:
    - Description of work progress, delays, or scope changes
    - Progress photos
    - Documentation of project expenses and donations to project
    - *Progress Report Form*: preservewa.org/dahp-grant-progress-report/

  If no work is completed in a given quarter, complete a report to let us know the reason why and indicate when the project will resume.

Note: All attachments must be .jpeg, .png, .pdf, or .doc

After Project Concludes

All projects must be completed within the budget biennium, meaning the deadline for all grant projects is **June 30, 2027**.

- ☐ **File Preservation Easement.** If your grant project is on private property, you are required to enter into a property easement to ensure the building is not adversely impacted by future action. The term of the easement will be 5-15 years, depending on the amount of the grant award. This document will be provided by the grant administrator and must be filed with your County Clerk or related office. *Expenses for filing the easement may count as match towards your grant project.*

- ☐ **Submit Project Completion Form & Reimbursement Request.** All grants are made on a reimbursement basis only; you must do the work first, pay all bills/invoices associated with that work, and then submit proofs of payment to the state for reimbursement.
  - *Completion Report Form:* preservewa.org/dahp-grant-completion-report/
  - Required materials. Please prepare to submit the following:
    1. Cash expenses tracking sheet (see Page 1 for download link)
    2. Proof of expenses, such as final bids, invoices, and material specification sheets
    3. Proof of payment, such as cancelled checks, bank/card charge or deposit slips
    4. Completed Donated Labor, Material, and Equipment Forms (see Page 1 for download links)
    5. Photos of completed project
    6. Photo of the posted Grant Award Sign
    7. Scanned copy of the Preservation Easement file (if applicable)

    Note: Depending on their complexity, reimbursements can take 4-6 weeks to process
  - Direct deposit. To receive reimbursement via direct deposit, you must be a vendor in the State's system. If you are not yet one, you must submit a Statewide Payee Registration form to become one.
    - *Statewide Payee Registration Form:* https://apps.docusign.com/webforms/us/891c8d883f8d2f6d15d36c7abab0d29b
  - Multiple reimbursements. Up to three reimbursements over the course of a project are allowed. If you do decide you will need to submit multiple reimbursements, please let grant administrators know as soon as possible so a payment schedule can be planned.

- ☐ **Sign State Form A-19.** This payment voucher form will be sent by the Grant Administrator after you submit your first reimbursement request. Completion of this document is required to initiate reimbursement.

- ☐ **Celebrate with your local press and state legislature.** It's time to celebrate! Share your final project with your local press and your state representatives (funding from the State helps make this program possible).
  - *Letter to state representatives*: preservewa.org/celebrate-with-your-state-representatives/
  - *Press release for local press*: preservewa.org/dahp-press-release-templates/

Next Ten Years

- ☐ **Annual Monitoring Form.** In accepting state funds, you must provide an annual report along with current images of the barn for ten (10) years after the project concludes. Reports are due annually by December 31.
  - *Annual Monitoring Form:* preservewa.org/heritage-barn-grants/annual-monitoring-form/

Questions? Explore the DAHP Current Grantee Portal at preservewa.org/dahp-grants-current-grantee-portal/. You can contact the Washington Trust Grant Administrator at grants@preservewa.org or 206-462-2999.