



## Distribution of Funds from the Skeletal Human Remains Assistance Account

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Effective August 1, 2016

Approved by \_\_\_\_\_

Allyson Brooks, Director, State Historic Preservation Officer

### Background

In 2008, the Washington State Legislature passed and the Governor signed legislation establishing the Skeletal Human Remains Assistance Account (43.334.077 RCW), hereafter referred to as the "ACCOUNT". This ACCOUNT was created in the custody of the state treasurer and expenditures may only be used for archaeological determinations and excavations of inadvertently discovered skeletal human remains, and removal and reinterment of such remains when necessary. The Department of Archaeology and Historic Preservation ("Department") director, hereafter referred to as the "DIRECTOR", or the director's designee, hereafter referred to as the "DESIGNEE", may authorize expenditures from the ACCOUNT to an applicant, hereafter referred to as the "APPLICANT".

### Purpose

The ACCOUNT was created to subsidize or cover the costs associated with the inadvertent find of human skeletal remains. As such, the primary purpose of the ACCOUNT is to cover the costs of recovery, reburial, erosion control, reinterment, or other expenses deemed by the DIRECTOR or DESIGNEE to be essential to the resolution of a case involving the inadvertent find of human skeletal remains.

### Distribution of Funds

The funds will be distributed in accordance with guiding State law on the allocation of funds. The funds will be distributed upon the approval of the DIRECTOR or DESIGNEE. All funds will be distributed on a cost-reimbursement basis. Evidence of qualified expenditures, satisfactory to the Department, must be submitted to the Department for reimbursement.

### Designation

The DIRECTOR may appoint a DESIGNEE to distribute funds at the discretion of the DIRECTOR. Appointment of a designee will occur in writing through the use of an "Authorization to Distribute Funds" form. Authorization of a Designee is effective until revoked by the Director or until Designee is no longer employed with the Department.

### Statement of Non-Competition

The ACCOUNT will be used to provide non-competitive grants. Eligibility is determined by the DIRECTOR or DESIGNEE. Grants will not be offered competitively, nor will grant availability be advertised unless solicited by a potential APPLICANT.

## **Preference**

Grants should be matched by concerned parties, and DAHP will exercise preference for grant applications that demonstrate appropriate match. Volunteered labor and in-kind donations can be used as match at their corresponding value.

## **Application and Determination of Eligibility**

At the request of the Department, the APPLICANT should submit a complete “Application for Skeletal Human Remains Assistance Account Funds” form by mail or by electronic copy to the DIRECTOR or DESIGNEE. Eligibility will be evaluated by the DIRECTOR or DESIGNEE. Applications requesting funding through the ACCOUNT are evaluated based upon an assessment, in the sole discretion of the DIRECTOR or DESIGNEE, of the consistency of the intended use of the funds with state law, and the availability of funds. Generally, applications should be made prior to initiation of the project. Applications for reimbursement will be considered only up to one year after the completion of the project. Priority for funding will be given by the DIRECTOR OR DESIGNEE to emergency situations.

## **Budget Approval**

Upon receipt of a proposed budget, the DIRECTOR or DESIGNEE will approve a grant to the APPLICANT for eligible expenses not to exceed an amount determined by the DIRECTOR or DESIGNEE. The Department will prepare a contract outlining the grant and the process for the APPLICANT to submit proof of cost-reimbursable expenses. New activities, and requests for extension of time to complete activities, must be reviewed and approved by the Department, and will be reflected in a contract amendment even if the cost of new activities are within the grant amount.

## **Supplemental Need**

If complications arise and costs increase beyond the grant amount, a supplemental grant may be requested through an additional application process. Funds and matches in-kind cannot be reused as matches for the supplemental grant request.

## **Reappropriation**

Unused funds from a grant will be reappropriated after the completion of the project or if no progress is made within a designated time frame as outlined in the contract.